



**REGIONAL COUNCIL 9  
EXECUTIVE COMMITTEE**

**AUGUST 15, 2017  
4:30 PM – 5:30 PM**

**Germanna Community College - Daniel Technology Center  
18121 Technology Drive, Culpeper, Virginia**

**MEETING MINUTES**

**Attendees**

**Executive Committee Members:** Brian Cole (Chair), Tom Click (Vice Chair), Jim Cheng, Miles Friedman, David Pettit and Andy Wade

**Absent:** Steve Ray

**Staff:** Helen Cauthen and Julia Skare

**I. Welcome**

Brian Cole called the Executive Committee meeting to order at 4:49 PM.

**II. Funding Plan for Growth & Diversification Plan**

Helen Cauthen explained that DHCD clarified this morning in a conference call that the plan needs to explain how capacity building funds will be matched only if any of those funds (beyond the first \$400,000) are being used for administrative costs. Since we are rolling the full \$250,000 into project monies, we do not need to describe matching fund sources at this time.

**III. Council Meeting – Follow-Up Discussion Items**

**A. Capturing Project Ideas**

Jim Cheng raised the question of how best to generate good quality projects. Ideas included:

- Use Tom Tom Fall Forum to communicate that monies are available.
- Ask ED Partners to help generate project ideas; Miles Friedman and Andy Wade agreed to convene such a meeting.
- Encourage elected officials to help spread the word.
- Present to Chambers and/or encourage staff and members to attend the September 13 unveiling sessions.
- Send out news release and use social media for promotion.
- Perhaps prepare a video to explain GO Virginia; perhaps videotape the September 13 session.
- Region 7 has approached us about a cybersecurity project. Jim Cheng will join Miles Friedman in exploring this idea.
- Develop a communications strategy.

**B. Innovation Session at Tom Tom Fall Forum**

- Jim Cheng, Brian Cole and Helen Cauthen agreed to meet with Paul Beyer and explore holding a session during this event focused on inter-regional collaboration on innovation ideas that could be funded by GO Virginia. Also, staff is waiting on Chris Lloyd to get back to us regarding funding from the GO Virginia Foundation for such an event.

**IV. Meeting Schedule**

After discussion, the Executive Committee agreed to meet on Tuesday, October 3 at 1:30 PM immediately prior to the next Council meeting at 2:30 PM. Assuming the room is available, the meetings will be held at UVA Research Park, Town Center Two, 4<sup>th</sup> floor.

**V. Other Business**

**Financial Accounting**

The Executive Committee discussed details about financial reporting from the Partnership regarding GO Virginia funds. After discussion, the group decided to request that the Partnership provide a monthly financial report along with a detailed ledger regarding who has been paid. There was some discussion about whether a Council member wanted to approve every invoice and/or get two signatures on them. Because the Partnership has strong fiscal controls in place, due to PWN's federal funds, and are subject to a stringent A-133 audit, Helen Cauthen explained that would be outside the Partnership's normal processes. She stated that the Partnership typically submits invoices for reimbursement, and only pays the invoice after the expense has cleared the state system (in this case, DHCD's CAMS system). Thus, there is minimal risk that money would be spent inappropriately. Helen Cauthen and Andy Wade will discuss this issue in more detail and report back to the group.

**VI. Adjourn**

Brian Cole adjourned the meeting at 5:48 PM.