



**REGION 9 COUNCIL MEETING**

**January 26, 2024**

**9:30 am to 11:30 am**

**ALL-VIRTUAL**

Virtual attendance details are within this agenda.  
For virtual connection questions, call 434-979-5610 ext. 106.

**AGENDA**

1. **Opening**
  - Call to Order Ethan Dunstan, Chair
  - Roll Call Shannon Holland, Director
  - Public Comment Ethan Dunstan
  
2. **Consent Agenda – ACTION ITEM** Ethan Dunstan
  - Meeting Minutes, October 20, 2023
  - Financials through October 31, 2023
  - Dashboard/Director Report (new format)
  
3. **Elect Vice-Chair – ACTION ITEM** Ethan Dunstan
  
4. **Revised Bylaws– ACTION ITEM** Ethan Dunstan
  
5. **Updates from Committees, Task Forces, etc.** Ethan Dunstan
  - Nominating Committee
  - Chair
  
6. **JLARC Update Presentation** Ethan Dunstan  
 Joseph Dennie, GO Virginia Program Administrator,  
 Department of Housing and Community Development (DHCD)  
**Presentation:** <https://www.govirginia9.org/calendar/2024-events/>
  
7. **Project Update Presentations** Ethan Dunstan
  - **Regional Entrepreneurship Investment Strategy (REI) –**  
 Stephen Davis, President, Community Investment Collaborative (CIC)
  - **Accelerating Regionally Significant Sites –**  
 Helen Cauthen, President, Central Virginia Partnership  
 Bryan Rothamel, Director of Economic Development, Culpeper County  
 Andy Wade, Director of Economic Development, Louisa County**Presentations:** <https://www.govirginia9.org/calendar/2024-events/>



- 8. **Comprehensive Economic Development Strategy (CEDS) - Update and SuperRegional Strategies Discussion**  
Alex Tranmer, Director of Industry and Workforce, Camoin Associates  
Daniel Gundersen, FM, HLM, Senior Vice President, Camoin Associates  
**Presentation:** <https://www.govirginia9.org/calendar/2024-events/>  
Ethan Dunstan
  
- 9. **Project Pipeline**  
Ethan Dunstan
  
- 10. **Other Business**  
Ethan Dunstan
  
- 11. **Adjourn**  
Ethan Dunstan

**Upcoming**

Region 9 Council Meeting – April 25, 2024, Orange, Va  
Region 9 Project Application Deadlines – March 22, 2024 | May 27, 2024  
GO Virginia Board Meetings – March 12, 2024



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

**Topic: Region 9 Council Meeting - ALL VIRTUAL**  
**Time: Jan 26, 2024 09:30 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/81446275135>

**Meeting ID: 814 4627 5135**

---

One tap mobile

+19292056099,,81446275135# US (New York)

+13017158592,,81446275135# US (Washington DC)

---

Dial by your location

- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 814 4627 5135

Find your local number: <https://us06web.zoom.us/j/81446275135>



## REGION 9 COUNCIL MEETING

OCTOBER 20, 2023

9:30 am to 11:30 am

THE CENTER AT BELVEDERE, Classroom A, 540 Belvedere Blvd., Charlottesville, VA

Virtual meeting details were provided in the Agenda

### MINUTES

**Attending in-person:** Ethan Dunstan, UVA Community Credit Union (Chair); Jim Cheng, CAV Angels (Vice Chair) Francoise Seillier-Moiseiwitsch, Revalation Vineyards (Treasurer/Secretary); Rob Archer, Codebase Coworking; Kim Blosser, Laurel Ridge Community College; Roque Castro, Elysium LD Technology, Inc.; Tom Click, Patriot Industries; Bob Coiner, Town of Gordonsville; Brian Cole, LexisNexis Reed Tech; Christine Jacobs, Thomas Jefferson Planning District Commission; Pace Lochte, UVA Economic Development; Patrick Mauney, Rappahannock-Rapidan Regional Commission; Brandon Payne, Ruckersville Self Storage; Jean Runyon, Piedmont Virginia Community College; Andy Wade, Louisa County; Jonathon Weakley, Madison County; Tina Weaver, Papa Weaver's Pork, Inc.

**Attending virtually\*:** Kenny Allison, The Coleman Group; Ray Knott, Atlantic Union Bank

**Absent:** Gizelle Curtis, Dominion Energy; Christian Goodwin, Louisa County; Tony O'Brien, Fluvanna County; Paige Read, Town of Culpeper

**Staff:** Helen Cauthen, Shannon Holland, Christie Taylor

#### Guests:

In person: Stephen Davis, CIC; Joseph Dennie, DHCD; Maureen Kelley, Nelson County; Rahul Keshap, Venture Central; Sanda McCutcheon, Venture Central

Virtual: Cody Anderson, DHCD; Tracey Gardner, Madison County; Rebecca Haydock, CV SBDC; JT Newberry, Albemarle County;; Julie Perry, Orange County; Jennifer Schmack, Fluvanna County

#### 1. Welcome

Ethan Dunstan called the meeting to order at 9:33 a.m.

Ethan Dunstan welcomed Bob Coiner as the new Council Member appointed by Rappahannock Rapidan Regional Commission to complete the term of Jim Crozier. He welcomed Tina Weaver, Brandon Payne, and Roque Castro to their first in-person meeting.

#### 2. Roll Call

A roll call was performed. A quorum was established, as noted above.

#### 3. Public Comment

Opportunities for public comment were made available for the meeting, however, no comments were received.

#### 4. Approve Council Business – Action Item

Ethan Dunstan noted that the five business items listed on the agenda had been grouped together with the intention that the Council would discuss and act with one vote unless a motion was made to remove any item from the discussion. No such motion was made.

a. Meeting Minutes, August 8, 2023

Ethan Dunstan noted a correction, the meeting minutes for approval were for August 8, 2023, and not June as noted on the agenda. There was no discussion about the minutes.

b. Treasurer's Report – Financials

Francoise Seillier-Moiseiwitsch gave the financial report, beginning with the Statement of Financial Position. Through August 2023, Total Assets are \$133,991.17 including \$108,200.27 in Accounts Receivable. The Operating Account balance is higher than usual at \$18,026.65 due to pending reimbursement. The budget has been spent down by 22.62 % which is in-line for 3 months of spending. Accelerating Sites and Venture Central projects should be closing out by the end of the year.

c. Memo: Request for Approval of Contracts for Signature:

- FY 2024 Capacity Building Contract
- Trademark Licensing Agreement

Ethan Dunstan thanked Brian Craddock, Flora Pettit, for his time reviewing the contracts on behalf of the Partnership. Helen Cauthen explained that on the Capacity Building Contract, the Partnership requests edits:

- In the first and third paragraphs of the highlighted text - add "Support" before "Organization" since that is how CVPED is identified in the preamble;
- on page four (fourth paragraph) replace "it" with "the financial document"
- insert "by the Support Organization after ...Audit only)

d. Dashboard

Ethan Dunstan asked Shannon Holland to give an update on the Dashboard. She noted that DHCD had confirmed that the total unobligated balance of funds is about \$75,000 more than the \$1.39 million reflected on the Dashboard due funds having been returned at project closeout. Shannon reminded Council that if the grant under consideration today was approved it would reduce this amount by \$100,000. She also reminded the Council that the \$250,000 available for Talent Pathways Initiative (TPI) is a separate funding stream. Shannon added that to simplify the dashboard, going forward staff will report the unobligated grant balances.

e. Director Report

There were no questions about the Director's Report.

