

**GO Virginia Region 9
Innovation & Entrepreneurship Task Force
“Venture Hub” Business Plan RFP Oversight Team Meeting
May 20, 2019
9:30 to 10:30
1001 Research Park Boulevard, Suite 310, Charlottesville, VA
AGENDA**

Attending Task Force Members: Jim Cheng, Pace Lochte, Leigh Middleditch

Absent Council Members: Miles Friedman, Tom Click

Venture Hub Team: Roger Johnson, Chris Engel, Denise Hubbard, Sean Carr, Helen Cauthen

Staff: Shannon Holland

1. Welcome

Jim Cheng opened the meeting at 9:35 AM.

2. Public Comments

There was no public comment.

3. Minutes from April 9 RFP Review Meeting

Pace Lochte made a motion to approve the Minutes as presented. Jim Cheng seconded the motion. The motion carried.

4. Clarify RFP Oversight Team

The group reviewed the members of the RFP Oversight Team, as included in the meeting packet.

5. Revisit RFP + Proposal

Shannon noted that a copy of the RFP and Proposal were included for reference. Also, the Camoin Project Management Worksheet in the packet would be helpful for tracking the project.

6. Update Team on Camoin Calls

Shannon Holland, Helen Cauthen, Cathy Renault, and Christa Franzi had a brief kick-off call on May 2. They established a weekly call schedule with Shannon Holland and Christa Franzi to be held every two weeks starting on May 16 at 3:30 pm. Cathy Renault noted she is on vacation and unavailable from May 13 to 24. A draft agenda for the June 4 meeting was briefly discussed.

7. Finalize June 4 Meeting Agenda

The draft meeting agenda was reviewed. The June 4 Meeting is being viewed as a framing conversation between the Camoin team and the RFP Oversight Team. At this time, the suggestions were that a UVA team be convened for the afternoon Pre-

scheduled stakeholder sessions with Camoin. Other groups, such as Community Programming Organizations, Economic Development Organizations, and regional entrepreneurs be scheduled for the July or August Camoin visit. Shannon will discuss with Christa Franzi today to get a better understanding of the best timing.

8. Identify Stakeholders for Interviews

Most of the discussion centered on groups of stakeholders.

9. Finalize Interview Protocols + Questions

The draft interview protocols and questions were reviewed. A few recommendations were made to update the organization of questions. It was also suggested that the Purpose Statement and a few bullets from the Requirements section of the RFP be restated and reviewed with the Other stakeholders before discussions ensue.

10. Update Call with Camoin (every two weeks)

Roger Johnson and Jim Cheng requested to participate on the Camoin update calls. Shannon Holland will coordinate with Camoin.

11. Establish RFP Oversight Team Meeting/Update Schedule

The team suggested waiting to plan RFP Oversight Team Meetings until after the June 4 meeting, when the group would understand the project cadence better.

12. Other Business

No other business was discussed.

13. Adjourn

Jim Cheng adjourned the meeting at 10:35 am.