**Leon County Research and Development Authority**

**Executive Committee Meeting**

Knight Administrative Centre

1736 West Paul Dirac Drive, Tallahassee, FL 32310

Monday, June 26, 2017, 3:00pm

**Minutes**

**Members in Attendance:** Chair Anne Longman, Vice Chair Eric Holmes, Immediate Past Chair Kristin Dozier, Treasurer Dave Ramsay.

**Members Absent:** None.

**Others in Attendance:** Ron Miller, Executive Director; Denise Bilbow, Director of Programs and Communications; Peggy Bielby, Administrative Coordinator (LCRDA).

1. **Call to Order**

The meeting was called to order by Chair Anne Longman at 3:07pm**.**

1. **Introduction of Guests**

None.

1. **Modifications to the Agenda**

Ron Miller pulled Agenda Item 8: RFP 17-01 Professional Auditing Services Agreement, and added an item for the Bing Energy bankruptcy Plan of Reorganization which requires direction from the Committee.

Anne Longman added an item to include a discussion of the current news regarding the investigations into the Community Redevelopment Agency and press contacts (see discussion under Executive Director’s Report).

1. **Public Comment**

None.

1. **Approval of Draft Meeting Minutes, March 29, 2017**

*Dave Ramsay offered a motion to approve the draft minutes. Eric Holmes seconded the motion which passed unanimously.*

1. **Bing Bankruptcy**

Ron Miller provided an update on the Bing Energy bankruptcy proposed Plan of Reorganization: under the Plan the Authority has a $37,000 administrative claim which has priority over the unsecured claims, and a $41,000 unsecured claim subject to 1 percent initial payment, with the remaining 4 percent paid over the next 4 years plus a share of equity in the post-reorganization entity. Potential budget impact is only as additional revenue when earned; there is no receivable as all Bing receivables have already been written off. After discussion, the Committee agreed that it was appropriate to support Bing Energy’s Bankruptcy Plan of Reorganization dated June 7, 2017, and to authorize Chair Anne Longman to execute any and all the of the documents necessary to effectuate the instructions of the court based on the Authority’s approval of the Plan.

*Kristin Dozier offered a motion, as amended, to support the Agreement. Dave Ramsay seconded, and the motion passed unanimously.*

1. **Janitorial Services Agreement Second Amendment**

*Dave Ramsay offered a motion to approve the amendment of the Janitorial Services Agreement with C&L and Associates to extend the agreement one year until August 31, 2018, increase the fee 3 percent as provided in the agreement, and provide that the vendor waive any claims it may have against the Authority related to the agreement prior to the date of the amendment. Eric Homes seconded the motion, which passed unanimously.*

1. **Proposed Bylaw Changes**

*Eric Holmes offered a motion to approve the request to submit to the Board proposed changes to the Authority’s Bylaws regarding participation in meetings via electronic means. After discussion the committee directed the language be amended to:*

*1. Move Quorum language to 1.7(a), and voting language from 1.7(a) to 1.7(b).*

*2. Inserted “serious” before “illness” in 1.7(d).*

*3. Changed “the good judgment of the” to “majority vote of the” for both the Board and Executive Committee votes in 1.7(d).*

*Kristin Dozier seconded the motion as amended, which passed unanimously.*

1. **RFP 17-01 Professional Auditing Services Agreement**

Item pulled from the Agenda because Ron Miller is still in negotiations with the firms.

1. **2017-2018 Board and Officers Discussion**

Ron Miller reported that Dave Ramsay, Kim Williams, and April Salter have agreed to be nominated as officers for FY 2017-2018 as Chair, Vice-Chair, and Treasurer respectively.

1. **EEP Planning Meeting Update/Discussion**

A group of 14 community leaders has been contacted to participate in a July 18, 2017 strategic planning session to discuss the future of the Entrepreneurial Excellence Program.

1. **Development Update/Discussion**

Architects Lewis+Whitlock will be requested to provide a fee estimate to develop plans, cost estimates, and the available options to renovate the Collins Building to “core and shell” or “white box” status to facilitate non-incubator rental ASAP.

1. **Park Planning Meeting Discussion**

After discussion the Committee agreed to defer any Park Planning Meeting until October 2017, after the new officers are in place, and after there is more information available re: Project Campus/incubator plans/CRPTA funding/other issues. The discussion could occur at a Board of Governors meeting, or at a special meeting.

Dave Ramsay left the meeting at 4:15pm.

1. **Chair’s Report**

None.

1. **Director of Programs and Communications Report**

Denise Bilbow reported on the TechGrant survey results; Tech Topics scheduled for August 30 and November 15, 2017; a Park Directory; and social media update.

1. **Executive Director’s Report**

Ron Miller advised he was contacted by a Tallahassee Democrat reporter for information concerning Sunnyland Solar.

FSU Department of Anthropology will move into the Johnson Building this summer. The next Board of Governors meeting, scheduled for August 3, 2017, conflicts with a scheduled meeting for the newly formed Economic Vitality Competitiveness Committee, which includes three Board members plus the Executive Director, so staff will pursue rescheduling the Board meeting for a different time.

1. **New Business**

None.

1. **Adjourn**

The meeting adjourned at 5:09pm.