



**GENEDGE ALLIANCE
Board of Trustees Meeting
Friday, December 1, 2017**

Charlottesville, VA

Members Present

Mr. Jonathan Alger
Dr. John A. Downey
Ms. Tamea Franco
Mr. Doug Frost
Mr. Rick Gagliano
Mr. Roy C. Irvine
Mr. Jeff Jaycox
Mr. David Lohr
Mr. Meiky Tollman

Members Absent

Dr. Makola Abdullah (Rep)
Mr. Ed Albrigo
Dr. Kevin Creehan
Mr. Hans de Koning
Dr. John Dever (Rep)
Mr. Marc Foglia
Dr. Tiffany McKillip Franks
Mr. Aviv Goldsmith
Ms. Marilyn Hanover
The Hon. Todd Haymore
The Hon. Karen Jackson
Mr. Kevin Mumpower
Dr. Bruce Scism
Dr. Wayne P. Stilwell

Representative Present

Representative Absent

Dr. Jaime Camelio

Others Present: Mr. José Colucci (NIST), Mr. Bill Donohue, Ms. Cindy Glisson, Mr. Stuart Harris (representing Dr. Dever), Mr. Hugh Little, Ms. Aimee McCarthy, Mr. Pete Miles, Ms. Mary Pacelli (NIST), Ms. Valerie Simpson, and Dr. Dale Wesson (representing Dr. Abdullah).

~Call to Order~

Ms. Franco, called the meeting to order at 1:35 a.m. She welcomed everyone and thanked them for attending.

~Approval of Minutes~

Ms. Franco asked the board members to review the minutes from the September 15, 2017 meeting. Ms. Franco next asked for any additions, corrections, changes, or discussion to the minutes. With there being no changes, a motion was made by Mr. Frost, seconded by Mr. Alger and approved.

~Financial Update – FY18 ~

Mr. Little reviewed the operating metrics for FY18 month-end October 31, 2017.

Next Mr. Little reviewed the Operating Metrics YTD FY18 (four months). Gross bookings were \$2,005,875. Gross billings totaled \$552,330. Net billings were \$437,891. Backlog was \$2,592,535 and net cash position was \$2,052,757.

Mr. Little next reviewed the Billings by Program FY18 (four months) and the Proposal Pipeline and the results of Operations – Cash Basis FY2018.

Mr. Little concluded by reviewing an email from the “Ethics Council”. The email informed the board of the requirements set forth in 2.2-3118.2, that non-salaried citizen members of all policy and supervisory boards, commissions and councils in the executive branch of state government, other than the Commonwealth Transportation Board, members of the Board of Trustees of the Virginia Retirement System, and the Virginia Lottery Board, shall file with the Council, as a condition to assuming office, a disclosure form of their personal interests and such other information as is required on the form prescribed by the Council pursuant to § 2.2-3118 and thereafter shall file such form annually on or before February 1. Non salaried citizen members of other boards, commissions and councils, including advisory boards and authorities, may be required to file a disclosure form if so designated by the Governor, in which case the form shall be that prescribed by the Council pursuant to § 2.2-3118.

~NIST MEP 3 Year Review~

Mr. José Colucci introduced Ms. Mary Ann Pacelli, Regional Manager, Mid-Atlantic NIST MEP, to the board. Ms. Pacelli presented the NIST MEP Partnership Model 2.0 Panel Reviews (3rd and 8th year), stating that per 15 U.S.C. §278k(g)(1)(A) and the American Innovation and Competitiveness Act, the Secretary shall ensure that each Center is evaluated during its third and eight years of operation by an evaluation panel appointed by the Secretary.

Ms. Pacelli next informed the board of the MEP change from 1.0 to 2.0. This change consists of, for a center that remains in good standing, a guaranteed reduction to 1 competition to be conducted every ten years, and the number of times a decision to renew designation which is now five years. The number of Panel Reviews, number of major operations plan renewals (every 3 – 4 years), and the number of project narratives/budget reports required.

Ms. Pacelli then stated that the change requires a collaborative exercise. Through the Performance Panel Review Process, NIST MEP and the centers will assess data and the extent it accurately reflects work being done by the center, learn effectiveness and benchmarking for reaching clients and implement strategies and activities to build upon strengths and address challenges that the center may face.

