

MINUTES
PACOG Board Meeting
Tuesday, April 15, 2025 3:00pm

1. Call to Order

Amanda Settlemaier called the meeting to order at 3:00 P.M.

2. Roll Call

Board Members Present:

Ben Estell

John McHugh

Gary Myers, Vice Chairperson

Amanda Settelmaier, Secretary & Treasurer

An Lewis, Chairperson (arrived after roll call)

A quorum was established.

Management Team Present:

Joy Ruff, LGA

Conner Plunkett, LGA

Debby Grass, GRS

PA DCED Representatives Present:

Bethany Williams, Local Government Policy Manager

Terri Cunkle, Local Government Policy Specialist

3. Motion to Approve Minutes of March 18, 2025, Board Meeting

Motion to approve the minutes of the 3/18/25 Board meeting as presented.

a. Motion: Made Ben Estell

b. Second: Gary Myers

Motion passed 5-0 with no abstentions

4. Financial Report

Debby Grass led a discussion about the financial status of the organization. She reported that they had increased their funds, reaching an account balance of \$38,591.97 by the end of March. She also mentioned that they received additional payments from membership fees bringing the total to \$5,600 which is close to the budgeted amount. Debby Grass also noted that PACOG received several inquiries and payments from private companies for associate memberships. The conversation ended with a review of the financial report and a decision to accept it as presented.

Motion to accept the financial report as presented.

a. Motion: Gary Myers

b. Second: Ben Estell

Motion passed 5-0 with no abstentions

5. Management Team Report

Joy Ruff and Debby Grass discussed the organization's educational webinars, which have shown increasing interest. They specifically discussed the legislative update webinar as well as the upcoming regional meetings. Debby corrected some addresses in the directory and mentioned plans to send out another invitation to non-member COGs. Joy asked for a Board member volunteer to welcome the guests at the final regional meeting in Lewisburg, to which Ben Estell volunteered. The team also discussed the upcoming conference at the Graduate in State College on September 30th to October 1st.

A. Review/Approve Sponsorship Package for Vendors

Joy discussed the need for vendor solicitation at the upcoming conference. Debbie suggested reaching out to vendors personally, as she had more success with this approach than sending a global invite. She also proposed that each board member identify five (5) vendors to reach out to.

B. Members Conference Pricing/Marketing/Application

There was then a discussion about conference pricing, and membership levels for attendance. Debby asked the board to review the proposed sponsorship and registration fees for the conference. The team agreed to offer a 15% discount to full members. An adjustment was made to add a non-member category. They also discussed the hotel reservation link and the logistics of renting out rooms. The next steps include finalizing these conference details and starting marketing efforts.

6. DCED Contract – Discussion

Joy briefly discussed the status of the renewal of the DCED management contract. Bethany Williams from DCED said that she would check into it internally, but did not anticipate any issues.

7. Any Other Business

No other business was brought before the board.

8. Adjournment

Motion by Ben Estell to adjourn the meeting at 3:27pm.

X

Amanda Settelmaier
Secretary/Treasurer