

Innovation Park TLH, Inc.
DBA North Florida Innovation Labs
Board of Directors Meeting

Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

October 6, 2022
Immediately following 11:00am
LCRDA Board of Governors Meeting

Agenda

Due to the ongoing Coronavirus/COVID-19 pandemic, anyone wishing to address the Committee may appear in person (attendance in the room may be limited) or submit written comments by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the committee members. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting. Email comments to: publicinput@inn-park.com and reference the meeting title and date in the subject line. Include your name and contact information. All times are approximate.

1. Call to Order—Kevin Graham, Chair

2. Introduction of Guests

3. Approval of Participation by Electronic Means

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

4. Modifications to the Agenda

5. Public Comment

Any public comment received prior to the meeting will be provided to the Board members in addition to any in-person public comment.

6. Election of Officers

In accordance with IPTLH Bylaws, at each Annual Meeting of the Board, the Directors shall elect officers including Chair of the Board, President, Vice President, and Secretary/Treasurer. The proposed slate of officers is as follows: Kevin Graham, Chair of the Board and President; Tom Allen, Vice President; and David Ramsay, Secretary/Treasurer.

7. Approval of Draft Meeting Minutes, February 3, 2022 (Attachment A)

8. Interim Executive Director and Signature Authority (*Attachment B*)
Staff requests approval of the appointment of Leon County R&D Authority's ("LCRDA") Interim Executive director to serve as IPTLH's Interim Executive Director and delegating signature and approval authority of the Executive Director to the Interim Executive Director, effective not later than October 14, 2022, consistent with LCRDA's bylaws, policies, and procedures.
9. Financial Statements, August 31, 2022 (*Attachment C*)
10. Budget (to be provided as a supplement)
Staff requests approval of the draft budget for fiscal year 2022-23.
11. Approval of Bank Resolution (*Attachment D*)
Staff requests the Board's adoption of a bank resolution authorizing the officers of the Board of Governors and the Executive Director to exercise the banking powers for the organization, and approval for the newly elected officers to execute any other forms necessary to transfer administrative powers from the prior officers to the newly elected officers.
12. Director's Report
13. New Business
14. Adjourn

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February 3, 2022
Immediately following 11:00am
LCRDA Board of Governors Meeting

DRAFT Minutes

Members in Attendance: Kevin Graham, Tom Allen, Dave Ramsay.

Members Not in Attendance: None.

Guests: Ron Miller, Bill Lickson, Peggy Bielby, LCRDA staff.

1. Call to Order

Chair Kevin Graham called the meeting to order at 12:46pm.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means

As all Board members were present in person no approval was necessary.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, October 7, 2021

Tom Allen offered a motion to approve the meeting minutes. Dave Ramsay seconded the motion which passed unanimously.

7. Treasurer's Report

Dave Ramsay advised there was nothing major to report.

8. StartupWind Agreement

Staff requests approval of a one-year agreement with StartupWind for and annual fee of \$18,000 paid quarterly. StartupWind is an "AI-powered Unified Innovation and Mentoring Platform for Universities, States, Enterprises and Entrepreneurs." This agreement is funded 50% by the ARPA grant and 50% by a FAMU grant pass-through from NASA for delivery of SBIR training.

Tom Allen offered a motion to approve the agreement. Dave Ramsay seconded the motion which passed unanimously.

9. New Business

None.

10. Adjourn

The meeting adjourned at 12:51pm.

Innovation Park TLH, Inc.
Executive Director Approval and Signature Authority
September 22, 2022

The IPTLH Executive Director also serves as Executive Director of the Leon County R&D Authority ("LCRDA"). Until such time as IPTLH adopts its own policies and procedures, The IPTLH Executive Director shall possess the approval and signature authority as defined in the LCRDA Bylaws, Policies and Procedures approved by the LCRDA Board of Governors.

