



**GENEDGE ALLIANCE
Board of Trustees Meeting
Friday, September 21, 2018**

Weyers Cave, VA

Members Present

Dr. John A. Downey
Mr. Doug Frost
Mr. Aviv Goldsmith
Ms. Marilyn Hanover
Mr. Jeff Jaycox
Mr. David Lohr
Mr. John Mead
Dr. Bruce Scism
Dr. Wayne P. Stilwell

Members Absent

Dr. Makola Abdullah
Mr. Ed. Albrigo
The Hon. Brian Ball
Mr. Hans de Koning
Dr. John Dever (Rep)
Mr. Marc Foglia
Ms. Tamea Franco
Dr. Tiffany McKillip Franks (Rep)
Mr. Rick Gagliano
Mr. Roy C. Irvine
Mr. Kevin Mumpower
Mr. Meiky Tollman

Representative Present

Representative Absent

Dr. Jaime Camelio

Others Present: Mr. Bill Donohue, Ms. Cindy Glisson, Mr. Charles Harris (rep for Dr. Franks), Mr. Stu Harris (rep for Dr. Dever), Ms. Flora Hezel (Attorney General), Ms. Aimee McCarthy, Ms. Valerie Simpson, and Mr. Dean Young.

~Call to Order~

Dr. Stilwell, called the meeting to order at 10:10 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 June 15, 2018 meeting. Dr. Stilwell next asked for any additions, corrections, changes, or discussion to the minutes. With there being no changes, Dr. Downey made a motion to accept the minutes, Mr. Frost properly seconded and the minutes were approved.

Dr. Stilwell asked the board for a motion to approve the minutes from the August 15, emergency board meeting. Mr. Mead made the motion and it was properly seconded by Mr. Frost and approved.

~FOIA / COIA Training~

Dr. Stilwell introduced Ms. Flora Hezel. Ms. Hezel informed the board of the rules and regulations that must be adhered to during a board meeting. Rules for email communications among board members was also reviewed, as email threads among three or more members of the board can be construed as a meeting. Ms. Hezel also covered the Commonwealth's perspective on use of telecom for meetings. She also discussed timelines, deadlines and how long sensitive documents must be kept on file.

~Financial Update / 2018 Ops Analysis, 2019 Progress~

Mr. Dawson began by reviewing the Operating Metrics perspective stating we have been able to utilize our gross bookings.

Next Mr. Donohue reviewed the operating metrics for FY18 through year end, June 30, 2018. Gross bookings were \$3,430,643. Gross billings totaled \$1,894,329. Net billings were \$1,118,230. Backlog was \$2,253,823 and net cash position was \$1,067,745.

Mr. Dawson and Mr. Donohue concluded by informing the board that a correction was made to the original FY19 budget under the expenditures.

Next, Ms. Glisson reviewed the FY 2018 Operations Analysis and FY 2019 Operations for the first quarter. She concluded by stating the next few months will be focused on standing-up new processes and infrastructure. The board asked Ms. Glisson to include staff utilization in her analysis for the board.

~Nominations and Election of Board Officers~

Ms. Hanover reported to the board that the 2018 board nominating committee consisted of Marilyn Hanover, Chair, David Lohr and Bruce Scism.

Ms. Hanover concluded by presenting the following slate of officers for approval at the September 21 Board of Trustees meeting:

Chair: Wayne Stillwell

Vice Chair: Jeff Jaycox

HR & Compensation: Doug Frost

Dr. Stilwell asked the board for a motion to approve the slate of officers presented by Ms. Hanover. A motion was made and properly seconded by and approved.

~MedMMAP ~

Mr. Cerilli presented the Medical Manufacturers MedAccred Accreditation Pathway (MedMMAP) program review to the board. He stated that it supports medical device and instrument manufacturers pursuing MedAccred accreditation. This is the MEP National Network Pilot being conducted using the rolling Federal Funding Opportunity program.

~ National MEP, Funding, Industrial Development~

Mr. Donohue began by discussing NIST MEP base funding for FY 2018 / 2019. He stated that a Continuing Resolution will still result in \$140MM in funding.

Next, Mr. Donohue informed the board That Dr. Walter G. Copan was confirmed by Congress as Under Secretary of Commerce for Standards and Technology and NIST Director on October 5, 2017. He has developed into the first NIST Director who actually is a strong champion of MEP.

Mr. Young next presented to the board the new business model to support the FY 2021 vision. He concluded by informing the board that we are an organization in transition and we will operate with regional managers that will focus on active prospecting efforts and respond to opportunities as a shared effort.

~Draft Annual Report~

Ms. McCarthy presented to the board a draft copy of the 2018 Annual Report. Aviv Goldsmith Ms. McCarthy to add a map of the board members locations to the report.

~2018 Board Meeting Dates / Remaining Meeting Location~

Ms. Simpson presented the following dates to the board members for the 2019 meetings:

March 15

June 21

September 20

December 6

Ms. Simpson next asked the board members to let her know if there were any issues with the proposed dates to please let her know by the December 7, 2018 meeting.

Ms. Simpson concluded by informing the board members that the December 7, meeting is being held at the Boars Head Inn in Charlottesville.

~Other Business / Public Comment / Adjournment~

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