***Tom Click made a motion to approve Council Business. Brian Cole seconded the motion. The motion carried.***

**5. Updates from Committees, Task Forces, etc.**

- a. Executive Committee – There were no updates
- b. Nominating Committee – There were no updates
- c. Statewide Grants –

Ethan Dunstan reported that both the GENEDGE and VA BIO Connect statewide grants are winding down and will no longer have updates. He added that the Middle Mile Broadband grant led by Region 3 is now just getting underway since they have obtained the required federal dollars as match.

d. Chair

Ethan Dunstan reported that in September he attended the GO Virginia Board Retreat and the Board Meeting in Richmond. The retreat featured active GO Virginia grant leaders from around the state and presentations from the Chancellor of the Community College system and from Jason El Koubi on the Innovative Framework.

Region 9 had no projects up for discussion at the Board Meeting, but two projects before the Board generated lots of public comment. The Board approved the DHCD guidelines for requesting Reduced Match for proposals. However, the Board wants to approve reduced match waivers at their meetings so staff is unclear of the Board's appetite for waivers at this point. The metric for economic need for match waiver will not be met by our region. Alignment with VEDP and/or transformation project are other exceptions that are awaiting clarification from DHCD.

Patrick Mauney brought up the need to have a feedback loop to ensure regions like Region 9 are not disincentivized due to repeatedly lacking match. Shannon Holland pointed out recapture would be an indicator of this. Discussion ensued that noted that Region 9 lacks representation on the State Board, and that talking points on this topic may need to be drafted when doing outreach for reconsideration of the match requirements.

The Board had significant discussion on a Talent Pathways Grant (TPI) that was targeting the healthcare sector. The Board had a policy to not target healthcare; however, the Board approved the application, with a request for DHCD to set up a workgroup and define limitations for this sector.

The JLARC review of the GO Virginia program will be presented on December 11.

e. Other

There was no other business.

**6. 2023 Growth Plan Update – ACTION ITEM**

Ethan Dunstan noted that the draft plan was posted for public comments on the website, no comments were received. Shannon explained that this update can be further refined over the next two years, as needed. For example, if more details emerge from VEDP's Innovative framework for ecosystem building, the Council could consider expanding opportunities to support aligned initiatives; or when the CEDS plans are published in 2024 the plan can be adapted to support the reports.

a. Highlights:

- The top five industries (2-digit NAICS) in the region continue to be non-traded sector (page 3)
- The targets clusters for 2023 remain the same with one exception:
  1. Expansion of the Food & Beverage Manufacturing cluster to include NAICS codes from the VEDP definition of the AgTech sector.

- b. Average Annual Wages as of Q1 continue to rise in Region 9 however the chart on page 6 indicates a widening gap as compared to all of Virginia.

- c. The table demonstrates how the four grant strategies (TD, GEB, Eship, Sites) advanced the 2021 Growth Plan Update, and which strategies will carry forward. It also identifies new grant opportunities for 2023 and beyond. For example, future Entrepreneurship grant opportunities will likely be driven by the outcomes of the REI plan in development.

Tom Click expressed the need to have sites ready to have businesses move into. Roque Castro asked about an assessment for site readiness. Shannon Holland agreed and noted that staff has been working to develop a grant. Helen Cauthen added that match is currently a challenge to getting done. Pace Lochte questioned if the 23% of traded sector jobs is considered low. Shannon Holland will investigate the comparison of traded sector job percentage with other regions. This could also be a talking point recommended earlier.

***Kim Blosser made a motion to approve the Growth Plan. Kenny Allison seconded the motion. The motion carried.***

## **7. Project Review – ACTION ITEM**

Ethan Dunstan thanked Gizelle Curtis, Ray Knott and Pace Lochte for scoring the Cluster Scale Up – Planning application. This project is led by Nelson County for a \$100,000 planning grant to create a plan to support the wine industry in Region 9. Match is provided by local government, education, and private sector. If approved, it can be submitted for administrative review by tonight’s deadline and that could lead to an administrative approval in Mid-November.

Shannon Holland shared that one In-kind form needs to be updated (Joy Ting), and letters of support are strong.

Pace Lochte commented that the project covered an important sector for the region and was well assembled. Ray Knott said he would like the team to be more clear on their path to implementation grants. Roque Castro added that the grant ties in with other projects such as the Carver Food Business Incubator and the AgTech sector.

***Rob Archer made a motion to approve the Cluster Scale-Up grant. Bob Coiner seconded the motion. Francoise Seillier-Moiseiwitsch abstained. The motion carried.***

## **8. Bylaws Review -Introduction of Revisions**

Brian Cole explained that action on the bylaws cannot be taken until after they have been introduced to the Council at a prior meeting. He encouraged members to review the memo and the draft for discussion and action in January. He noted that David Pettit does not recommend reducing the quorum and there is no change to the in-person quorum requirements in the draft. Some concern was expressed over the in-person quorum requirement. It was clarified that our policy and bylaws must conform with Virginia law.

## **9. Project Update**

Stephen Davis, President of the Community Investment Collaborative and Rahul Keshap, Executive Director of Venture Central shared updates on 3 grant projects: Venture Central, Rural Entrepreneurship, and the REI.

Ethan Dunstan asked about lessons learned from the Venture Central grant. Rahul Keshap answered: 1) Themes around collaboration, both positives and challenges. Cooperation can be challenging as

there's both a misconception and sometimes accuracy in ESO's competing for the same pot of money. 2) Sustainability, which the REI project aims to specifically address. Stephen Davis added that the REI grant empowers the user to guide the building process rather than a system being built without entrepreneur engagement. A USDA grant and the Piedmont Loan fund help to mitigate risk and foster sustainable investment.

Rob Archer asked about the need for physical space. Rahul Keshap answered that was an original vision for Venture Central, but it presented an opportunity cost and the price of space took away from other investment opportunities.

Tom Click asked for talking points for Council members to help with referrals in the REI process.

**10. Comprehensive Economic Development Strategy (CEDs)**

Patrick Mauney shared that both quantitative and qualitative data has been analyzed. There's overlap between TJPDC and RRRPC, as well as contradictions. The consultant, Camoin Associates, may be ready to engage with the Council at their January meeting to discuss overlapping themes for the report section funded by the Council.

