



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION
REGIONAL COUNCIL 9

**Innovation & Entrepreneurship Task Force
“Venture Hub” Business Plan – RFP Oversight Team
Business Plan Concepts Meeting with Camoin 310
1001 Research Park Boulevard, Suite 301
Charlottesville, VA
August 27, 2019
9:30 AM to NOON**

Welcome + Introduction	Jim Cheng, Chair (9:30)
Public Comments	Jim Cheng (9:35)
Approve Minutes – June 4 and July 26	Jim Cheng (9:40)
Project Status Update	Cathy Renault (9:45) Erik R. Pages Dan Gundersen
Venture Hub Concepts and Options	Cathy Renault (10:00) Erik R. Pages Dan Gundersen
Discussion	Cathy Renault (10:45) Erik R. Pages Dan Gundersen
Next Steps	Cathy Renault (11:45)
Next Meeting Thursday, October 10, GO Virginia Council Meeting 9:30 am to 11:30 am 1001 Research Park Boulevard 4 th Floor Conference Room, Charlottesville, VA22901	Jim Cheng (11:50)
Other Business	Jim Cheng (11:55)
Adjourn	Jim Cheng (NOON)

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.



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION
REGIONAL COUNCIL 9

**Innovation & Entrepreneurship Task Force
“Venture Hub” Business Plan – RFP Oversight Team
Stakeholder Session Wrap-Up Session with Camoin 310
3rd Floor Conference Room, Vault Virginia, Main Street, Charlottesville
Charlottesville, VA
July 26, 2019
NOON to 1pm**

MINUTES

Attending: Jim Cheng

Absent: Miles Friedman, Pace Lochte, Tom Click

Staff: Helen Cauthen, Shannon Holland

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

Camoin 310: Erik Pages, Dan Gundersen

Welcome + Introduction

Jim Cheng, Chair

At noon a quorum was not present. So a meeting was not called to order.