Ms. Pacelli concluded by introducing the new Center Performance Panel Review Structure to the board and by reviewing the online process.

~Strategy Go Forward Plan~

Mr. Donohue began with the 2018 Strategy Highlights that include the Mission 2018 and Vision 2021. He discussed the What, Why, When and Who, needed to address the Organize for success Bold Steps. He added that this includes deploying resources regionally by creating a Regional Industrial Development Team.

Mr. Donohue continued by discussing the Sustainable Market and Investment Model. He stated that GENEDGE is in the process of developing an on-going mechanism to identify serviceable Markets using a Cluster based model. He stated that this will help develop and deliver “Information as a Service” to Go VA regions and GENEDGE.

Mr. Donohue concluded by informing the board that the Market research project is now underway to assess all regional clusters. He stated that Paul Bolesta (GENEDGE) is currently leading the effort. A first quarter 2018 completion is expected however, it will be ongoing after that.

~Sub-recipient Status~

Mr. Donohue began by discussing the relationship between GENEDGE and ODU Center for Enterprise Innovation (ODU CEI/TAC). He stated that a director meeting was held at the end of October and the director was not interested in supporting the MEP strategy nor willing to embrace growth services via the Technology Application Center (TAC).

Next, Mr. Donohue stated that for 2017, there was a deficit in market penetration which is 25% of the set goal and new clients was 17% of the set goal. Mr. Donohue stated that director had no working knowledge of the deficit in performance versus agreement between GENEDGE and ODU CEI/TAC.

Mr. Donohue concluded by recommending discussion and a motion to terminate the relationship with ODU CEI/TAC.

After a brief discussion, Ms. Franco made the motion to terminate the relationship. The motion was seconded by Dr. Downey and approved.

~Annual Report, 2018 CEO Survey~

Ms. McCarthy began by reviewing a draft copy of the 2017 Annual Report with the board members. She discussed the highlights of 2017. Ms. Franco asked for a motion for pre-approval for the Annual Report Advisory team to act on behalf of the board members for comments in the report. The motion was made by Dr. Downey. It was properly seconded and approved.

Next, Ms. McCarthy reviewed the Market Research Study of C-Level Executives. She stated that the objective of the study was to learn the concerns of company decision makers. She informed the board that phone interviews were made asking seven free-response question.

Ms. McCarthy concluded by informing that the survey results were similar. The number 1 concern of respondents was achieving growth rates for their businesses. Roadblocks and what keeps decisions makers up at night is:

- Finding and retaining skilled employees
- Access to consistent and available capital
- Supply chain – continuity as well as better pricing
- Staying on top of and implementing new and changing technologies
- Overcoming competition
- Operational improvement / efficiencies
- Regulatory and other external factors
- Succession planning

~Operations Update, Franklin and Turner Assessment Preparation~

Ms. Glisson began by reviewing the schedule for the NIST Reviews stating that GENEDGE will undergo a cooperative Agreement review January 16, 2018. This will be the first Peer based Assessment of the new Agreement.

Ms. Glisson next stated that there will be an on-site assessment of financial and operational processes conducted by Franklin and Turner, March 13 -15, 2018. A positive outcome will result in a renewal through 2025.

Next, Ms. Glisson discussed Cyber Security. She informed the board that the Cyber Security outreach events yielded two findings, the first being SMEs are not willing to spend money to increase information security. DOD DFARS Cyber Requirements are not well known and it appears that the 12/31 DOD requirement is based on self-reporting. We will watch DOD Cyber actions in 2018.

The second finding is GENEDGE DFARS Cyber compliance work which entails determining, documenting and executing a plan of action for the server location by 12/31 and evaluating new physical homes for the server. Also to develop a security plan document that details the needs for compliance and the action plan to mitigate risks by 12/31.

Next, Mr. Miles informed the board of the Key Operational initiatives that are currently underway.

Mr. Miles concluded by stating that we actively served 68 clients July through October 2017.

~Adjournment~

Ms. Franco asked for new business. There being none, the meeting was adjourned.