**11. Project Pipeline**

Shannon Holland shared that she is continuing to have conversations with organizations that may be interested in doing either a Sites project or the TPI (Talent Pathways Initiative) project. Neither are at the point where a grant can be expected. She noted that there may be a follow-on implementation grant to the CvilleBioLAB planning grant sooner rather than later.

**12. Other Business**

There was no other business.

**13. Adjourn**

***Bob Coiner made a motion to adjourn. Françoise Seillier-Moiseiwitsch seconded the motion. The motion carried.***

**The meeting was adjourned at 11:15 a.m.**

\*Council Member Virtual Participation - To comply with law and policy, the following is reported:

| Council Member | Joined from | Reason                          |
|----------------|-------------|---------------------------------|
| Kenny Allison  | MD          | >60 miles from meeting location |
| Ray Knott      | VA          | Personal matter                 |

**GO Virginia**  
**Statement of Financial Position**  
As of Oct 31, 2023

|   | <b>October 31, 2023</b> |
|---|-------------------------|
| <b>ASSETS</b>                           |                         |
| <b>Current Assets</b>                   |                         |
| <b>Checking/Savings</b>                 |                         |
| 11200 · GO VA Operating Account - Union | 30,775.86               |
| <b>Total Checking/Savings</b>           | 30,775.86               |
| <b>Accounts Receivable</b>              |                         |
| 11000 · Accounts Receivable             | 167,209.33              |
| <b>Total Accounts Receivable</b>        | 167,209.33              |
| <b>Other Current Assets</b>             |                         |
| 11100 · Accrued Receivable              | 8,459.80                |
| 12000 · Undeposited Funds               | -                       |
| <b>Total Other Current Assets</b>       | 8,459.80                |
| <b>Total Current Assets</b>             | 206,444.99              |
| <b>TOTAL ASSETS</b>                     | <b>206,444.99</b>       |
| <b>LIABILITIES &amp; EQUITY</b>         |                         |
| <b>Liabilities</b>                      |                         |
| <b>Current Liabilities</b>              |                         |
| <b>Accounts Payable</b>                 |                         |
| 20002 · Accounts Payable                | 47,274.37               |
| 20004 · Due to CVPED                    | 150,538.61              |
| <b>Total Accounts Payable</b>           | 197,812.98              |
| <b>Other Current Liabilities</b>        |                         |
| 25060 · Accrued Expenses - Other        | 8,459.80                |
| 25500 · Unearned Rev - Advanced Funds   | 167.51                  |
| <b>Total Other Current Liabilities</b>  | 8,627.31                |
| <b>Total Current Liabilities</b>        | 206,440.29              |
| <b>Total Liabilities</b>                | 206,440.29              |
| <b>Equity</b>                           |                         |
| 32000 · Unrestricted Net Assets         | 4.70                    |
| <b>Net Income</b>                       | -                       |
| <b>Total Equity</b>                     | 4.70                    |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <b>206,444.99</b>       |

**GO Virginia**  
**Capacity Building - Statement of Income and Expense (Summary)**  
**TOTAL FY2023 SPENDING: May 2023 through Oct 2023**

|   | Capacity Building |                   |               |                   |
|---|-------------------|-------------------|---------------|-------------------|
|   | May '23 - Oct '23 | Budget            | % of Budget   | Remaining         |
| <b>Income</b>                                       |                   |                   |               |                   |
| 41520 · State Grants                                | 91,869.50         | 250,000.00        | 36.75%        | 158,130.50        |
| <b>Total Income</b>                                 | <b>91,869.50</b>  | <b>250,000.00</b> | <b>36.75%</b> | <b>158,130.50</b> |
| <b>Gross Profit</b>                                 | <b>91,869.50</b>  | <b>250,000.00</b> | <b>36.75%</b> | <b>158,130.50</b> |
| <b>Expense</b>                                      |                   |                   |               |                   |
| 01250 · General Administration                      | 13,814.73         | 20,800.00         | 66.42%        | 6,985.27          |
| <b>54400 · Project Support expenses</b>             |                   |                   |               |                   |
| 54426 · Audit                                       | 0.00              | 5,000.00          | 0.0%          | 5,000.00          |
| 54430 · Contract Services                           | 4,529.92          | 8,000.00          | 56.62%        | 3,470.08          |
| 54449 · Meetings and Facilitation                   | 345.00            | 2,530.00          | 13.64%        | 2,185.00          |
| 54450 · Supplies                                    | 230.85            | 1,250.00          | 18.47%        | 1,019.15          |
| 54451 · Travel                                      | 1,130.40          | 2,000.00          | 56.52%        | 869.60            |
| 54452 · Rent/Lease                                  | 3,845.80          | 10,000.00         | 38.46%        | 6,154.20          |
| 54453 · Salaries                                    | 67,431.46         | 192,820.00        | 34.97%        | 125,388.54        |
| 54457 · Marketing/Advertising/Promotion             | 541.34            | 2,600.00          | 20.82%        | 2,058.66          |
| 54462 · Legal Expenses                              | 0.00              | 0.00              | 0.0%          | 0.00              |
| 54464 · Taxes & Insurance                           | 0.00              | 0.00              | 0.0%          | 0.00              |
| <b>Total 54400 · Project Support expenses</b>       | <b>78,054.77</b>  | <b>224,200.00</b> | <b>34.82%</b> | <b>146,145.23</b> |
| <b>54500 · Planning expenses</b>                    |                   |                   |               |                   |
| 54501 · Contract Services                           | 0.00              | 0.00              | 0.0%          | 0.00              |
| 54502 · Technical Assistance                        | 0.00              | 5,000.00          | 0.0%          | 5,000.00          |
| 54503 · Growth and Diversification Plan Development | 0.00              | 0.00              | 0.0%          | 0.00              |
| 54504 · Planning Grant                              | 0.00              | 0.00              | 0.0%          | 0.00              |
| <b>Total 54400 · Planning expenses</b>              | <b>0.00</b>       | <b>5,000.00</b>   | <b>0.0%</b>   | <b>5,000.00</b>   |
| <b>Total Expense</b>                                | <b>91,869.50</b>  | <b>250,000.00</b> | <b>36.75%</b> | <b>158,130.50</b> |
| <b>Net Income</b>                                   | <b>0.00</b>       | <b>0.00</b>       | <b>0.0%</b>   | <b>0.00</b>       |

