

MEETING MINUTES – July 14, 2026

Members in Attendance:

Lauren Isch, Chair
Amanda Coffey
Gary Scicchitano
Kelley Kaufman
Jon Cox

Other Attendees:

Carol Kilko, Chair, Engagement Committee
Janet Anderson, Executive Director
Julie Koranda, Finance & HR Manager

Lauren Isch, Chair, called the meeting to order.

MINUTES

On a motion by Gary Scicchitano, seconded by Amanda Coffey, the committee approved the April 14, 2026, meeting minutes. The motion passed.

NEW BUSINESS

AI Policy

Julie Koranda reported that the organization's AI policy has been finalized and was circulated to the Committee for review approximately two weeks before the meeting. Staff has already signed the policy, given that staff are actively using AI tools, and the policy was developed with input from the organization's solicitor. The policy remains open to additions or changes if the Committee identifies any necessary revisions. Gary Scicchitano indicated he had not received the policy due to an email issue, and staff agreed to resend it to him. Lauren Isch noted she had reviewed the policy and specifically noted the inclusion of language addressing confidential and proprietary information and asked whether staff have received training distinguishing confidential versus proprietary information. Janet Anderson acknowledged the lines can be blurred and suggested that Chris (or a member of his team) could be brought in to provide training, noting that the organization has previously used Rice Park for similar training. Amanda Coffey confirmed the policy addressed the items she was looking for. The consensus was that the policy would remain in place for this year as reviewed by the solicitor, with normal/annual updates to be made before the next annual staff signing cycle.

Cyber Insurance

Julie Koranda provided an update on cyber insurance, following discussion at the prior meeting. The cyber insurance policy has been finalized and became effective in May 2026. As a condition of coverage, Travelers require the organization to complete a disaster recovery plan, due to Travelers the following week. Staff have been working with the organization's IT service provider to finalize the plan; the IT provider sent materials that morning, and the completed document will be submitted to Travelers within the required timeframe. No further action or comments were carried out by the Committee.

Salary Increases for 2027 / Budget Planning

Julie Koranda opened a preliminary discussion on projected 2027 salary increases, noting firm figures are not yet available. Preliminary market data suggests increases in the range of approximately 3% or slightly higher; Social Security's cost-of-living adjustment (COLA) is not yet confirmed but has been projected in the range of 3.8%–4.7%. The committee discussed that a COLA figure as high as 4.7% is not unrealistic broadly but may be unrealistic to build into the budget.

The committee also discussed how increases are applied. The budget is targeted for approval by October; a placeholder salary-increase figure (expected to lean toward 3%) will be included and may

be adjusted as more information becomes available. No further comments were raised, and the discussion was noted as informational input to the upcoming budgeting process.

Upcoming CAEDC Events

Janet Anderson provided an overview of upcoming events and confirmed that Committee/Board members should be receiving event invitations, asking members to flag if invitations are not received.

- The Beer Trail Launch is scheduled for September 17.
- The Golf Outing is scheduled for October 2; the organization is still seeking sponsors, and team recruitment will begin with partnership-program organizations before opening to the public.
- A Fall Economic Development Event is tentatively scheduled for November 12,
- A Fall Networking Event is planned, but a date has not yet been finalized, as the organization limits networking events to roughly two per year at the request of local chambers to avoid competing events.

Sponsorship information for fall events will be distributed, and members were asked to watch for that communication.

Tourism Committee Subcommittees

Janet Anderson reported that the Tourism Committee has established two ad hoc subcommittees: an Outdoor Towns subcommittee and a Destination Sales subcommittee, the latter prompted in part by interest from area hoteliers seeking greater input on sales strategy. Both subcommittees will conduct feasibility and exploratory work before a decision is made on whether becomes a standing subcommittee.

- Laura will oversee both subcommittees and will staff the Tourism Committee;
- Ashley will staff the Outdoor Towns subcommittee; and
- Patrick will primarily staff the Destination Sales subcommittee, with Laura's oversight.

The subcommittee restructuring has resulted in some turnover on the Tourism Committee, as certain members elected to focus solely on subcommittee work; staff have identified replacement candidates and will bring recommendations, with resumes and letters of interest, to the Executive Committee to maintain the Tourism Committee at seven members.

Staff Team Building and Community Engagement

Team Building

Julie Koranda reported on a staff team-building day held on June 2, 2026. The event was well received by staff, and Janet Anderson noted that the organization plans to hold another team-building activity, possibly early next year. As always, committee suggestions are welcome for future activities. CAEDC is also finalizing plans for a fall charity or community engagement activity. Options under consideration include a one-mile evening walk hosted by the Carlisle YWCA on September 29, and a holiday-season volunteer opportunity, such as Thanksgiving meal packing, with an organization such as Mission Central or New Hope Ministries. Participation in these activities is voluntary and not mandatory for staff.

Staffing Updates

- Economic Development intern started in May, as previously discussed at the April meeting, and is expected to remain through approximately mid-August; her work has been going well.
- The Tourism division did not hire a summer intern this year, as no specific project was identified.
- Both internships will continue to be budgeted annually to preserve flexibility.
- Staff reported that Doreen will be leaving the organization on August 7 to relocate for family reasons. A replacement candidate has been identified. Janet Anderson confirmed the candidate is not currently employed and recently relocated to the area, and she has prior board-facing experience from her previous corporate role.

Board Updates

Janet Anderson reported that board member Kris Becker has resigned following a new position and relocation to the Lancaster area. Kris Becker was the Board's only member from the hotel industry, and

staff will begin the replacement process with the County Commissioners, seeking another candidate with a hospitality or hotel background, consistent with the Board's stated priorities. Committee members were asked to refer any suitable hotel-industry candidates to staff or to the Commissioner's Office, which manages the formal application process.

OLD BUSINESS

Partnership Program Update

Janet Anderson provided a partnership program update: the 2026 budget for partnership revenue was \$50,000, and actual partnership revenue currently stands at approximately \$80,000 for the year. Staff will launch the next partnership campaign in the coming weeks; several partners have already proactively reached out for renewal information, and at least two have indicated they intend to increase their contribution level.

Staff will continue to evaluate whether the golf outing remains the right flagship event, given the number of competing golf outings held by other organizations; the event has been moved to a Friday date to improve participation based on member feedback.

ADJOURNMENT

On a motion by Jon Cox, seconded by Gary Scicchitano, the meeting was adjourned.