



REGIONAL COUNCIL 9 – EXECUTIVE COMMITTEE

OCTOBER 1, 2019

9:30 am to 11:00 am

UVA Research Park, 1001 Research Park Boulevard, Suite #301 Conference Room
Charlottesville

MINUTES

Attendees

Members: Jim Cheng (Chair), Tom Click, Pace Lochte, David Pettit, Felix Sarfo-Kantanka, Andy Wade

Absent: Ed Scott (Vice Chair)

Staff: Shannon Holland, Helen Cauthen

1. Welcome

Jim Cheng called the meeting to order at 9:32 am.

2. Public Comment

There were no members of the public present.

3. Approve Meeting Minutes July 22, 2019 Meeting

David Pettit made a motion to approve the Meeting Minutes, as presented. Tom Click seconded the motion. The motion carried.

4. Financials

Andy Wade noted that as shown in the the Statement of Income and Expense the FY2019 expenses vs. budget through June 30 were at 57.48 %. However, of the \$123,944 remaining in the FY2019 budget, \$11,761 is in Project Reserves that will likely be transferred to Per Capita funds, \$48,998 is in Planning that is held for payment to Camoin 310 for the “Venture Hub” Business Plan, leaving \$63,185 in funds carried forward from FY2019. He also said that of the roughly \$63,000 that has been carried forward to FY2020 about \$40,000 was carried over from FY2018 into FY2019. Having funds to carry forward has proven an advantage for the past two years. The Statement of Financial position shows \$13,772.56 in the operating account.

The final pages in the financial reporting section represent the Expenditures vs. Budget for Region 9 projects that have submitted for reimbursement. New projects that have not submitted reimbursement requests yet, such as Catalyst and Young Entrepreneurs are not reported. Andy Wade noted that the project budgets presented represent all activity for each project through June 30 and not just for July 2018 to June 2019 as the heading and columns titles indicate. Shannon Holland will provide quarterly project activity reports, including milestones, to the Council to give the project budgets more context.

Tom Click made a motion to approve the Financials with the title corrections on the project budget pages. David Pettit seconded the motion. The motion carried.

5. Approve Capacity Building Contract and Annual Report due October 1

David Pettit shared that the Bylaws provide for the Executive Committee to approve Financial Assistance Contract (sometimes called the Capacity Building Contract). He has reviewed and approved the edits in the provided draft. Shannon Holland noted there should be one additional correction in section 3. a. 3. The word “organization” should replace “Support Organization”. David Pettit noted that the MOU referred to in the Financial Assistance Contract was signed in 2017 and is still in effect.

Pace Lochte made a motion to approve the contract with the noted edit. Andy Wade seconded the motion. The motion carried.

6. Vote for Region 9 Growth Plan Update Final (2019)

Shannon Holland reported to the Executive Committee that the Region 9 Growth Plan Update was approved by the GO Virginia Board on September 10, 2019. The Executive Committee advised her to report the same to the Council at the October 10 meeting and that a vote to accept was not required.

7. Update on “Venture Hub” Planning Grant

Jim Cheng reported that immediately following the Executive Committee meeting, there would be a Region 9 Innovation Task Force Meeting where the final draft of the “Venture Hub” Business Plan would be edited. The “Venture Hub” Business Plan was funded by a Region 9 Planning Grant. Camoin 310, the plan’s consultant, is will present to the Council at the October 10 Council Meeting.

8. Regional Entrepreneurship Investment (REI) opportunity and Rural Entrepreneurship

Jim Cheng led a discussion about the possibility of doing a contract extension with Camoin 310 or funding a separate planning grant for a rural entrepreneurship initiative now that the “Venture Hub” Business Plan planning grant was near completion. Significant interest was expressed around supporting rural localities. Such an initiative will be put on the agenda for the October 10 Council Meeting. No action was taken regarding the REI opportunity.

9. Chair Update

Jim Cheng asked for feedback on the draft FY2020 Council priorities and asked Shannon Holland to update based on that feedback. Shannon Holland will update and get feedback from the Council. Jim Cheng reported that Kim Blosser, President, Lord Fairfax Community College, accepted the invitation to be a special guest of the Council, per the letter included in the packet. He also shared a copy of a Letter of Support that Ed Scott and he had signed in support of a regional broadband project. He added that Sara Dunnigan is the new Executive Director for GO Virginia at DHCD and she will attend the next Council Meeting followed by a lunch with he and Ed. He and Ed Scott are also planning to attend a combined Regional Council Leadership and GO Virginia Board Meeting in Richmond on December 9. Finally, Jim Cheng discussed the fact that with Tom Farrell coming on as the new GO Virginia Board Chair, some regions are writing letters about the GO Virginia program and he asked the Executive Committee to think about whether Region 9 may want to communicate any feedback in this way.

10. Director Update

Shannon Holland reported that she had completed on-boarding meetings with new Council Members including: Kurt Krueger, Paul McCulla, Shelby Bruguere, and Liz Walker.

Shannon Holland reported that there was \$11,761 of the \$111,111 in Project Reserve funding remaining in the FY2019 Capacity Building Budget. She reminded the committee that the Council previously moved \$99,350 of the \$111,111 Project Reserves total budget to Per Capita project funds in order to fully fund the Regional Business Park and Young Entrepreneurs projects. She noted that as we come to the end of the fiscal year, the Chair will need to sign a letter to transfer these funds to Per Capita projects. Shannon Holland added that the Council didn’t have the 50% match required to use the \$11,761 for capacity building activities.

11. Other Business

No other business was presented.

12. Staff compensation for Growth Plan Update

Shannon Holland left the room at 10:52 am so that the committee could discuss a personnel compensation matter with Helen Cauthen, President, Central Virginia Partnership.

13. Adjourn

Jim Cheng adjourned the meeting at 11:00 am.