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through October 30, 2023**

|   | Accelerating Sites |             |             | Venture Central   |             |             |
|---|--------------------|-------------|-------------|-------------------|-------------|-------------|
|   | (Projects)         |             |             | (Projects)        |             |             |
|   | Oct '21 - Oct '23  | Budget      | % of Budget | Mar '21 - Oct '23 | Budget      | % of Budget |
| <b>Income</b>                                 |                    |             |             |                   |             |             |
| 41520 · State Grants                          | 622,333.00         | 786,333.00  | 79.14%      | 238,743.23        | 300,000.00  | 79.58%      |
| <b>Total Income</b>                           | 622,333.00         | 786,333.00  | 79.14%      | 238,743.23        | 300,000.00  | 79.58%      |
| <b>Gross Profit</b>                           | 622,333.00         | 786,333.00  | 79.14%      | 238,743.23        | 300,000.00  | 79.58%      |
| <b>Expense</b>                                |                    |             |             |                   |             |             |
| 01250 · General Administration                | 10,000.00          | 10,000.00   | 100.0%      | 22,222.00         | 22,222.00   | 100.0%      |
| 54000 · Program expenses                      |                    |             |             |                   |             |             |
| 51280 · Planning Grant Activites              | 0.00               | 0.00        |             | 0.00              |             |             |
| 54400 · Project related expenses              |                    |             |             |                   |             |             |
| 54424 · Administration                        |                    |             |             |                   |             |             |
| 54425 · Architectural and Engineering         | 612,333.00         | 776,333.00  | 78.88%      |                   |             |             |
| 54430 · Contract Services                     |                    |             |             | 180,931.14        | 240,899.00  | 75.11%      |
| 54440 · Equipment                             |                    |             |             | 0.00              | 0.00        | 0.0%        |
| 54442 · Training                              |                    |             |             |                   |             |             |
| 54447 · Other - Programming                   |                    |             |             | 34,711.87         | 36,000.00   | 96.42%      |
| 54448 · Other - Workspace                     |                    |             |             |                   |             |             |
| 54449 · Meetings and Facilitation             |                    |             |             |                   |             |             |
| 54450 · Supplies                              |                    |             |             |                   |             |             |
| 54451 · Travel                                |                    |             |             | 878.22            | 879.00      | 99.91%      |
| 54452 · Rent/Lease                            |                    |             |             | 0.00              | 0.00        | 0.0%        |
| 54453 · Salaries                              |                    |             |             |                   |             |             |
| 54454 · Other - Website                       |                    |             |             |                   |             |             |
| 54455 · Fringe Benefits                       |                    |             |             | 0.00              | 0.00        | 0.0%        |
| 54456 · Machinery/Tools                       |                    |             |             |                   |             |             |
| 54457 · Marketing/Advertising/Promotion       |                    |             |             |                   |             |             |
| 54458 · Planning Assessment                   |                    |             |             |                   |             |             |
| 54462 · Legal Expenses                        |                    |             |             | 0.00              | 0.00        | 0.0%        |
| 54463 · Other - Outreach and Promotion        |                    |             |             |                   |             |             |
| 54465 · Other - Collaboration                 |                    |             |             |                   |             |             |
| 54466 · Other - Management & General          |                    |             |             |                   |             |             |
| 54467 · Fiscal/Account Mgmt Services          |                    |             |             |                   |             |             |
| 54468 · Indirect Costs                        |                    |             |             |                   |             |             |
| 54469 · Studies                               |                    |             |             |                   |             |             |
| <b>Total 54400 · Project related expenses</b> | 612,333.00         | 776,333.00  | 78.88%      | 216,521.23        | 277,778.00  | 77.95%      |
| <b>Total 54000 · Program expenses</b>         | 612,333.00         | 776,333.00  | 78.88%      | 216,521.23        | 277,778.00  | 77.95%      |
| <b>Total Expense</b>                          | 622,333.00         | 786,333.00  | 79.14%      | 238,743.23        | 300,000.00  | 79.58%      |
| <b>Net Income</b>                             | <b>0.00</b>        | <b>0.00</b> | <b>0.0%</b> | <b>0.00</b>       | <b>0.00</b> | <b>0.0%</b> |

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through October 30, 2023**

|   | Carver Food        |                    |                    | Tech Academies     |                    |                    |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | (Projects)         |                    |                    | (Projects)         |                    |                    |
|   | Nov '22 - Oct '23  | Budget             | % of Budget        | Jul '22 - Oct '23  | Budget             | % of Budget        |
| <b>Income</b>                                 |                    |                    |                    |                    |                    |                    |
| 41520 · State Grants                          | 13,638.06          | 199,727.00         | 6.83%              | 48,165.93          | 402,075.00         | 11.98%             |
| <b>Total Income</b>                           | <u>13,638.06</u>   | <u>199,727.00</u>  | <u>6.83%</u>       | <u>48,165.93</u>   | <u>402,075.00</u>  | <u>11.98%</u>      |
| <b>Gross Profit</b>                           | 13,638.06          | 199,727.00         | 6.83%              | 48,165.93          | 402,075.00         | 11.98%             |
| <b>Expense</b>                                |                    |                    |                    |                    |                    |                    |
| 01250 · General Administration                | 5,227.72           | 14,795.00          | 35.33%             | 6,304.53           | 29,783.00          | 21.17%             |
| 54000 · Program expenses                      |                    |                    |                    |                    |                    |                    |
| 51280 · Planning Grant Activites              | 0.00               |                    |                    | 0.00               | 0.00               | 0.0%               |
| 54400 · Project related expenses              |                    |                    |                    |                    |                    |                    |
| 54424 · Administration                        |                    |                    |                    |                    |                    |                    |
| 54425 · Architectural and Engineering         |                    |                    |                    |                    |                    |                    |
| 54430 · Contract Services                     |                    |                    |                    |                    |                    |                    |
| 54440 · Equipment                             | 8,410.34           | 184,932.00         | 4.55%              | 41,861.40          | 329,360.00         | 12.71%             |
| 54442 · Training                              |                    |                    |                    |                    |                    |                    |
| 54447 · Other - Programming                   |                    |                    |                    |                    |                    |                    |
| 54448 · Other - Workspace                     |                    |                    |                    |                    |                    |                    |
| 54449 · Meetings and Facilitation             |                    |                    |                    |                    |                    |                    |
| 54450 · Supplies                              |                    |                    |                    |                    |                    |                    |
| 54451 · Travel                                |                    |                    |                    |                    |                    |                    |
| 54452 · Rent/Lease                            |                    |                    |                    |                    |                    |                    |
| 54453 · Salaries                              |                    |                    |                    | 0.00               | 42,932.00          | 0.0%               |
| 54454 · Other - Website                       |                    |                    |                    |                    |                    |                    |
| 54455 · Fringe Benefits                       |                    |                    |                    |                    |                    |                    |
| 54456 · Machinery/Tools                       |                    |                    |                    |                    |                    |                    |
| 54457 · Marketing/Advertising/Promotion       |                    |                    |                    |                    |                    |                    |
| 54458 · Planning Assessment                   |                    |                    |                    |                    |                    |                    |
| 54462 · Legal Expenses                        |                    |                    |                    |                    |                    |                    |
| 54463 · Other - Outreach and Promotion        |                    |                    |                    |                    |                    |                    |
| 54465 · Other - Collaboration                 |                    |                    |                    |                    |                    |                    |
| 54466 · Other - Management & General          |                    |                    |                    |                    |                    |                    |
| 54467 · Fiscal/Account Mgmt Services          |                    |                    |                    |                    |                    |                    |
| 54468 · Indirect Costs                        |                    |                    |                    |                    |                    |                    |
| 54469 · Studies                               |                    |                    |                    |                    |                    |                    |
| <b>Total 54400 · Project related expenses</b> | <u>8,410.34</u>    | <u>184,932.00</u>  | <u>4.55%</u>       | <u>41,861.40</u>   | <u>372,292.00</u>  | <u>11.24%</u>      |
| <b>Total 54000 · Program expenses</b>         | <u>8,410.34</u>    | <u>184,932.00</u>  | <u>4.55%</u>       | <u>41,861.40</u>   | <u>372,292.00</u>  | <u>11.24%</u>      |
| <b>Total Expense</b>                          | <u>13,638.06</u>   | <u>199,727.00</u>  | <u>6.83%</u>       | <u>48,165.93</u>   | <u>402,075.00</u>  | <u>11.98%</u>      |
| <b>Net Income</b>                             | <u><u>0.00</u></u> | <u><u>0.00</u></u> | <u><u>0.0%</u></u> | <u><u>0.00</u></u> | <u><u>0.00</u></u> | <u><u>0.0%</u></u> |

