

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
ASSISTANCE CORPORATION
EXECUTIVE COMMITTEE MEETING**

February 13, 2024
8:00 am

MINUTES

Voting Members Present: Russell Denver, Chairman
 David Brown
 Ellen Freyman, First Vice Chair
 Daniel Keenan

Voting Members Absent: Dr. John B. Cook, Secretary, Springfield Technical Community College

Also Present: Matt Flink, President, Appleton Corporation
 Brendan Greeley, President, R.J. Greeley, Inc.
 Shinéad Laventure, Assistant Controller, Appleton Corporation
 Jennifer Murphy, Senior Property Manager, Springfield Technology Park
 Andrea Nathanson, VP of Administration/CFO, STCC

Exhibits

Mr. Brendan Greeley, President, R.J. Greeley, Inc., shared the leasing activity report prior to the meeting and reviewed updates during the management report. Ms. Shinéad Laventure, Assistant Controller, Appleton Corporation presented the Q2 financial statements during the meeting.

Call to Order

Mr. Russell Denver called the meeting to order at 8:00 am and roll call was taken. A quorum was established.

Approval of Minutes

A motion was made by Ms. Ellen Freyman to approve the December 12, 2023 meeting minutes. The motion was seconded by Mr. Daniel Keenan and approved unanimously via roll call.

Management Report

Ms. Jennifer Murphy, Senior Property Manager, Springfield Technology Park, reported that there is not yet a confirmation of the Gubernatorial appointments to the Board of Directors, however she continues to work with a contact in the Governor's Western MA office. Ms. Murphy is exploring a weatherization and HVAC study to take advantage of Mass Save programs. The office occupancy at the Tech Park continues to be high, with Monday and Friday being lower occupancy days due to hybrid work models being the new normal among tenants.

Ms. Shinéad Laventure, Assistant Controller, Appleton Corporation presented the Q 2 financial statements, which are included in the packet. Ms. Laventure included information on current and projected cash and equivalents positions.

A motion was made by Ms. Ellen Freyman to accept the Q 2 of FY 24 Financial Statements. The motion was seconded by Mr. David Brown and approved unanimously via roll call.

Mr. Brendan Greeley, President, R.J. Greeley, Inc., shared highlights from the leasing activity report. Discovery School is currently at an impasse based on the inability to either finance building improvements, or to pay a higher monthly rate to offset this cost. Lightboard has agreed to terms, Mr. Greeley is working through due diligence. Department of revenue storage space continues to make progress.

Authorization of ARPA Funds

A motion was made by Ms. Ellen Freyman to authorize Ms. Jen Murphy to execute and administer the ARPA grant from the City of Springfield. The motion was seconded by Mr. David Brown and approved unanimously via roll call.

Next Meeting

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on Tuesday April 16, 2024.

Meeting was adjourned at 8:30 am

Respectfully Submitted by: Dominick Ugucioni