Source		
	Transaction/Situation	Notes
Internal Control and Operating Procedures		
	A/R and A/P adjustments	ED must approve (happens during monthly GL review process)
	Check signing not more than \$10,000	Single signature and no access to check stock or transaction entry
	Review and approve payables for payment	Executive committee copied
	Treasury Management (ACH/Wire transfers)-	Dual controls with Kristy Wicker
Investment Procedures and Internal Controls Manual		
	Investment liquidation/withdrawals	As needed for operations-Single person authorization but only transfers to operating checking account
	Changes to withdrawal bank instructions	Dual controls with Chair and Treasurer
	Investment additions	Treasury Management Wire Transfer/or Manual Wire Transfer
Credit Cards Policy		
	Issuance of Credit Cards and Credit Limits not more than \$5,000	Single Control
	Executive Directors transactions reviewed by Talcor accountant and non-compliant activity reported to Board Treasurer	
Purchasing Policy		
	Purchases and Contract execution	Per purchasing policy not more than \$10,000 and certain renewals
Lease Policy		
	Lease approval	Per lease policy, not more than 5,000 square feet and other restrictions
Background Investigation		
	Final decision regarding criminal history eligibility for employment	With Concurrence of General Counsel
Personnel Policy		
	Authorization of overtime	
	Employee complaints	
	Authorization of outside employment	
	Dress code	
	Teleworking	

Leon County R&D Authority
Executive Director Approval and Signature Authority
September 22, 2022

Source		
	Transaction/Situation	Notes
	Recruitment and selection of employees	
	Probationary period extensions	
	Written performance evaluations	
	Compensation within budget	
	Mobile phone allowance authorization	
	Termination of employees	w/concurrence of board chair
	Oral and written warnings	
	Suspending employees immediately	under certain circumstances
	Suspending employees under other circumstances	w/ concurrence of Board chair
	Resolution of grievances	Subject to appeal to Board chair
Leave Approval and Time Records Policy		
	Approval of leave and time records	
Records Retention Policy		
	Records Management Liaison Officer	Sign forms
Petty Cash Fund Policy		
	Supervise the fund	
	Approve replenishments	
Special Events Policy		
	Determine fees for use of property for special events	
	Review and approve or reject events and execute agreements	
As Approved by Board Direction		
	Grant applications, award agreements, reporting docs	Approved as needed by BOG
	EDA 2019 Disaster Supplemental Grant- North Florida Innovation Labs Construction	Previously Approved
	EDA Build to Scale Grant	Previously Approved
	Florida Local Support Grant	Previously Approved

IPTLH, Inc. (iptlh)

Balance Sheet (With Period Change)

Period = Aug 2022

Book = Accrual

		Balance	Beginning	Net
		Current Period	Balance	Change
1000-0000	ASSETS			
1100-0000	CASH			
1110-4000	Cash - Hancock Bank	12,632.43	10,192.43	2,440.00
1190-0000	TOTAL CASH	12,632.43	10,192.43	2,440.00
1200-0000	RECEIVABLES			
1210-0000	Accounts Receivable	1,340.00	2,815.00	-1,475.00
1225-0300	Grants Receivable - ARPA	79,758.59	75,258.59	4,500.00
1299-0000	TOTAL RECEIVABLES	81,098.59	78,073.59	3,025.00
1990-0000	TOTAL ASSETS	93,731.02	88,266.02	5,465.00
2000-0000	LIABILITIES and CAPITAL			
2246-0000	Prepaid Rents	4,225.00	0.00	4,225.00
2250-0000	Tenant Security Dep	2,010.00	2,010.00	0.00
2253-0000	Due to LCRDA	75,385.04	75,385.04	0.00
2490-0000	TOTAL LIABILITIES	81,620.04	77,395.04	4,225.00
2500-0000	CAPITAL			
2710-0000	Retained Earnings	12,110.98	10,870.98	1,240.00
2890-0000	TOTAL CAPITAL	12,110.98	10,870.98	1,240.00
2990-0000	TOTAL LIABILITIES and CAPITAL	93,731.02	88,266.02	5,465.00

