



MEMORANDUM

Date: March 18, 2009
Subject: Executive Director's Report
From: Sherri B. Zimmerman, Executive Director
To: South Central Assembly Board of Directors

The following information provides a summary of SCA staff activities since January 2009. Separate reports on these activities will be provided as part of the meeting where noted.

Membership

I have received resignations from two individuals who have resigned from the Board of Directors since our January meeting, Mike Piaskowski (ex officio) and Mark Berg. Both individuals stated time and other obligations as the primary reason for their resignation.

The board members were notified that the time for collection of annual dues is here and a membership application was updated and provided to capture any changes in member contact information. To date, we have received responses and payment from seven (7) members for a total revenue of \$610.

A request for interest in someone to serve as the Nominating Committee Chairperson was sent out but no one expressed interest or willingness to assume this role. It is critical that we appoint someone to this role to continue the work of rebuilding the Board of Directors, implementation of the Emeritus Status, and more.

Communication

Many of the comments received from the last meeting have been incorporated in the new SCA website. I am hopeful that you will be pleased with what you see in comparison with the previous website. The logo has been updated to a new overall look. The new website includes pictures, member logos, partners, resources and studies, schedule of upcoming events, committees, and much more.

The website is now available for testing at www.southcentraassembly.org/New-Web. Please visit the site and play around with what you see. Comments are encouraged but please remember it is a work in progress and can only be as good as the information provided by the membership. For example, not all Board Member photos and logos are included; committee information is incomplete, etc.

Administration

General operations management has continued as we continue to meet our financial obligations.

I met with the SCA auditor in February to get an understanding of the current status of the Assembly relative to our audit requirements and to begin to put processes in place to be better prepared for the 990 requirements and how best to utilize the services of a professional accountant. In addition, we reviewed instructions for completing the Bureau of Charitable Organizations (BCO) registration statement.

Revenues

Much of my time has been spent on ways to generate additional revenues for the SCA. I have continued working on marketing Energy Consortium and we have now completed contracts for our first two members. In addition, a third contract for Hampden Township is in progress. Advisories have been prepared and distributed announcing these new members. These advisories have generated additional interest. Meetings are now scheduled in Lebanon and Lancaster Counties for March 25. Multiple municipalities will be attending each of two meetings.

Work has continued as we explore the healthcare consortium. We have participated in three meetings since the Board last met and are scheduled for a meeting with DVIT on March 26. The concept is looking very promising and the committee is encouraged with its potential.

We are actively soliciting member dues from the board. Requests for sponsorships will follow now that we are seeing significant progress in our initiatives. Sponsors can advertise on our website for a fee.

WAM application is now complete. This application was submitted to request funding for the start-up costs for the healthcare consortium.

Completed outstanding requirements needed to request remaining funds for the KOZ program. These requirements included preparation of a Resolution and a Cooperation Agreement which were requirements under the original contract and had not been completed.

Participation/Collaboration

I have been actively working with the MTP serving on the Board of Director as well as the Communications Committee Chairperson. Discussions with Dave Black (CREDC & South Central Team PA) are continuing as we identify opportunities for improved collaboration. We worked with Penn State and are now an active supporter of the Geoportal project. I would like to see us step up our commitment and support to this effort so that we can be represented on the Advisory Committee as the concept unfolds.

The reinvigoration of the Agriculture and Land Use committee is beginning with a collaborative roundtable of key stakeholders scheduled for March 31. Five planning meetings have been conducted to date and much work has been completed in between these meetings to prepare for the event. The planning committee includes Boyd Wolf, Russ Montgomery, Ann Simonetti, Susan Parry, Zoe Parker, Mark Berg (resigned), and me.

We launched a new partnership with the APWA through the implementation of the Lunch & Learn training sessions. This organization has grass-roots affiliations with local governments. Although the mission differs from that of the SCA, the populations overlap. Collaborating with

them will help to communicate within the region, bring visibility to our organization, and provide venues for identify needs and providing information about services we can provide.

KOZ Program

Stephen and I have been responding to a variety of KOZ inquiries and applications. The KOZ program is undergoing some significant changes which will require increased commitment to the Program. I participated in the KOZ Coordinator Training in February where new requirements were explained. These include increased reporting requirements and random site visits and verification of applicant information. These new requirements will require establish and maintenance of electronic systems form more accurate monitoring and communication.

Proceedings

I have been working to wrap up this project. A draft is available for review. At this point, the document is 130 pages long. A few sections still need to be completed and final formatting is underway.

Strategic Planning

I have consolidated the output from the Dec and Jan meetings on strategic planning. A task group will meet on Friday morning, March 20 to refine the objectives and prepare for the April 15 final session. At the April 15 session we will adopt goals for the organization, add tasks, and assign responsibility for follow-up on each of them. This will serve as our Action Plan and our direction for the coming 1-2 years. Attendance at this meeting will be important so please make your best effort to join us.