

# ***Southern Tier West Business Resource Center, Inc.***

**H. Kier Dirlam, President**

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## **BOARD MEETING MINUTES MAY 5, 2025**

**Attending:** Crystal Abers, Don Benson, Kier Dirlam, Peggy Root

**Others Present:** Richard Zink

**1. CALL TO ORDER:**

a. The meeting was called to order at 12:02 pm by Richard Zink. Welcomed Guests.

**2. MINUTES:**

a. Minutes will be reviewed starting at the next future meeting.

**3. FINANCIAL:**

- a. Richard Zink reviewed the current spending and revenues statements with the board members. The board requested the 2024 expenses spreadsheet for the next meeting. Currently the revenues received for April were \$11,605.30 down because the STWRPDB has not paid their rent due to cash flows. Expecting that this will be caught up in the coming 45 days. Expenses were \$12,721.27.
- b. Starting with the next meeting we will approve our monthly financial reports.
- c. A lengthy discussion was held related to the rental rates may be too low for the long-term. Discussed looking a Salamanca rental rates to determine whether we are competitive or not and adjust future rental agreements accordingly.
- d. Discussed options to pay back STWRPDB and USDA for the loans. This will require additional consideration.

**4. BOARD OF DIRECTORS**

- a. Bob Keis was the previous President but he has resigned from the group. In discussion it was agreed that this group should have a President, Vice-President, Treasurer and Secretary.

**On a motion by Don Benson and seconded by Crystal Abers the board approved the slate as follows:**

**Kier Dirlam – President**

**Don Benson – Vice-President**

**Treasurer – Peggy Root**

**Secretary – Crystal Abers**

**All Approved.**

- b. Kier Dirlam took over the meeting at this point.
- c. It was discussed that we need a member from Chautauqua County on this Board and Kier will discuss with Don McCord.
- d. Richard Zink will provide the Board members with the By-Laws for the entity to determine membership guidelines, etc.

**5. INFRASTRUCTURE:**

- a. Richard Zink discussed that we would have to get three (3) quotes for items that we want to update this year. Kier suggested that the empty suite on the second floor should be updated so that we can market it and rent it. Richard indicated that he would get quotes for the painting and new flooring.
- b. Richard Zink noted that the parking area in front of Dr. Thandala's offices is in need of repaving. He also indicated that the large lot toward the City of Salamanca has never been paved and has been in use since 1999 needs to be addressed. Richard indicated that he would get three (3) quotes for this work for the board to consider.
- c. In other talks Richard indicated that the sign out front should be removed and replaced. There are four parking lot light poles that need to be repaired or replaced. There is interior hall lighting in the STWRPDB area that have not been upgraded to LED yet. Don Benson requested Richard to put together a list of the known issues that he is aware need to be addressed or are likely to be needing replacement soon for the next meeting.

**6. LEGAL ISSUES:**

- a. Discussed the Olean General Hospital rental agreement was sent out over a month ago and thus far have not heard back from them. The agreement expires in October.

**7. OTHER BUSINESS**

- a. Richard provided the IRS Form 990 that needs to be filed shortly. The form is approved to be submitted once page 7 with the officers on it.

**8. GOOD OF THE ORDER**

- a. None

**9. NEXT MEETING:**

- a. The next Meeting will be scheduled on June 9, 2025, at 9:30 AM.

**10. ADJOURNMENT:**

- a. **On a motion by Don Benson and seconded by Crystal Abers the meeting was adjourned at 1:06 PM. Approved**

**Notes as taken by Kier Dirlam**