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through October 30, 2023**

|   | BEACON's Kitchen   |                    |                    | Talent Supply Connector |                    |                    |
|---|--------------------|--------------------|--------------------|-------------------------|--------------------|--------------------|
|   | (Projects)         |                    |                    | (Projects)              |                    |                    |
|   | Oct '22 - Oct '23  | Budget             | % of Budget        | Sep '22 - Oct '23       | Budget             | % of Budget        |
| <b>Income</b>                                 |                    |                    |                    |                         |                    |                    |
| 41520 · State Grants                          | 5,515.13           | 189,000.00         | 2.92%              | 91,988.60               | 391,528.00         | 23.5%              |
| <b>Total Income</b>                           | <u>5,515.13</u>    | <u>189,000.00</u>  | <u>2.92%</u>       | <u>91,988.60</u>        | <u>391,528.00</u>  | <u>23.5%</u>       |
| <b>Gross Profit</b>                           | 5,515.13           | 189,000.00         | 2.92%              | 91,988.60               | 391,528.00         | 23.5%              |
| <b>Expense</b>                                |                    |                    |                    |                         |                    |                    |
| 01250 · General Administration                | 5,515.13           | 14,000.00          | 39.39%             | 12,544.80               | 23,616.00          | 53.12%             |
| 54000 · Program expenses                      |                    |                    |                    |                         |                    |                    |
| 51280 · Plannning Grant Activites             | 0.00               |                    |                    |                         |                    |                    |
| 54400 · Project related expenses              |                    |                    |                    |                         |                    |                    |
| 54424 · Administration                        |                    |                    |                    |                         |                    |                    |
| 54425 · Architectural and Engineering         |                    |                    |                    |                         |                    |                    |
| 54430 · Contract Services                     | 0.00               | 48,000.00          | 0.0%               | 749.50                  | 45,000.00          | 1.67%              |
| 54440 · Equipment                             | 0.00               | 75,000.00          | 0.0%               |                         |                    |                    |
| 54442 · Training                              |                    |                    |                    |                         |                    |                    |
| 54447 · Other - Programming                   |                    |                    |                    |                         |                    |                    |
| 54448 · Other - Workspace                     |                    |                    |                    |                         |                    |                    |
| 54449 · Meetings and Facilitation             |                    |                    |                    |                         |                    |                    |
| 54450 · Supplies                              |                    |                    |                    |                         |                    |                    |
| 54451 · Travel                                | 0.00               | 2,000.00           | 0.0%               |                         |                    |                    |
| 54452 · Rent/Lease                            |                    |                    |                    | 2,983.18                | 10,000.00          | 29.83%             |
| 54453 · Salaries                              | 0.00               | 35,000.00          | 0.0%               | 56,349.58               | 240,000.00         | 23.48%             |
| 54454 · Other - Website                       |                    |                    |                    |                         |                    |                    |
| 54455 · Fringe Benefits                       | 0.00               | 15,000.00          | 0.0%               | 12,246.88               | 55,200.00          | 22.19%             |
| 54456 · Machinery/Tools                       |                    |                    |                    |                         |                    |                    |
| 54457 · Marketing/Advertising/Promotion       |                    |                    |                    |                         |                    |                    |
| 54458 · Planning Assessment                   |                    |                    |                    |                         |                    |                    |
| 54462 · Legal Expenses                        |                    |                    |                    |                         |                    |                    |
| 54463 · Other - Outreach and Promotion        |                    |                    |                    |                         |                    |                    |
| 54465 · Other - Collaboration                 |                    |                    |                    |                         |                    |                    |
| 54466 · Other - Management & General          |                    |                    |                    | 7,114.66                | 17,712.00          | 40.17%             |
| 54467 · Fiscal/Account Mgmt Services          |                    |                    |                    |                         |                    |                    |
| 54468 · Indirect Costs                        |                    |                    |                    |                         |                    |                    |
| 54469 · Studies                               |                    |                    |                    |                         |                    |                    |
| <b>Total 54400 · Project related expenses</b> | <u>0.00</u>        | <u>175,000.00</u>  | <u>0.0%</u>        | <u>79,443.80</u>        | <u>367,912.00</u>  | <u>21.59%</u>      |
| <b>Total 54000 · Program expenses</b>         | <u>0.00</u>        | <u>175,000.00</u>  | <u>0.0%</u>        | <u>79,443.80</u>        | <u>367,912.00</u>  | <u>21.59%</u>      |
| <b>Total Expense</b>                          | <u>5,515.13</u>    | <u>189,000.00</u>  | <u>2.92%</u>       | <u>91,988.60</u>        | <u>391,528.00</u>  | <u>23.5%</u>       |
| <b>Net Income</b>                             | <u><u>0.00</u></u> | <u><u>0.00</u></u> | <u><u>0.0%</u></u> | <u><u>0.00</u></u>      | <u><u>0.00</u></u> | <u><u>0.0%</u></u> |

