

**GENEDGE ALLIANCE
Board of Trustees Meeting
Friday, June 21, 2019**

Charlottesville, VA

Members Present

Dr. John Dever
Dr. John A. Downey
Mr. Marc Foglia
Mr. Doug Frost
Mr. Aviv Goldsmith
Ms. Marilyn Hanover
Mr. John Mead
Mr. Abdelkarim Moharram
Mr. Wesley Reid
Dr. Wayne P. Stilwell

Members Absent

Dr. Makola Abdullah (Rep)
Mr. Ed. Albrigo
The Hon. Brian Ball
Ms. Tamea Franco
Dr. Tiffany McKillip Franks (Rep)
Mr. Rick Gagliano
Dr. Brian Hemphill
Mr. Roy C. Irvine
Mr. Jeff Jaycox
Mr. David Lohr

Representative Present

Representative Absent

Dr. Jaime Camelio

Others Present: Mr. Jose Colucci, Mr. Tony Cerilli, Mr. Josh Dawson, Ms. Cindy DeOms, Mr. Bill Donohue, Ms. Cindy Glisson, Mr. Charles Harris (rep for Dr. Franks), Ms. Flora Hezel (Attorney General), Dr. Dan Roberts (rep for Dr. Abdullah), Mr. Thomas Williams and Mr. Dean Young.

~Call to Order~

Dr. Stilwell, called the meeting to order at 11:00 a.m. He welcomed everyone and thanked them for attending.

~Approval of Minutes~

Dr. Stilwell asked the board members to review the minutes from the March 15, 2019 meeting. Dr. Stilwell next asked for any additions, corrections, changes, or discussion to the minutes. With there being no changes, Ms. Hanover made a motion to accept the minutes, Mr. Aviv Goldsmith properly seconded and the minutes were approved.

~HR & Compensation Plan Review and Approval~

Mr. Doug Frost reviewed the draft HR & Compensation plan for FY2021 with the board members. Mr. Frost stated that the HR & Compensation board committee along with GENEDGE developed the proposed plan.

Next Mr. Frost asked for a motion to accept the proposed HR & Compensation plan for FY2021. Mr. Aviv Goldsmith made the motion to accept and it was properly seconded and approved.

~MEP National Network Update~

Mr. William Thomas and Mr. Jose Coucci-Rios informed the board that NIST is going through a change to become a true National Network. Mr. Coucci-Rios stated that new positions such as a Resource Manager who is different from a Regional Manager, are being created.

Mr. Thomas concluded by thanking Mr. Donohue for helping implement the changes.

~Financial~

Mr. Dawson began by reviewing the Operating Metrics YTD FY19 (eleven months) perspective. Gross bookings were \$2,587,545. Gross billings totaled \$3,145,587. Net billings were \$1,261,010. Backlog was \$1,126,320 and net cash position was \$1,362,219.

Mr. Dawson next reviewed the bookings by program and billings by program. He then discussed the proposal pipeline stating that the number of proposals is 219, number of contracts is 135 and the number of new manufacturers is 52 all for FY19 (eleven months).

Mr. Dawson reminded the board members of the COIA Training stating the training is required to be completed every two years.

Next Mr. Dawson reviewed the NIST MEP funding Cooperative Agreement. The agreement with NIST makes \$1,881,221 available to GENEDGE in FY20 for eligible expenditures. He then informed the board members that there are two criteria for an expenditure to be eligible as a direct expense. 1) the project has to be with a client that has an appropriate NAICS Code and 2) the project cannot be funded directly by other federal grant sources. The way the setup of the grant states that we have to have \$3,762,442 in eligible expenditures in order to draw down all of the \$1,881,221 that has been made available. Mr. Dawson next stated that there are three primary categories of match and they are:

1. MEP Client fees
2. State funding
3. Cash match cost share from subrecipient

Mr. Dawson concluded his segment by asking the board members if they had any questions regarding NIST MEP funding.

~Operations Plan, Strategy, Risks, Funding, Organization Development & Human Resources Position~

Mr. Donohue began by stating that the Operations plan being presented is as reviewed, amended and recommended to the GENEDGE Board of Trustees by the GENEDGE Executive Committee on June 11, 2019.

Next Mr. Donohue reviewed the OEA Cyber Program. He stated that the program had a slow start in FY19 due to program management procurement delays created by the VCCS Shared Service Center. However, the program picked up momentum in the second half of FY19 and allowed for GENEDGE to bill for both the Client and OEA portions of each project as they were booked.

Mr. Donohue next discussed the CRM Funding from NIST. He informed the board that NIST provided supplemental funding to GENEDGE in FY19 for the purpose of developing a new CRM system. Unfortunately, due to procurement issues with the VCCS Shared Services Cent, GENEDGE was unable to procure a marketing consultant through an RFP process. The marketing consultant would have helped GENEDGE to select an appropriate CRM system and implement said system. The budget projects and assumes that the supplemental funding will be fully drawn down in FY19 and the expenditures related to the selection and implementation of a new CRM system will be expended in FY20.

Next Mr. Donohue informed the board of the new GENEDGE business model, programs, services and service development and delivery.

Mr. Donohue concluded the discussion by informing the board of the need for five new staff members including a Human Resources Manager.

Dr. Stilwell asked for a motion to accept the proposed Operating Plan for FY2021. The motion to accept was made and properly seconded by Ms. Hanover and approved.

~Other Business / Public Comment / Adjournment~

Dr. Stilwell asked for new business and public comment. There being none, the meeting was adjourned.