

**Leon County Research and Development Authority  
Executive Committee Meeting**

Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

Thursday, March 23, 2023  
11:00am – 1:00pm

**Revised Agenda**

*Anyone wishing to address the Committee may appear in person 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](mailto:publicinput@inn-park.com) and reference the meeting title and date in the subject line. Include your name and contact information.*

**1. Call to Order**

**2. Introduction of Guests**

**3. Approval of Participation by Electronic Means (if needed)**

*In accordance with the Bylaws, there being a quorum of members present in person, the members of the Committee 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 Committee members in addition to any in-person public comment.*

**6. Approval of Draft Meeting Minutes – January 19, 2023 (Attachment A)**

**7. Items for Consent Agenda at Board of Governors Meeting – April 13, 2023**

- a. Engagement of agent (and commission) to lease space at Idea Lab.
- b. Request Sponsorships/Fund Raising and Board Member recruitment for NFIL.
- c. CAM collection issues and proposed change to reimbursement requests.
- d. Authorization to request EDA advances, FSURF advances, and to Liquidate Investment accounts to fund NFIL construction and furnishing.
- e. Financial Summary and Budget

**8. Audited Financial Statements for Fiscal Year 2021-22**

*Link: B1- Draft Financial Statements (to be provided as a supplement)*

*Link: B2- Draft Report to Those Charged with Governance (to be provided as a supplement)*

The Audit Committee recommends and requests approval of the Fiscal Year 2021-22 Audited Financial Statements. Auditors Thomas Howell Ferguson issued an unmodified opinion with the report, and noted no irregularities, errors, or recommendations in its report on internal controls, report on compliance with local government investment policies, management letter or the attached Auditor’s Communication with Those Charged with Governance.

**9. Acknowledgment of the following – Bill Lickson and Ayne Markos**

- a. Leasing on Idea Lab
- b. Career source tenant
- c. Legislative request update
- d. EDA funding request #2
- e. NFIL Construction Status
- f. Funding and Cash Flow projections

**10. Discussion Topics – Michael Kramer and Bill Lickson**

- a. IPTLH Structure
- b. IPTLH Appointments
- c. IPTLH Draft Documents - Lease, Membership, Guaranty, NDA [still need - side letter agreement, sponsorship]
- d. Johnson Building Request
- e. FF&E for NFIL and impact
- f. OEV request

**11. New Business**

**12. Adjourn**

**UPCOMING MEETINGS AND EVENTS**

<p><b>Board of Governors Meeting</b> Thursday, April 13, 2023 11:00am – 1:00pm</p>	<p><b>Executive Committee Meeting</b> Thursday, May 18, 2023 11:00am – 1:00pm</p>
<p><b>Board of Governors Meeting</b> Thursday, June 1, 2023 11:00am – 1:00pm</p>	<p><b>Executive Committee Meeting</b> Thursday, July 20, 2023 11:00am – 1:00pm</p>
<p><b>TechGrant 2023</b> Thursday, May 11, 2023 5:30pm – 7:30pm Goodwood Museum &amp; Gardens Carriage House</p>	

**Leon County Research and Development Authority  
Executive Committee Meeting**

Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

Thursday, January 19, 2023  
11:00am – 1:00pm

**DRAFT Minutes**

**Members in Attendance In-Person:** Chair Kevin Graham, Dave Ramsay, Jessica Griffin.

**Members in Attendance by Electronic Means:** Tom Allen.

**Members Not in Attendance:** None.

**Guests:** Leon County Commissioner Rick Minor; Michael Kramer, Bill Lickson, Ayne Markos, Peggy Bielby, LCRDA Staff.

**1. Call to Order**

Kevin Graham called the meeting to order at 11:02am.

**2. Introduction of Guests**

All present introduced themselves.

**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 Committee present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

*Dave Ramsay offered a motion to approve participation by electronic means. Jessica Griffin seconded the motion which passed unanimously with Tom Allen not voting.*

**4. Modifications to the Agenda**

None.

**5. Public Comment**

None.

**6. Approval of Draft Executive Committee Meeting Minutes**

September 22, 2022 and September 27, 2022

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

**7. Florida PRIME Participant Account Maintenance Form**

Staff requests approval of a resolution authorizing the new officers to sign the Participant Account Maintenance Form for the Florida PRIME account.

*Dave Ramsay offered a motion to approve the resolution. Jessica Griffin seconded the motion which passed unanimously.*

**8. TechGrant Applicants' Geographic Scope**

Staff requests that TechGrant applicants be expanded beyond Leon County as required by the application.

*After discussion Dave Ramsay offered a motion to expand the geographic region to "North Florida" meaning the counties contiguous to Leon County, plus Bay County. Jessica Griffin seconded the motion. After further discussion, Dave Ramsay withdrew the motion for reconsideration. He then made a motion to allow staff to determine the appropriate geographic range. Tom Allen seconded the motion which passed unanimously.*

**9. Chair Discussion: Bylaws Article II – Officers' Consecutive Terms in Office**

Bylaws Article II – Officers, Section 2.5, Election, Eligibility, Terms and Removal of Officers, provides "c.) Terms of Office. The Chair and Vice-Chair shall serve no more than two consecutive terms in office unless additional consecutive terms are approved by the affirmative vote of a majority of the Board Present at a meeting at which a quorum is present at any duly called regular or special meeting of the Board."

*After discussion, the chair directed the Bylaws change be included on the upcoming Board of Governors meeting agenda for consideration by the Board.*

Chair Graham raised a point of personal privilege and led a discussion of the potential for restructuring the Authority and reviewing the financial condition of the current model given the existing revenue, liabilities, and infrastructure needs of the Park.

**10. Staff Grant Application Approval**

Staff requests approval to apply for and pursue grant opportunities for the remainder of fiscal year 2022-2023.

*Tom Allen offered a motion to approve the request for the grant application process and directed staff to compile a list of additional items for similar approval to be presented to the Board of Governors for its consideration at the next Board meeting. Jessica Griffin seconded the motion which passed unanimously.*

**11. Pre-employment Drug Testing Waiver**

Staff requests authority to waive the pre-employment drug testing policy requirement for the remainder of fiscal year 2022-2023.

*Dave Ramsay offered a motion to allow staff to waive the policy as requested. Jessica Griffin seconded the motion which passed unanimously.*

**12. Staff Updates**

Bill Lickson provided an NFIL construction update and also reviewed current funding, plus the imminent need for additional funding for both furniture, fixtures, and equipment, and for programming. Ayne Markos reported on her in progress understanding operations and streamlining processes, and provided updates on the annual audit, HR, and status of EDA reimbursements.

Michael Kramer provided a high-level overview of NFIL progress and leasing status.

**13. New Business**

None.

**14. Adjourn**

The meeting was adjourned at 12.26pm.