

Leon County Research and Development Authority
Board of Governors Meeting
Thursday, February 7, 2019
11:00am to 1:30pm
Knight Administrative Centre
1736 W Paul Dirac Drive, Tallahassee, FL 32310

Minutes

Members in Attendance: Dave Ramsay, Kim Williams, Anne Longman, April Salter, Kristin Dozier, Keith Bowers, Ray Bye, Paul Dean, Eric Holmes, Shawnta Friday-Stroud.

Members Not in Attendance: John Dailey, Kimberly Moore.

Guests: Stephanie Shoulet, NAI Talcor; Thomas Whitley, Mayor's Chief of Staff; Ron Miller, Michael Tentnowski, Denise Bilbow, and Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair Dave Ramsay called the meeting to order at 11:06am.

2. Introductions

All present introduced themselves.

3. Modifications to the Agenda

None.

4. Public Comment

None.

5. Approval of Draft Meeting Minutes, December 6, 2018

Paul Dean offered a motion to approve the December 6, 2018 Board of Governors meeting minutes. Kristin Dozier seconded the motion which passed unanimously.

6. Consent Agenda

a. Executive Committee Report, January 28, 2019

b. Treasurer's Report

c. Monthly Financial Reports Audit Committee Report, October 29, 2018

i. November 2018

ii. December 2018

d. Investment Reports

i. November 2018

ii. December 2018

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

Executive Committee requests ratification of its approval 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.

f. Collins Building Renovation

Executive Committee requests ratification of its 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.

April Salter offered a motion to approve the Consent Agenda. Anne Longman seconded the motion which passed unanimously.

Keith Bowers joined the meeting at 11:19am.

7. EDA Grant Status Update

Ron Miller reported that there has been no response yet from the EDA on the grant application.

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

Executive Committee supports and 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. 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.

Kristin Dozier noted that the structure of the non-profit entity was considered and discussed at length by the Executive Committee.

Kim Williams offered a motion to approve the Articles of Incorporation, Bylaws and Organizational Action documents, and to file documents with the State of Florida to create the Innovation Park TLH, Inc. non-profit corporation. Kristin Dozier seconded the motion, which passed unanimously.

Kristin Dozier offered a motion to direct the Executive Director to proceed with taking the steps necessary fund the expenditures to incorporate the entity, establish the 501c3 status, establish a bank account, and to do all other things necessary to establish the business. Ray Bye seconded the motion which passed unanimously.

Dave Ramsay asked the Board to share the names of any individuals to serve on the Innovation Park TLH board or on an advisory committee with Ron Miller.

9. TechGrant Pitch Night Discussion

As previously directed by the board, staff seeks input regarding how to better promote Innovation Park at the May 16, 2019 pitch event to be held and Goodwood Museum and Gardens Carriage House from 5:30pm – 7:30pm.

Denise Bilbow reviewed the current plans and preparation for the event. Additional suggestions for promotion included exhibits from Park entities, “behind the scenes” tour giveaway/drawing, approach 850 and Tallahassee magazines as a sponsor/full page ad, social media voting, brainstorm a partnership with the Airport Advisory Board, brainstorm with the PR firms who assist, recruit volunteers, and strongly encourage Board members to assist and attend.

10. Strategic Plan Discussion

Staff has compiled the ideas presented at the December 6, 2018 strategic planning meeting, subsequent ideas submitted by board members, and formatted the attached draft as directed by the Executive Committee. Staff seeks further direction.

Ron Miller thanked Ray Bye for his summary and input, and outlined the five major areas of Strategic Plan focus:

- Incubator
- Asset maximization and readiness

- Marketing and recruitment
- Partnerships and collaborations
- Resource assessment

He requested Board approval of the main strategy items, which he discussed in more detail, and further requested that the Board defer considering and approving the specific actions to be taken on each item. The Board asked that staff prioritize the action items for future consideration and provide updates and progress reports on a structured basis at each upcoming Board meeting, with detailed updates one or two times per year.

Kristin Dozier offered a motion to approve and adopt the strategic plan as presented by the Executive Director. Ray Bye seconded the motion which passed unanimously.

10. Chair's Report

Dave Ramsay stated that all Board of Governor members should support, participate, and assist with events such as TechGrant Pitch Night. Staff will compile a list of specific tasks for Board assistance at the TechGrant Pitch Night event.

He also requested that all upcoming events be included in the calendar notice at the bottom of every meeting agenda.

12. Staff Reports

a. Executive Director

Ron Miller provided a leasing update and reported the trail permit issues have caused a slight delay; Audit Committee, now chaired by Paul Dean, will meet in March; and a slip and fall claim in Fuqua is being handled by the insurance carrier.

b. Director of Entrepreneurship

Michael Tentnowski reported on I-Corps II, SBIR/STTR program, EEP Class 16, collaboration and PR efforts.

c. Director of Programs and Communications

Denise Bilbow reported on TechGrant, Tech Topics, Science Weekend/MagLab Open House.

d. Property Manager

Stephanie Shoulet reported on maintenance updates and entrance signs are updated.

13. New Business

Kristin Dozier will provide a FAMU Way/Blueprint update.

14. Adjourn

The meeting adjourned at 1:04pm.

Next Meeting: Thursday, April 4, 2019

11:00am – 1:30pm

Knight Administrative Centre

1736 West Paul Dirac Drive

Tallahassee, FL 32310

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