

**Innovation & Entrepreneurship Task Force  
“Venture Hub” Business Plan – RFP Oversight Team  
Kick-off Meeting with Camoin Associates  
1001 Research Park Boulevard, 4th Floor Conference Room  
Charlottesville, VA  
June 4, 2019  
10:30 AM to 1:30 PM  
Lunch provided  
MINUTES**

**Attending Task Force Members:** Tom Click, Pace Lochte, Leigh Middleditch

**Absent Task Force Members:** Miles Friedman, Jim Cheng

**Venture Hub Team:** Roger Johnson, Chris Engel, Denise Hubbard, Sean Carr, Helen Cauthen

**Staff:** Shannon Holland

**Camoin & Associates:** Cathy Renault, Erik Pages

**1. Welcome**

Tom Click opened the meeting at 10:30 AM and asked all attending to introduce themselves.

**2. Public Comments**

There was no public comment.

**3. Scope & Schedule**

Cathy Renault reviewed the “Venture Hub” RFP Project Plan and reviewed the stages of the business plan development.

**4. Group Discussion**

An in-depth discussion ensued with all attending participating regarding goals and expected outcomes, exclusions, limitations/barriers. The group also discussed what success might look like when the business plan is completed. It was emphasized that “Venture Hub” is still the working project name.

**5. Case Studies**

Cathy Renault presented the group with a suggested set of case studies for review. The group discussed in depth and agreed that proposed case studies would include West Lafayette, IN; Champaign-Urbana, IL; Eugene, OR; Richmond, VA; Anne Arbor, MI; and Birmingham, AL. The CED in Research Triangle Park, NC; Richmond, Boulder and KC SourceLink would also be reviewed.

**6. Stakeholder Engagement Discussion**

Referring to the Stakeholder engagement materials in the meeting documents, Shannon Holland asked for feedback on the engagement process. After much discussion, it was agreed that Erik Pages would update the Interview Protocol question set for the

community stakeholder engagement activities scheduled for July 25 and 26. He will also present the Venture Hub narrative context as outlined in the RFP. Shannon will call each Oversight Team Member to identify which stakeholders should be engaged. For the most part, it is expected that the interviews will be in groups of 10-15 people, though some individuals may be contacted later for short interviews.

**7. Project Management Protocols**

Cathy Renault shared information for the entire Camoin & Associates team, in case it is needed, but asked that all questions funnel through Shannon Holland, as a best practice.

**8. Next Steps**

No additional next steps were identified.

**9. Next Meeting**

Tom Click reminded the group that Camoin would be back in the area to interview stakeholders on July 25 and July 26 and there may be a brief recap meeting for the group at that time.

**10. Other Business**

Tom asked for a motion to approve the Minutes as presented.

***Leigh Middleditch made a motion to approve the Minutes as presented. Pace Lochte seconded the motion. The motion carried.***

**11. Adjourn**

Tom Click adjourned the meeting at 1:18 PM.