

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

February 11, 2025

8:00 am

MINUTES

Voting Members Present: Ellen Freyman, Chair
David Brown, 1st 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

Ms. Ellen Freyman 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 Mr. David Brown to approve the December 10, 2024 meeting minutes. The motion was seconded by Mr. Dan Keenan and approved unanimously via roll call.

Vote to Authorize Signature Authority

A motion was made by Mr. Dan Keenan to authorize Mr. David Brown to sign an agreement on behalf of STCCAC in place of Chair Freyman. The motion was seconded by Ms. Ellen Freyman and approved unanimously via roll call.

Management Report

Ms. Jennifer Murphy, Senior Property Manager, Springfield Technology Park, shared that the chiller proposal has been executed. She also reported that the snow removal budget will likely be exceeded. An orientation was held recently with new board members Diane Synzal and Paul St. Pierre.

Ms. Shinéad Laventure, Assistant Controller, Appleton Corporation, shared highlights of the Q2 financial statements for FY25, which were shared prior to the meeting. Of note, there was a \$963K net surplus for Q2.

Mr. Brendan Greeley, President, R.J. Greeley, Inc., shared highlights of the leasing activity report, including new prospects.

Next Meeting

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on Tuesday April 15, 2025.

Meeting was adjourned at 8:30 am

Respectfully Submitted by: Dominick Uguccione