

Board of Trustees Virtual Meeting

Boars Head Inn & Resort
Charlottesville, VA

Friday, September 16, 2022
11:00 AM – 2:30 PM

Members Present

Mr. Marc Foglia
Mr. Rick Gagliano
Mr. Jeffrey Jaycox
Ms. Marilyn Hanover
Mr. Gabriel LaMois
Mr. Wesley Reid
Hon. G. Bryan Slater
Dr. Kristen Westover

Members Absent

Dr. Makola Abdullah
Mr. Peter Bale
Mr. Matthew Clark
Dr. John A. Downey
Dr. Tiffany McKillip Franks
Mr. Doug Frost
Dr. Brian Hemphill
Dr. Shannon Kennedy
Mr. John Mead
Mr. Abdelkarim Moharram
Ms. Karen Sorber
Dr. Bob Stolle
Mr. Wayne Stilwell
Mr. Kaushik Vashee

Representative Present

Ms. Flora Hezel (AG)
Mr. Eric Weisel (Dr. Hemphill)
Ms. Claudia Hernandez (Downey)
Dr. Eileen Van Aken (VT)
Mr. Thomas Williams (NIST)

Representative Absent

Others Present: Mr. Tony Cerilli, Mr. Josh Dawson, Mr. Bill Donohue, Mr. Roy Luebke, Mr. Teddy Martin, Mr. Scott Schein, Ms. Valerie Simpson, and Mr. Dean Young.

~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 of eight board members present. A quorum was verified by Ms. Simpson, so Mr. Jaycox called the meeting to order at 11:15 A.M.

~Approval of Minutes~

Mr. Jaycox asked the board members to review the minutes from June 2022, meeting. Mr. Jaycox next asked for any additions, corrections, changes, or discussion to the minutes. With there being no changes, Mr. Reid made a motion to accept the minutes. The minutes were properly seconded by Dr. Westover and approved.

~FY22 Financial Update, FY23 Plan~

Mr. Dawson began by reviewing the Operations Metrics FY22. He stated that Gross bookings were \$3,736,939. Gross billings totaled \$4,657,598. Net billings were \$1,757,908. Backlog was \$2,739,356 and net cash position was \$331,248.

My Dawson next reviewed the Proposal Pipeline YTD FY22. He stated that the number of proposals is 269, the number of contracts booked are 236, and the number of new manufacturers booked are 40.

Mr. Dawson then review the Operation Metrics YTD FY23 (2 months). He stated that Gross bookings were \$987,015. Gross billings totaled \$664,982. Net billings were \$260,103. Backlog was \$2,662,403 and net cash position was \$1,613,645.

My Dawson next reviewed the Proposal Pipeline YTD FY23. He stated that the number of proposals is 26, the number of contracts booked are 25, and the number of new manufacturers booked are currently zero.

Mr. Dawson concluded by reviewing the results of Operations – Cash Basis FY 2023YTD (2 months) with the board members.

Then Teddy Martin reviewed the current merit increases for end of fiscal year 2022 with the board members.

~Operational Updates~

Mr. Donohue began by informing the board members of two new GENEDGE employees, Mrs. Sharolyn (Shari) Graybiel and Mr. Joseph (Joe) Stark, III.

Next Mr. Donohue reviewed the new Organizational Alignment that includes Connex Marketplace, Salesforce, and MEP Best Practices. He stated that these efforts require coordination and focus. The organization was not optimal to address these opportunities and needs.

Next Mr. Donohue reintroduced Mr. Dean Young as the Vice President of Business Transformation. He then stated that GENEDGE announced to the Associates during the Monday All Hands Team Meeting of this important organizational change. With Mr. Young being a veteran leader for our business, with extensive experience in program management and digitization, he will head this initiative. Mr. Young is charged with

launching the GENEDGE Emerging Business Services Line, with accelerating our Salesforce Implementation including Management Dashboards and Systems, and secure Website based Lead development and capture Systems. He will also be responsible for enabling the rapid transition of the Marketing Organization into a Digital Marketing and Content Delivery (DMCD) office along with staffing the organization including a new Director for DMCD, a contract program manager for the Emerging Business Services line and a cadre of Third-Party consultants for content development delivery, and “ask an expert” services using the CMTC MEP best practices model.

Next, Mr. Schein reviewed the VEDP Supply Chain Optimization Program (SCOP). He stated that GENEDGE has vetted several qualified third parties for supply chain development and completed three projects mainly focused on driving more data-driven performance management – data flow and extraction, key performance indicators, target setting, and implementation. The additional projects are ongoing focused on supplier development and multi-sourcing strategies. GENEDGE continues to negotiate with VEDP on the next phase of the program to align project management scope for client engagement, assessments, and kickoff workshops with funding. With twenty program participants in 2023, GENEDGE anticipates at least ten supply chain related projects in support of SCOP.

