

**Innovation Park TLH, Inc.  
Board of Directors Meeting  
Knight Administrative Centre  
1736 W Paul Dirac Dr 32310**

August 1, 2019  
Immediately following 11:00am  
LCRDA Board of Governors Meeting

**Agenda**

1. Call to Order
2. Introduction of Guests
3. Modifications to the Agenda
4. Public Comment
5. Approval of Draft Meeting Minutes, March 26, 2019 (*Attachment A*)
6. Incubator Name
7. Review of Membership Agreements
8. New Business
9. Adjourn

**Innovation Park TLH, Inc.  
Board of Directors Meeting**  
Knight Administrative Centre  
1736 W Paul Dirac Dr 32310  
Tuesday, March 26, 2019  
Immediately following 2:00pm  
LCRDA Executive Committee Meeting

**DRAFT Minutes**

**Members in Attendance:**

President Dave Ramsay, Vice President Kim Williams, Secretary/Treasurer April Salter (via telephone).

**Members Not in Attendance:**

None.

**Guests:**

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 3:55pm.

**2. Election of Chair**

Resolution 2019-001: Election of Chairman of the Board

*Kim Williams offered a motion to adopt Resolution 2019-001 electing Dave Ramsay Chairman of the Board. April Salter seconded the motion which passed unanimously.*

**3. Introduction of Guests**

All present introduced themselves.

**4. Modifications to the Agenda**

None.

**5. Public Comment**

None.

**6. Review of Incorporation Documents**

- a. Articles of Incorporation
- b. Division of Corporations Filing
- c. Bylaws
- d. Organizational Action

The Incorporation Documents were reviewed and accepted as previously approved in the Organization Action Document.

**7. Leon County R&D Authority (LCRDA) Loan Agreement**

Resolution 2019-002: Approval of a Loan Agreement with LCRDA for the periodic advancement of funds to meet the initial working capital needs of IPTLH. The loan shall be non-interest bearing, payable upon demand by LCRDA, with a maximum amount of \$10,000. The maximum amount may be increased by agreement of the parties via amendment to the Loan Agreement.

*Kim Williams offered a motion to adopt Resolution 2019-002 approving the Loan Agreement with LCRDA. April Salter seconded the motion which passed unanimously.*

**8. Resolution Naming Executive Director**

Resolution 2019-003: Appointing Ronald J. Miller, Jr., Executive Director of Innovation Park TLH, Inc., and ratification of his prior acts on behalf of IPTLH as directed and authorized by the Board of LCRDA.

*April Salter offered a motion to adopt Resolution 2019-003 appointing the executive director and ratifying his prior acts. Kim Williams seconded the motion which passed unanimously.*

**9. Status Report**

- a. Employer Identification Number—Received
  - b. Bank Resolution—Ready for signature (and signature card)
  - c. Insurance—application has been made; waiting for price proposals
  - d. IRS Form 1023 Application for Recognition of Exemption—next up
- Ron Miller provided an update on the status of the items.

**10. New Business**

None.

**11. Adjourn**

The meeting was adjourned at 4:00pm.