

## Board of Trustees Virtual Meeting

**Boars Head Inn & Resort  
Charlottesville, VA**

**Friday, June 10, 2022  
11:00 AM – 2:30 PM**

### **Members Present**

Dr. John A. Downey  
Mr. Doug Frost  
Mr. Rick Gagliano  
Mr. Jeffrey Jaycox  
Mr. Wesley Reid  
Ms. Karen Sorber  
Dr. Kristen Westover

### **Representative Present**

Ms. Flora Hezel (AG)  
Mr. Eric Weisel (Dr. Hemphill)

**Others Present:** Ms. Brenda Bowman, Mr. Tony Cerilli, Mr. Josh Dawson, Mr. Bill Donohue, Mr. Scott Schein, Ms. Valerie Simpson, and Mr. Dean Young.

### **Members Absent**

Dr. Makola Abdullah  
Mr. Peter Bale  
Mr. Matthew Clark  
Mr. Marc Foglia  
Dr. Tiffany McKillip Franks  
Ms. Marilyn Hanover  
Dr. Brian Hemphill  
Dr. Shannon Kennedy  
Mr. Gabriel LaMois  
Mr. John Mead  
Mr. Abdelkarim Moharram  
Dr. Bob Stolle  
Mr. Wayne Stilwell  
Mr. Kaushik Vashee

### **Representative Absent**

Dr. Eileen Van Aken (VT)  
Mr. Thomas Williams (NIST)

~Call to Order~

Mr. Jaycox welcomed everyone and thanked them for attending. Next Mr. Jaycox ask Ms. Simpson to call the roll to establish a quorum. A quorum was verified by Ms. Simpson, so Mr. Jaycox called the meeting to order at 11:10 a.m.

~Approval of Minutes~

Mr. Jaycox asked the board members to review the minutes from March 2022, meeting. Mr. Jaycox 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. The minutes were properly seconded by Mr. Frost and approved.

~GoVA Retooling Update~

Mr. Gagliano began by bringing the board members up to speed on what is currently happening with the program.

Mr. Young began by stating that the application process closed in March. One company in region 7 has not signed their CP proposal yet and we are awaiting one company to sign the commercialization planning contract.

Mr. Young concluded by reminding the board of trustees that the grant was extended by Go Virginia Region 1 through June 2023 based on use of funding allocated for Year Two companies. We are still awaiting approval from GoVA corporate.

~VT Update – The Learning Factory~

Mr. Ernest began by informing the board of trustees of the VT Learning Factory. Launched in 2019 inside Durham Hall, the Learning Factory is housed within the Grado Department of Industrial and Systems Engineering. It's a public-private partnership that provides Virginia Tech undergraduates a hands-on education of Industry 4.0, a term used to describe today's manufacturing environment that incorporates smart technologies and the Internet to better connect and automate the industrial process.

Mr. Earnest next stated that he oversees the 1,800 square foot space which includes:

- A HAAS 5-axis machining center
- An ECOCA CNC Lathe
- A collection of robotic equipment that work alongside students--mobile robots or "mobots" (MiR 100 and Turtle Bot); collaborative robots or "cobots" (Aubo i5, UR-3, and UR-5); and an industrial robot (Epson c3)
- An array of industrial Rize and Mark forged 3D printers
- An assembly system cell used to teach "lean" manufacturing principles
- A control room featuring a virtual factory and digital dashboard that allows companies to simulate how new technologies could be incorporated into their facilities
- All this is fully powered by rooftop solar panels that generate a renewable energy source continually monitored inside

Mr. Ernest concluded by informing the board that GENEDGE invests \$120,000 a year to fund Virginia Tech Industrial and Systems Engineering senior design projects conducted in the Learning Factory.

## ~Report From Finance Committee~

Dr. Downey began by reviewing the Finance Committee report. He turned the floor over to Mr. Dawson regarding the recent audit. Mr. Dawson stated that GENEDGE had reviewed and addressed all the findings and corrective actions from the audit. Those actions were also documented and forwarded to NIST compliance. He next stated that NIST was pleased with the findings and plan of action to correct the findings.

Dr. Downey concluded by informing the board of trustees that it was recommended that GENEDGE have a second audit. The finance committee voted to hire the incumbent audit company to conduct the second audit which will take place July – September 2022.

## ~FY23 Operations Strategy Review &amp; Discussion~

Mr. Donohue began by reviewing the FY 22 activities in support of the operations plan, stating that GENEDGE went into the heart of the Pandemic in the summer of 2021 with continued access challenges into customer facilities, and talent attraction issues as the national workforce had permanently shrunk by over four million. However, we were able to rise to the occasion, by supporting MEP and the Commonwealth of VA objectives. One excellent example has been efforts to accelerate shifts from overseas sources to domestic suppliers of goods for critical industrial sectors.

Next, Mr. Donohue reminded those present of the Board Strategic Planning Committee activities, and that a new strategic plan had been created and formally adopted in the third fiscal quarter of FY 2022.

Mr. Donohue then reviewed the GENEDGE Organization Chart with the board. He informed the members that one employee was retiring which leaves three positions open.

Mr. Donohue concluded by stating that the business plan this year is very executable; and has been built assuming no un-booked programs in the budget, allowing those prospects to essentially act as reserves. However, the management teams' recent risk analysis identified a few risk areas that need immediate attention for FY23. A review of those risks as found in the operations plan was then conducted.

## ~FY22 Financial Update, FY23 Plan~

Mr. Dawson began by reviewing the Operations Metrics FY22 (10 months). He stated that Gross bookings were \$2,849,429. Gross billings totaled \$3,905,347. Net billings were \$1,518,363. Backlog was \$3,143,127 and net cash position was \$273,817.

Mr. Dawson next reviewed the Booking and Billings by Program FY22 (10 months). He continued by reviewing the Proposal Pipeline FY22 (10 months), stating that the number of proposals were 209, the number of contracts were 169 and the number of new manufacturers booked were 33.

Next Mr. Dawson reviewed the Results of Operations – Cash Basis FY 2022 YTD (10 months).

Mr. Dawson concluded by reviewing the Plan Budget noting that the FY23 budget projects a positive change in net position of \$345,580.

~FY23 Operations Execution Review~

Mr. Young, Mr. Cerilli, and Mr. Schein presented the Operations Group Restructure, Customer Relationship Management via Salesforce, Marketing and Social Media Plan, Small Business Outreach, Small Business Program, VEDP Supply Chain Optimization Program (SCOP), MedMMAP (Medical Manufacturer MedAccred Accreditation Pathway), and the Mobile Technology Insertion Program (MTIP), to the board members.

Mr. Jaycox concluded the Operations review by calling for a motion to approve the Operations Plan. A motion was made by Dr. Downey, and properly seconded by Mr. Gagliano and Mr. Frost. The Operations Plan was approved.

~Discussion on Hybrid Meetings~

Mr. Donohue began by informing the board members that on April 11, 2022, the governor made an announcement regarding electronic meetings. It was stated that Boards may now hold virtual meetings without there being a state of emergency. To attend the virtual meeting, the board member must be outside of a sixty-mile radius of the in-person meeting venue. Board members may attend virtual meetings twice a year or 25% of the scheduled meeting or whichever is greater.

It was agreed upon that a policy will be created and reported back to the full board during the September 2022 meeting.

~Public Comment and Adjournment~

Mr. Jaycox called for other items and public comment. There being none, Mr. Jaycox and Mr. Donohue thanked everyone for attending. Mr. Jaycox called for a motion to adjourn. A motion was made by Ms. Sorber, properly seconded by Mr. Reid and Dr. Downey, and the meeting was adjourned.