Mr. Schein next discussed the Mobile Technology Insertion Program (MTIP) with the board members. He informed them that MTIP presents a unique approach to support small and mid-sized businesses to adopt advanced manufacturing and automation technologies to provide higher returns on investment, recapitalize the industrial base, improve production skills and retention, and address workforce shortages.

Mr. Schein then stated that the initial round of \$10 million was approved in the Federal budget that was passed in March 2022. The total objective is \$50 million with a match by Federal Fiscal Year 2025 to expand geographic scope and maintain operations for at least ten years. With an extensive group of partners, GENEDGE will create a responsive and innovative ecosystem providing expertise, training, and testing to support Special Mobile Machinery (SMM) decision makers and their teams.

Mr. Schein continued by stating that an RFI (request for information) was completed in June 2022 to gather detailed information on supplier and teaming partner interest, capabilities, and estimated cost. The government confirmed last week that the review has not been completed.

Mr. Schein concluded by stating that assuming the white paper review is complete in the next thirty days, GENEDGE’s goal is to submit the formal proposal by the end of 2022, expecting to secure funds by mid-FY2023. GENEDGE will solicit expert consulting assistance to ensure proposal compliance and to support teaming partner development.

Next, Mr. Cerilli reported an Operations Update to the board members. He stated that the Business Service Directors are in place. They are Growth – Mike Levy; Operations – Joe Stark (part-time, new hire); Support – Nathan Sable.

Mr. Cerilli stated that the Access to Capital offering has been launched. That reviving the use of the Competitiveness Review (CR) Assessment training will be with South Carolina MEP.

He concluded by informing the board members of the Learning Management System (LMS) stating that the Tooling U content was ready, and that the DDI content is forthcoming.

~Discussion on Hybrid Meetings~

Mr. Donohue began by reviewing with 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.

The policy was reviewed however, it was agreed that it will be tabled and revisited to the full board during the December 2, 2022, meeting.

~Business Transformation Plan~

Mr. Young began by presenting the Five Core areas of the strategic plan to the board members. He stated that they are 1) Promoting Financial Health, 2) Expanding Services to Smaller Businesses, 3) Increasing Market Awareness; 4) Fulfilling Client, Customer, and Employee Needs; and 5) Enhancing Strategic Partnerships.

Next, Mr. Young stated that we will be building the GENEDGE Alliance membership portal that will include subscription access to value-added, on-demand, and self-paced services.

Mr. Young concluded by reviewing the Business Transformation Time Line that runs from September 2022 until January 2023.

~GoVA Retooling Update~

Mr. Gagliano turned that floor over to Mr. Young. Mr. Young stated that the GO Virginia program is a 2:1 cost share and clients pay 10%, GO Virginia and matching funds pay 90%.

Regarding the clients Mr. Young stated that the plans are to assist fifty companies over two years; NTE budget per company of \$75k, Twenty companies were served in Phase One however, NTE was not used by all companies. Thirty-four companies were served in year two with the NTE budget not anticipated to be used by all companies.

Mr. Young next spoke on the program budget information stating that proposals for Phase Two resource work is still in progress and the current estimate is for \$200k - \$400k in remaining funds.

Mr. Young concluded by reviewing Phase Two support services, commercialization Planning for thirty-four companies, specialized services, and support services.

~Remote Participation Policy~

This agenda item was tabled until the December 2, 2022, meeting.

~State and Federal Programmatic Initiatives~

Mr. Donohue began by reviewing the current focus efforts that include the Defend Controlled Unclassified Information program, the NIST MEP Funded Cybersecurity initiative, the Hampton Roads Offshore Wind Supply Chain, the Advanced Pharma Cluster Project, the MEP National Network multistate engagement, the Commonwealth Maritime Initiative, and the Governor's Industrial Base Development Initiative.

Mr. Donohue concluded by stating that GENEDGE is a major investor in the 7000 square feet Old Dominion University Batten College of Engineering and Technology Maker Space and Innovation Center. GENEDGE funds materials used for manufacturing client projects and invested in safety interlock systems for all equipment centers. With an array of traditional and advanced manufacturing capabilities, the center is now providing the VA industrial community with entrepreneurial based design, prototyping and manufacturing services. GENEDGE is supporting a major rebranding and industrial engagement initiative for late fall, 2022.

~Nominating Committee~

Mr. Jaycox began by informing the board members that it was time to select a committee that is responsible for selecting the board officers. He stated that the committee consists of a single member of the board to help in filling the following roles:

- Chair, Vice Chair, Retooling Committee, Finance, Secretary, and Treasure.

The changes are effective at the December 2022, meeting. Mr. Lamois volunteered to Chair the Nominating Committee.

~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 Dr. Van Aiken, properly seconded by Mr. Lamois, and the meeting was adjourned.