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through October 30, 2023**

|   | Tech Talent Retention |             |             | Cville Bio Lab    |             |             |
|---|-----------------------|-------------|-------------|-------------------|-------------|-------------|
|   | (Projects)            |             |             | (Projects)        |             |             |
|   | Sep '22 - Oct '23     | Budget      | % of Budget | May '23 - Oct '23 | Budget      | % of Budget |
| <b>Income</b>                                 |                       |             |             |                   |             |             |
| 41520 · State Grants                          | 163,031.88            | 307,800.00  | 52.97%      | 37,762.27         | 100,000.00  | 37.76%      |
| <b>Total Income</b>                           | 163,031.88            | 307,800.00  | 52.97%      | 37,762.27         | 100,000.00  | 37.76%      |
| <b>Gross Profit</b>                           | 163,031.88            | 307,800.00  | 52.97%      | 37,762.27         | 100,000.00  | 37.76%      |
| <b>Expense</b>                                |                       |             |             |                   |             |             |
| 01250 · General Administration                | 10,579.69             | 22,800.00   | 46.4%       | 2,464.27          | 7,360.00    | 33.48%      |
| 54000 · Program expenses                      |                       |             |             |                   |             |             |
| 51280 · Planning Grant Activites              |                       |             |             |                   |             |             |
| 54400 · Project related expenses              |                       |             |             |                   |             |             |
| 54424 · Administration                        |                       |             |             |                   |             |             |
| 54425 · Architectural and Engineering         |                       |             |             |                   |             |             |
| 54430 · Contract Services                     | 3,851.67              | 12,000.00   | 32.1%       | 11,387.50         | 23,640.00   | 48.17%      |
| 54440 · Equipment                             |                       |             |             |                   |             |             |
| 54442 · Training                              | 530.40                | 2,500.00    | 21.22%      |                   |             |             |
| 54447 · Other - Programming                   |                       |             |             |                   |             |             |
| 54448 · Other - Workspace                     |                       |             |             |                   |             |             |
| 54449 · Meetings and Facilitation             |                       |             |             |                   |             |             |
| 54450 · Supplies                              |                       |             |             |                   |             |             |
| 54451 · Travel                                | 1,423.82              | 2,500.00    | 56.95%      |                   |             |             |
| 54452 · Rent/Lease                            | 7,826.80              | 10,000.00   | 78.27%      |                   | 9,000.00    | 0.0%        |
| 54453 · Salaries                              | 81,500.59             | 156,000.00  | 52.24%      | 17,000.00         | 17,000.00   | 100.0%      |
| 54454 · Other - Website                       |                       |             |             | 1,200.00          | 10,000.00   | 12.0%       |
| 54455 · Fringe Benefits                       | 21,072.98             | 33,000.00   | 63.86%      |                   |             |             |
| 54456 · Machinery/Tools                       |                       |             |             |                   |             |             |
| 54457 · Marketing/Advertising/Promotion       |                       |             |             |                   |             |             |
| 54458 · Planning Assessment                   |                       |             |             |                   |             |             |
| 54462 · Legal Expenses                        |                       |             |             |                   | 10,000.00   | 0.0%        |
| 54463 · Other - Outreach and Promotion        | 19,916.40             | 30,000.00   | 66.39%      |                   |             |             |
| 54465 · Other - Collaboration                 | 3,300.00              | 23,000.00   | 14.35%      |                   |             |             |
| 54466 · Other - Management & General          | 13,029.53             | 16,000.00   | 81.44%      |                   |             |             |
| 54467 · Fiscal/Account Mgmt Services          |                       |             |             | 1,116.50          | 5,000.00    | 22.33%      |
| 54468 · Indirect Costs                        |                       |             |             | 4,594.00          | 9,000.00    | 51.04%      |
| 54469 · Studies                               |                       |             |             |                   | 9,000.00    | 0.0%        |
| <b>Total 54400 · Project related expenses</b> | 152,452.19            | 285,000.00  | 53.49%      | 35,298.00         | 92,640.00   | 38.1%       |
| <b>Total 54000 · Program expenses</b>         | 152,452.19            | 285,000.00  | 53.49%      | 35,298.00         | 92,640.00   | 38.1%       |
| <b>Total Expense</b>                          | 163,031.88            | 307,800.00  | 52.97%      | 37,762.27         | 100,000.00  | 37.76%      |
| <b>Net Income</b>                             | <b>0.00</b>           | <b>0.00</b> | <b>0.0%</b> | <b>0.00</b>       | <b>0.00</b> | <b>0.0%</b> |

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through October 30, 2023**

**Regional Entrepreneurship Initiative  
(Projects)**

**Rural Entrepreneur Ecosystem  
(Projects)**

|   | Regional Entrepreneurship Initiative<br>(Projects) |                    |                    | Rural Entrepreneur Ecosystem<br>(Projects) |                    |                    |
|---|--|--------------------|--------------------|--|--------------------|--------------------|
|   | Jun '23 - Oct '23                                  | Budget             | % of Budget        | May '23 - Oct '23                          | Budget             | % of Budget        |
| <b>Income</b>                                 |  |                    |                    |  |                    |                    |
| 41520 · State Grants                          | 32,605.11  | 300,000.00         | 10.87%             | 15,654.62                                  | 200,000.00         | 7.83%              |
| <b>Total Income</b>                           | <u>32,605.11</u>                                   | <u>300,000.00</u>  | <u>10.87%</u>      | <u>15,654.62</u>                           | <u>200,000.00</u>  | <u>7.83%</u>       |
| <b>Gross Profit</b>                           | 32,605.11  | 300,000.00         | 10.87%             | 15,654.62                                  | 200,000.00         | 7.83%              |
| <b>Expense</b>                                |  |                    |                    |  |                    |                    |
| 01250 · General Administration                | 5,513.28   | 22,080.00          | 24.97%             | 3,155.83                                   | 14,720.00          | 21.44%             |
| 54000 · Program expenses                      |  |                    |                    |  |                    |                    |
| 51280 · Planning Grant Activites              |  |                    |                    |  |                    |                    |
| 54400 · Project related expenses              |  |                    |                    |  |                    |                    |
| 54424 · Administration                        |  | 13,800.00          | 0.0%               |  |                    |                    |
| 54425 · Architectural and Engineering         |  |                    |                    |  |                    |                    |
| 54430 · Contract Services                     | 27,000.00  | 100,000.00         | 27.0%              | 2,049.95                                   | 65,591.00          | 3.13%              |
| 54440 · Equipment                             |  |                    |                    |  |                    |                    |
| 54442 · Training                              |  |                    |                    |  |                    |                    |
| 54447 · Other - Programming                   |  |                    |                    |  |                    |                    |
| 54448 · Other - Workspace                     |  |                    |                    |  |                    |                    |
| 54449 · Meetings and Facilitation             |  |                    |                    |  |                    |                    |
| 54450 · Supplies                              |  |                    |                    |  |                    |                    |
| 54451 · Travel                                | 91.83  | 10,120.00          | 0.91%              | 1,071.60                                   | 11,960.00          | 8.96%              |
| 54452 · Rent/Lease                            |  |                    |                    |  |                    | 0.0%               |
| 54453 · Salaries                              |  | 144,000.00         | 0.0%               | 8,254.17                                   | 75,479.00          | 10.94%             |
| 54454 · Other - Website                       |  |                    |                    |  |                    |                    |
| 54455 · Fringe Benefits                       |  |                    |                    | 1,123.07                                   | 32,250.00          | 3.48%              |
| 54456 · Machinery/Tools                       |  |                    |                    |  |                    |                    |
| 54457 · Marketing/Advertising/Promotion       |  |                    |                    |  |                    |                    |
| 54458 · Planning Assessment                   |  |                    |                    |  |                    |                    |
| 54462 · Legal Expenses                        |  |                    |                    |  |                    |                    |
| 54463 · Other - Outreach and Promotion        |  | 10,000.00          | 0.0%               |  |                    |                    |
| 54465 · Other - Collaboration                 |  |                    |                    |  |                    |                    |
| 54466 · Other - Management & General          |  |                    |                    |  |                    |                    |
| 54467 · Fiscal/Account Mgmt Services          |  |                    |                    |  |                    |                    |
| 54468 · Indirect Costs                        |  |                    |                    |  |                    |                    |
| 54469 · Studies                               |  |                    |                    |  |                    |                    |
| <b>Total 54400 · Project related expenses</b> | <u>27,091.83</u>                                   | <u>277,920.00</u>  | <u>9.75%</u>       | <u>12,498.79</u>                           | <u>185,280.00</u>  | <u>6.75%</u>       |
| <b>Total 54000 · Program expenses</b>         | <u>27,091.83</u>                                   | <u>277,920.00</u>  | <u>9.75%</u>       | <u>12,498.79</u>                           | <u>185,280.00</u>  | <u>6.75%</u>       |
| <b>Total Expense</b>                          | <u>32,605.11</u>                                   | <u>300,000.00</u>  | <u>10.87%</u>      | <u>15,654.62</u>                           | <u>200,000.00</u>  | <u>7.83%</u>       |
| <b>Net Income</b>                             | <u><u>0.00</u></u>                                 | <u><u>0.00</u></u> | <u><u>0.0%</u></u> | <u><u>0.00</u></u>                         | <u><u>0.00</u></u> | <u><u>0.0%</u></u> |

