**Leon County Research and Development Authority**

**Board of Governors Meeting**

Thursday, February 2, 2017

Knight Administrative Centre

1736 W. Paul Dirac Drive, Tallahassee, FL 32310

**MINUTES**

**Members in Attendance:** Anne Longman, Keith Bowers, Dustin Daniels, Kristin Dozier, Kim Dixon, Rick Frazier, Shawnta Friday-Stroud, Eric Holmes, Dave Ramsay, Kim Williams

**Members not in Attendance:** Paul Dean, April Salter

**Guests:** Ron Miller, Larry Lynch, Denise Bilbow, Peggy Bielby (LCDA Staff); Melissa VanSickle (Broad and Cassel); Mark Frost (NAI Talcor)

1. Call to Order

Chair Anne Longman called the meeting to order at 11:05am.

1. Introduction of Guests

All present introduced themselves.

1. Modifications to Agenda

Ron Miller modified the agenda so that Larry Lynch, Director of the Entrepreneurial Excellence Program, would provide his presentation first.

(Keith Bowers joined the meeting at 11:10am, Shawnta Friday-Stroud joined the meeting at 11:15am)

1. Entrepreneurial Excellence Program (EEP)

Larry Lynch, EEP Director, provided a presentation of the history, operations, impact, and future plans for the program. Ron Miller reviewed the legislative funding request for the program, and discussed the size and the format of the request and the process for submitting it and optimizing the chance for success. (Kim Williams left the meeting from 11:40am – 12:10pm, but was present for all votes)

*Dave Ramsay offered a motion to approve the submission to the Florida Legislature, for inclusion in the 2017-18 state budget, of a legislative funding budget request for $250,000. The request, if approved by the State, will fund the EEP $50,000 per year for 5 years. Dustin Daniels seconded the motion, which passed unanimously.*

1. Public Comment

None.

1. Approval of Draft Meeting Minutes, Board of Governors, December 1, 2016

*Dave Ramsay offered a motion to approve the December 1, 2016 Board of Governors meeting minutes. Eric Holmes seconded the motion which passed unanimously.*

1. Consent Agenda
2. Treasurer’s Report

i. Report November/December

ii. Monthly Financial Report, November 2016

iii. Monthly Financial Report, December 2016

1. Investments
	* 1. Report, November 2016
		2. Report, December 2016
		3. Investment Policy Change *Staff requests approval of changes to the Investment Policy to eliminate language duplication with the Investment Committee Charter and incorporate the Charter into the Policy by reference.*
2. Jump Start Committee
	* 1. Report, December 15, 2016
		2. Report, January 17, 2017

*Kristin Dozier offered a motion to approve the consent agenda items. Dave Ramsay seconded the motion which passed unanimously.*

1. Jump Start Committee

Kristin Dozier, Immediate Past Chair & Jump Start Committee Chair, provided an update on the status of the incubator planning process: the committee has met twice since the last Board of Governors meeting, and has reviewed core equipment needs and university resources, as well as key community partners and programs. Kristin Dozier and Ron Miller met with U.S. Department of Commerce EDA representative Greg Vaday and discussed grant funding for construction. Ron Miller noted that the College of Engineering expressed interest in partnering in a makerspace available to students. Committee member and FSU architect Mary Jo Spector and Ron Miller have met with architect Cam Whitlock of Lewis + Whitlock, toured the Collins Building, and discussed the architectural, engineering, design, and cost options.

*Kim Williams offered a motion to approve an agreement with Lewis + Whitlock to conduct an architectural and engineering study of the Collins Building for use as an incubator at a lump sum fee of $20,075( revised from the initial fee of $23,140). Dave Ramsay seconded the motion, which passed unanimously.*

1. Chair’s Report

Anne Longman, Chair reported that she and Ron Miller have held meetings with all County and City Commissioners (all of whom compose the Blueprint 2000 Intergovernmental Agency) to raise awareness of Innovation Park. Newly elected District 2 County Commissioner Jimbo Jackson came to Innovation Park for a Board orientation session.

1. Staff Reports:

Executive Director Ron Miller reported on his Office of Economic Vitality meetings with Al Latimer and Ben Pingree, and pursuing LCRDA getting a seat on the Economic Vitality Leadership Council. The IA meets on February 21, 2017 and the agenda will be sent to the Board when it is released. The Investment Committee recommended that Florida Prime and SPIA rates be compared to current CD rates for purposes of possible reallocation of assets. Bing Energy is still not completely out of Collins, and has until February 15 to remove its storage containers from the Park. The 2015-2016 audit is delayed as a result of the State of Florida delay in providing the required FRS GASB 68 data. Morgan and Johnson Buildings may need an RFP for a listing agreement in April 2017. The Mag Lab is planning to add a housing component to its main property. Under the new leasing policy Ron Miller approved a one year renewal for FSU ISPA in the Morgan Building.

Director of Programs and Communications Denise Bilbow reported that Tech Grant Program is underway, the awards will be held May 17; Tech Topics on March 8 will discuss Artificial Intelligence, and Discovery on Parade is February 7 and LCRDA is a sponsor. Innovation Park website changes are underway, marketing materials and graphics are updated, and drone footage and video of the Park will be ready by February 7. Mag Lab Open House is February 25 from 10:00am – 3:00pm.

Property Manager Mark Frost reported that no significant storm damage resulted from recent severe weather. Most CAM payments have been received.

1. New Business

The creation of a 501(c)(3) organization for the incubator is still underway.

1. Adjourn

The meeting was adjourned at 1:25pm.

**Next Meeting: April 6, 2017**

(Subsequent meetings held the first Thursday of even numbered months.)