IPTLH, Inc. (iptlh)
Income Statement

Period = Aug 2022

Book = Accrual

		Period to Date	%	Year to Date	%
3000-0000	INCOME				
3050-0000	INCOME - OPERATING				
3306-0300		4,500.00	78.40	13,995.00	52.36
3500-0000		1,140.00	19.86	11,035.00	41.28
3700-0000	Grant Income - ARPA	100.00	1.74	1,700.00	6.36
	Resident Memberships				
	Virtual Memberships				
3990-0000	TOTAL REVENUE	5,740.00	100.00	26,730.00	100.00
4000-0000	OPERATING EXPENSES				
5116-5000	REPAIR/MAINTENANCE				
5500-0000					
5560-0000	PROPERTY ADMINISTRATION	0.00	0.00	61.25	0.23
5581-0300		4,500.00	78.40	13,995.00	52.36
5599-0000	Fees/Licenses/Permits	4,500.00	78.40	14,056.25	52.59
	TOTAL PROPERTY ADMINISTRATION				
	Grant Expense-ARPA				
7800-0000	TOTAL OPERATING EXPENSES	4,500.00	78.40	14,056.25	52.59
7999-0000		1,240.00	21.60	12,673.75	47.41
	NET INCOME - OPERATING				
9900-0000	NET INCOME	1,240.00	21.60	12,673.75	47.41

Payment Detail

Bank=ipt1104 AND mm/yy=08/2022-08/2022 AND Check Date=08/01/2022-08/31/2022 AND All Checks=Yes AND Include Voids=All Checks

Check#	Bank - Vendor - Date	Payable #	Property	Amount	Account
109	(ipt1104) - StartupWind Inc (startupinc) - 08/16/22 (08/22)				
	StartupWind Silver Package-subscription fees	P-179919	iptlh	4,500.00	55810300 - Grant Expense-ARPA
Total 109	(ipt1104) - StartupWind Inc (startupinc) - 08/16/22 (08/22)			4,500.00	
				4,500.00	

Deposit Register

For Period = Aug 2022

Name	Property	Unit	Tenant	Period	Received Date	Deposit Date	Amount	Check #	Deposit #	Notes
(ipt1104) - 59 08/05/2022										
Piersica, LLC	iptlh	1	piersica	08/2022	8/5/2022	8/5/2022	1,340.00	0021158550	59	:CHECKscan Payment
Total (ipt1104) - 59 08/05/2022							1,340.00			
(ipt1104) - 60 08/18/2022										
RRC Washington, Inc	iptlh	1	rrcwash	08/2022	8/18/2022	8/18/2022	5,400.00	765935677	60	:CHECKscan Payment
Total (ipt1104) - 60 08/18/2022							5,400.00			
Nhu Engery	iptlh	2	nhueng	08/2022	8/22/2022	8/22/2022	200.00	002243	61	:CHECKscan Payment
Total (ipt1104) - 61 08/22/2022							200.00			
Grand Total							6,940.00			