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through October 30, 2023**

|   | <b>Total Projects</b>    |                     |                    |
|---|--------------------------|---------------------|--------------------|
|   | <b>Mar '21 - Oct '23</b> | <b>Budget</b>       | <b>% of Budget</b> |
| <b>Income</b>                                 |                          |                     |                    |
| 41520 · State Grants                          | 1,417,071.05             | 3,325,152.00        | 42.62%             |
| <b>Total Income</b>                           | <u>1,417,071.05</u>      | <u>3,325,152.00</u> | <u>42.62%</u>      |
| <b>Gross Profit</b>                           | 1,417,071.05             | 3,325,152.00        | 42.62%             |
| <b>Expense</b>                                |                          |                     |                    |
| 01250 · General Administration                | 94,541.17                | 192,390.00          | 49.14%             |
| 54000 · Program expenses                      |                          |                     |                    |
| 51280 · Planning Grant Activites              | 0.00                     | 0.00                | 0.0%               |
| 54400 · Project related expenses              |                          |                     |                    |
| 54424 · Administration                        | 0.00                     | 13,800.00           | 0.0%               |
| 54425 · Architectural and Engineering         | 612,333.00               | 776,333.00          | 78.88%             |
| 54430 · Contract Services                     | 228,626.35               | 537,786.59          | 42.51%             |
| 54440 · Equipment                             | 55,654.17                | 595,489.99          | 9.35%              |
| 54442 · Training                              | 530.40                   | 2,500.00            | 21.22%             |
| 54447 · Other - Programming                   | 34,711.87                | 36,000.00           | 96.42%             |
| 54448 · Other - Workspace                     | 0.00                     | 0.00                | 0.0%               |
| 54449 · Meetings and Facilitation             | 0.00                     | 0.00                | 0.0%               |
| 54450 · Supplies                              | 0.00                     | 0.00                | 0.0%               |
| 54451 · Travel                                | 8,630.00                 | 32,863.68           | 26.26%             |
| 54452 · Rent/Lease                            | 10,809.98                | 29,000.00           | 37.28%             |
| 54453 · Salaries                              | 258,232.97               | 805,539.64          | 32.06%             |
| 54454 · Other - Website                       | 1,200.00                 | 10,000.00           | 12.0%              |
| 54455 · Fringe Benefits                       | 62,730.05                | 163,737.10          | 38.31%             |
| 54456 · Machinery/Tools                       | 0.00                     | 0.00                | 0.0%               |
| 54457 · Marketing/Advertising/Promotion       | 0.00                     | 0.00                | 0.0%               |
| 54458 · Planning Assessment                   | 0.00                     | 0.00                | 0.0%               |
| 54462 · Legal Expenses                        | 0.00                     | 10,000.00           | 0.0%               |
| 54463 · Other - Outreach and Promotion        | 19,916.40                | 40,000.00           | 49.79%             |
| 54465 · Other - Collaboration                 | 3,300.00                 | 23,000.00           | 14.35%             |
| 54466 · Other - Management & General          | 20,144.19                | 33,712.00           | 59.75%             |
| 54467 · Fiscal/Account Mgmt Services          | 1,116.50                 | 5,000.00            | 22.33%             |
| 54468 · Indirect Costs                        | 4,594.00                 | 9,000.00            | 51.04%             |
| 54469 · Studies                               | 0.00                     | 9,000.00            | 0.0%               |
| <b>Total 54400 · Project related expenses</b> | <u>1,322,529.88</u>      | <u>3,132,762.00</u> | <u>42.22%</u>      |
| <b>Total 54000 · Program expenses</b>         | <u>1,322,529.88</u>      | <u>3,132,762.00</u> | <u>42.22%</u>      |
| <b>Total Expense</b>                          | <u>1,417,071.05</u>      | <u>3,325,152.00</u> | <u>42.62%</u>      |
| <b>Net Income</b>                             | <u><u>0.00</u></u>       | <u><u>0.00</u></u>  | <u><u>0.0%</u></u> |

**DIRECTOR UPDATE**  
**REGIONAL COUNCIL 9 MEETING**  
**UPDATED: JANUARY 19, 2024**  
**MEETING: JANUARY 26, 2024**

**Dashboard:** Since 2017...

| Projects | Awarded       | Leveraged     | Jobs  |
|----------|---------------|---------------|-------|
| 27       | \$6.4 million | \$9.4 million | 1,290 |

**Funds Available:**

|  |                |
|--|----------------|
| Region 9 Per – Capita Projects             | \$1,369,235.97 |
| Region 9 – Talent Pathway Initiative (TPI) | \$250,000      |

**Progress Reports:** Quarterly Progress Reports for Q42023 due on January 20, 2024

**Project Changes:**

Budgets

- n/a

Contracts

- Extensions:
  - BEACON – from 12/31/2023 to 9/31/2024
  - Tech Talent Retention - from 9/13/2024 to 12/31/2024
- Milestones: n/a
- Modification: n/a
- Outcomes/Deliverables Changes: n/a

