

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, October 17, 2022
Meeting held via Microsoft Teams

Board Attendance: Randall Allison, Aron Carter, Joanne Ludwikowski, Scott Metzger, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Jeffrey Snyder, Lindsay Stamm, Edward Weinoffer, Patti Wylie

Board Members Not Attending: Maria Boileau, Tia Hillyer, Abigail Roberts

Staff Attending: Rachelle Abbott, Patricia Kiessling, Jim Plankenhorn, Emily Reed, Nate Snook, Jamey Williams

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. Roll call was taken to verify members present.
3. Emily Reed, Controller in STEP's Fiscal Department, was introduced to the board.
4. On motion of Joanne Ludwikowski and second by Lindsay Stamm, the minutes of the September 19, 2022, STEP Board of Directors meeting were approved.
5. Additional members of the public were invited to identify themselves and any organizations they represent. None were present.
6. Patricia Kiessling presented the financial reports for August 2022, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. Highlights were provided on current Housing Option pathway grants. On motion of Lindsay Stamm and second by Edward Weinoffer, the financial reports were approved.
7. Rachelle Abbott presented the programmatic reports from September 2022. On motion of Joanne Ludwikowski and second by Aron Carter, the programmatic reports were approved.
8. Nate Snook, STEP Housing Options Director, provided an update on the Housing Options Pathway. Items included the expansion of the Utilities Assistance program into the greater Harrisburg area; the upcoming LIHEAP Crisis season; and ongoing recruiting efforts with area high schools and colleges.
9. Jamey Williams led a CAPLAW board training on the board responsibilities in connection with fundraising.
10. Jim Plankenhorn, Brenda Nichols, and Jamey Williams introduced the 2022 Board of Directors fundraising activity. Board members were encouraged to personalize the solicitation letters.
11. Rachelle Abbott provided an update on the STEP Social Justice Task Force. A community event is being planned for August 2023. Rachelle and Brenda Nichols will provide an update
12. In other business:

The next STEP Board of Directors meeting is Monday, November 21, 2022. The meeting will be held at the Clinton County Community Center, 124 E. Walnut Street, Lock Haven, with a Teams/call-in option available.
13. There being no further business, the meeting was adjourned at 4:56 p.m. on motion of Joanne Ludwikowski and second by Randall Allison.