

Leon County Research and Development Authority
Executive Committee Meeting
Knight Administrative Centre
1736 W Paul Dirac Dr 32310
Monday, January 28, 2019, 2:00pm

Minutes

Members in Attendance:

Chair Dave Ramsay, Immediate Past Chair Anne Longman, Member at Large Kristin Dozier, Treasurer April Salter.

Members Not in Attendance:

Vice Chair Kim Williams.

Guests:

Melissa VanSickle, Nelson Mullins Broad & Cassel; LCRDA Staff: Ron Miller, Executive Director; Michael Tentnowski, Director of Entrepreneurship; Denise Bilbow, Director of Programs and Communications; Peggy Bielby, Administrative Coordinator.

1. Call to Order

The meeting was called to order at 2:00pm.

2. Introduction of Guests

All present introduced themselves.

3. Modifications to the Agenda

Ron Miller requested that the committee address Agenda Item 8 first in the general business portion of the meeting, and that Agenda Item 7 be modified to state that expected costs are \$60,000 to \$70,000.

April Salter offered a motion to modify the agenda as requested. Kristin Dozier seconded the motion which passed unanimously.

4. Public Comment

None.

5. Approval of Draft Meeting Minutes, September 19, 2018

April Salter offered a motion to approve the September 19, 2018 Executive Committee meeting minutes. Anne Longman seconded the motion which passed unanimously.

6. IBR 19-01 HVAC Preventative Maintenance & Repair Agreement

Staff requests approval of its recommendation to award Informal Bid Request 19-01 to the lowest bidder Engineered Cooling Services, Inc. (ECS.) The authority received two bids in response to its request and ECS price is \$13,797.48 per year, which was \$482.52 per year less than the second bidder. The agreement is for one year with Authority options for two additional one-year terms at the same price.

Anne Longman offered a motion to approve the staff request to award IBR 19-01 to Engineered Cooling Services, Inc. Kristin Dozier seconded the motion which passed unanimously.

7. Collins Building Renovation

Staff requests approval to issue RFP 19-02 for partial renovation of the Collins Building to allow for relocation of the Authority offices and Knight tenants, to begin developing programs, and to begin incubating companies. Renovations will include basic clean up and repairs necessary to get the lab ready for general use of one private lab, and a large shared lab. Renovations are expected to cost between \$60,000 and \$70,000 for carpet, paint, ceiling tiles, repairs to doors, partitioning doors, kitchen plumbing

and cabinets, and partition wall removal to create a large meeting room. A detailed furniture and equipment budget will be submitted separately but will not exceed \$25,000. This amount was not previously budgeted and would come from reserve funds if approved by the Board.

After discussion, the committee recommended that the Executive Director confer with the property manager to obtain a recommendation for an interior designer to assist in the selection of materials and finishes. The RFP should be included on the consent agenda for the next Board of Governors meeting.

April Salter offered a motion to approval to issuance of RFP 19-02. Kristin Dozier seconded the motion which passed unanimously.

8. Innovation Park TLH, Inc. Non-profit Incorporation Documents

Staff requests approval of the Articles of Incorporation, Bylaws, and Organization Action documents, and direction to file documents with the State of Florida necessary to create the Innovation Park TLH, Inc. (IPT) non-profit corporation. The documents as prepared differ from the direction previously given by the Board. Upon further review by General Counsel, the Authority did not qualify to create the previously proposed structure. Staff will provide further details at the meeting.

Melissa VanSickle explained that at the June 7, 2018 Board of Governors meeting, the Board approved creating a nonprofit organization to facilitate the acceptance of charitable donations. General counsel initially pursued forming a 509(a)(3) supporting organization, but after research determined that 501(c)(3) nonprofit with a demonstrated charitable purpose of education (i.e., business educational programs and services) was the appropriate entity for IPT. The Innovation Park of TLH Articles of Incorporation, Bylaws, and Organizational Action documents were drafted accordingly.

After discussion, Anne Longman offered a motion to approve the change of entity form and place the item on the general business portion of the Board of Governors agenda with the Executive Committee supporting and recommending Board approval. April Salter seconded the motion, which passed unanimously.

9. Strategic Plan Draft Discussion

Ron Miller explained that the outline provided by Ray Bye was a concise summary of the strategic plan points, and that the more detailed strategic plan draft, created by the Executive Director from the December 6, 2018 Board of Governors meeting discussion and follow up suggestions, would best serve as the action plan to implement the strategic plan. After discussion, the Executive Committee directed the Executive Director to group and map the outline items into four or five strategic plan points or “big picture” goals and include the detailed points in a separate action plan and present the revised items to the Board for its review and consideration.

10. Chair’s Report

None.

11. Staff Reports

a. Executive Director

Ron Miller reported that a food truck employee reported a slip and fall in the Fuqua atrium restroom area. CNA is handling the claim. Audit Committee will meet in February or March, with Board approval in April. Paul Dean is the new committee chair. Trail permitting has caused a 3-week delay. Axion Technologies is leasing the Morgan lab, and IT Services extended its lease 2 months. Two Board of Governors alternates are retiring in 2019.

b. Director of Entrepreneurship

Michael Tentnowski reported that I-Corps, SBIR/STTR training sessions are planned. EEP starts April 9, FAS Grant, and mentoring collaboration/coordination with DOMI, JMS, other community partners. EDA grant announcement expected “soon.”

c. Director of Programs and Communications

Denise Bilbow reported that TechGrant finalists will be invited to join EEP which will be completed prior to the May 16 Pitch Night event. Tech Topics at the MagLab Mar. 6. MagLab Open House is Feb. 23.

12. New Business

- EDA Grant press release: should be ready to go as soon as an announcement is made, be sure to include congressional partners who offered assistance.
- Develop a relationship with Ken Lawson, new Executive Director of DEO
- WFSU is always looking for content, and Anne Longman suggested a brief but regular/recurring Innovation Park spot: April Salter suggested “Tech Spotlight” and Michael Tentnowski suggested abundant content was available.
- Kristin Dozier suggested re-establishing the relationship with the Tallahassee Democrat, and April Salter recommended meeting with Skip Foster and Byron Dobson in advance of the grant announcement and providing several related story angles re: Innovation Park and recent accomplishments other than the grant and provide a head’s up for the prospective grant award.
- Kristin suggested the rebuilding of Innovation Park bullet points story: present to the Editorial Review Board a bullet list of tangible accomplishments to date/turn-around story. Tom Flanigan WFSU and a reporter at Tallahassee magazine are also interested. Be ready even if the grant isn’t awarded.

13. Adjourn

The meeting adjourned at 4:35pm.