IPTHL Innovaion
August 2022

IPTLH Innovation- North Florida Innovation Labs

Type	TENANT	BASE RENT	SALES TAX (7%)	OTHER	MONTHLY TOTAL	PREVIOUS BALANCE	TOTAL DUE	TOTAL PAID	DATE PAID	BALANCE DUE	NOTES	SALES TAX DUE
180G	Vacant	0.00	Exempt		-	0.00	0.00			0.00		\$0.00
180A	Piersica Inc	1,340.00	Exempt		1,340.00	1,340.00	2,680.00	1,340.00	8/5	1,340.00	ck #21158550	
Lab Bench 6	Piersica Inc											
Lab Bench 8	Piersica Inc											
180C	Piersica Inc											
Aug-22	RRC Washington, Inc.-Lawrence Binder	450.00	Exempt		450.00	825.00	1,275.00	5,400.00	8/19	(4,125.00)		
	Manser Edbrooke Technology	325.00	Exempt	(650.00)	-	650.00	650.00			0.00	Other: Tech Grant Winners CR per Rmiller	\$0.00
			0.00		-	0.00	0.00			0.00		\$0.00
			0.00		-	0.00	0.00			0.00		\$0.00
			0.00		-	0.00	0.00			0.00		\$0.00
	Virtual Memberships		Exempt									\$0.00
1	Vacant	0.00	Exempt			0.00	0.00			0.00		
2	Nhu Engery	100.00	Exempt	0.00	100.00	0.00	100.00	200.00		(100.00)	ck #2243	
3	Vacant	100.00	Exempt	0.00	-	0.00	0.00	0.00		0.00		
4	Vacant	0.00	Exempt	0.00	-	0.00	0.00	0.00		0.00		
5	Vacant	0.00	Exempt	0.00	-	0.00	0.00			0.00		
6	Vacant	0.00	Exempt	0.00	-	0.00	0.00	0.00		0.00		
		2,315.00	0.00	-650.00	1,890.00	2,815.00	4,705.00	6,940.00		(2,885.00)		0.00

Account Number: [REDACTED] "Account"

CORPORATE AUTHORIZATION RESOLUTION

Hancock Whitney Bank

Branch Name: _____
Name/User ID: _____

INNOVATION PARK TLH INC DBA NORTH FLORIDA INNOVATION LABS
Corporation
2051 E PAUL DIRAC DR SUITE 100
Address
TALLAHASSEE FL 32310
City, State, and Zip Code

A I, David Ramsay, certify that I am Secretary (clerk) of the above named corporation organized under the laws of FLORIDA, Federal Employer ID Number [REDACTED] engaged in business under the trade name of INNOVATION PARK TLH INC and that following is a correct copy of resolutions adopted at a meeting of the Board of Directors of this corporation duly and properly called and held on 10/06/2022. These resolutions appear in the minutes of this meeting and have not been rescinded or modified

B Be it resolved that,

- (1) The Financial Institution named above is designated as a depository for the funds of this corporation
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this corporation with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (4) Any of the persons named below, so long as they act in a representative capacity as agents of this corporation, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable to open this Account with the Financial Institution and for the effective exercise of their powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this corporation and this Financial Institution subject to any restrictions stated below including, but not limited to, agreements for the issuance to authorized persons of debit and/or ATM cards, and this corporation agrees to, and shall be bound by, the terms and conditions of and shall otherwise be liable under the terms of all such contracts, agreements, stipulations and orders.
- (5) Any and all prior resolutions adopted by the Board of Directors of this corporation and certified to this Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, unless supplemented or modified by this authorization
- (6) This corporation agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this corporation, and authorizes the Financial Institution named above, at any time, to charge this corporation for all checks, drafts, or other orders for the payment of money that are drawn on this Financial Institution

C. Print the name(s) and title(s) of any person who is authorized to exercise the powers listed below

KEVIN GRAHAM PRESIDENT
TOM ALLEN VICE PRESIDENT
DAVID RAMSAY SECRETARY/TREASURER
[TO BE NAMED] INTERIM EXECUTIVE DIRECTOR (Endorse checks and orders for the payment of money restricted to amounts of more than \$10,000)

- Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.
- Receive and use any debit and/or ATM card issued to him or her for the account of this corporation to make deposits and withdraw funds of this corporation, make purchases chargeable to this corporation and receive information, enter into transactions that may otherwise be available, from time to time through the use of such card(s)
- Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution

D I further certify that the Board of Directors of this corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the person named who have full power and lawful authority to exercise the same

In Witness Whereof, I have hereunto subscribed my name on 10/06/2022

Attested by One Other Officer
KEVIN GRAHAM, PRESIDENT
Printed Name and Title

Secretary
DAVID RAMSAY
Printed Name