Closeouts

- Completed: n/a
- In Progress: Venture Central | Accelerating Regionally Significant Sites
- Funds Not Spent at Closeout: n/a

**Key Staff Activity:**

- REI Advisory Committee
- CAV Angels and CvilleBioHub Holiday Event
- Bylaws Review
- Nominating Committee Meeting
- December Board Meeting
- Along with Chair, attended Reception at Governor’s Mansion with VIPC and VEDP representatives.
- Participate in CEDS planning meetings

**LinkedIn:**

- Followers: 380 (+13)

## MEMORANDUM

Date: January 26, 2024  
To: GO Virginia Region 9 Council  
From: Shannon Holland, Director, GO Virginia Region 9  
Re: Action on Amended Bylaws for GO Virginia Region 9 Council as presented on October 20, 2023 Council Meeting

---

This memo and the information included is provided on behalf of Ethan Dunstan, Chair, and Brian Cole who have volunteered to steer the review and revision of the Region 9 Council Bylaws. The Revised Bylaws and description of changes was provided to the Council during the October 20, 2023 Council Meeting. There have been no further revisions to the Bylaws, however, this memo is to address a concern expressed at the Region 9 Council Meeting regarding member participation and quorums related to in-person meetings.

At the October 20, 2023 Council meetings there was concern that members cannot always participate virtually and may not be eligible to participate or vote virtually at all times. The information below clarifies that the Region 9 Council Bylaws and related Policies are designed to follow Virginia code. The related code is provided.

**The Bylaws, as attached, are up for Council consideration for approval at the January 26, 2024 Council Meeting.**

### Regarding hosting all virtual Council meetings:

Virginia Code § 2.2-3708.2 (*Meetings held through electronic communication means during declared states of emergency*)

<https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3708.2/>

Virginia Code § 2.2-3708.3 for a limited basis as permitted. (*Meetings held through electronic communication means; situations other than declared states of emergency*)

<https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3708.3/>

### Exception for Governor Declared or Locality Declared State of Emergency:

§ 44-146.17 <https://law.lis.virginia.gov/vacode/title44/chapter3.2/section44-146.17/#:~:text=The%20Governor%20shall%20be%20Director,Commonwealth%20in%20time%20of%20disasters.>

§ 44-146.21 <https://law.lis.virginia.gov/vacode/title44/chapter3.2/section44-146.21/#:~:text=Declaration%20of%20local%20emergency,.,body%20of%20the%20political%20subdivision.>

***Virginia Growth and Opportunity Regional***

***Council REGION 9***

***AMENDED AND RESTATED BYLAWS***

**ARTICLE I PURPOSE**

The Virginia Growth and Opportunity Region 9 Council (hereafter referred to as “Council”) is a public body certified by the Virginia Growth and Opportunity Board (Board) to receive grants pursuant to Code of Virginia section 2.2-2485 the Virginia Growth and Opportunity Act (hereafter referred to as “GO VA”). The Council will be supported or affiliated with an existing or newly established organization that engages in collaborative planning and execution of economic or workforce development activities within a region to support the Council’s activities and to ensure proper administration of the Council’s funds.

The Virginia Growth and Opportunity Regional Council, Region 9 consists of the geographic boundaries of Virginia Planning District Commission Regions 9 and 10 that include the counties of Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, Orange, Rappahannock and the towns within these counties and City of Charlottesville.

**ARTICLE II DUTIES AND RESPONSIBILITIES**

Section 1 Duties of the Regional Council

The Council shall:

1. Work in a collaborative manner, respecting all points-of-view, while soliciting and reviewing proposed projects for recommendation to the Board.
2. Demonstrate extensive knowledge of the region’s potential for growth strategies that lead to high paying jobs. Identify economic/regional projects that support or encourage collaboration and yield significant new job creation deliverables.
3. Review and understand the authority, governance, and administrative role of the Board in certifying qualified regions and regional councils; including how the Board develops and implements guidelines or procedures for such certification.
4. Partner with local governments and existing or newly established economic/workforce development organizations to create a focused collaborative project or programs consistent with the Council’s economic growth and diversification plan.
5. Identify the region’s economic growth potential independently or in partnership with neighboring regions. Identify the competitive advantages for collaboration with private-sector investments and educational opportunities to accelerate job

growth/economic development.

6. Advise the Board on best practice initiatives, projects, strategies, etc. that encourage collaboration and yield measurable outcomes for job growth and income in the region.
7. Have the authority to enter into agreements through (a) support organization(s) including the Central Virginia Partnership for Economic Development (CVPED) in order to pursue the goals and objectives of the Virginia Growth and Opportunity Act pursuant to the Code of Virginia and guidelines adopted by the Board.
8. Adhere to the Freedom of Information Act (FOIA) and the Conflict of Interest Act (COIA) except as exempted pursuant to §2.2-3711.A.48 of the Code of Virginia.
9. Provide for public participation as directed by the Code of Virginia and the Board and through any public participation policies of the Council.
10. Conform to guidelines and policies as adopted by the Board.

### **ARTICLE III MEMBERSHIP**

1. The Council shall include representatives from (i) the education sector, including school divisions, community colleges, public institutions of higher education, and private institutions of higher education as appropriate; (ii) the public economic and workforce development sector; (iii) local government; (iv) planning district commissions; (v) nonprofit organizations; and (vi) other entities that significantly affect regional economic or workforce development. Membership may include one or more non-legislative citizen members of the Board from the region. A majority of the members of the Council shall be from private sector with demonstrated significant private-sector business experience. The Council shall be chaired by a citizen member from the region with significant private-sector business experience.
2. The Council will consist of twenty-three (23) members. The Board will approve the member selection process, structure, composition, and leadership to meet the requirements of Code of Virginia section 2.2-2485 of the Virginia Growth and Opportunity Act and the guidelines set forth by the Board. Council members will be recruited and selected to preserve the diversity and balance necessary to enable the Council to provide policy guidance on the broad spectrum of regional economic issues. Council membership is subject to Board review.
3. Each Council member shall be entitled to one equal vote.
4. Council members receive no compensation.
5. Members of the Council shall include:

#### **PRIVATE SECTOR SEATS - 12**

##### Chambers of Commerce (4)

Each chamber of commerce in the region may nominate private sector business

persons to serve on the Council. The Council will select private sector members from the chamber of commerce nominations. Small businesses of less than 50 employees and larger businesses must be considered.

At-Large Private Sector (5)

Nominations will be solicited from the public for at-large private sector Council members. Local business organizations may make nominations, business leaders may nominate themselves, and business leaders may nominate other business leaders for the Council. Unfilled at-large positions will be considered from chamber of commerce nominations. Private sector members should include owners of businesses, chief executives or senior executives with local decision-making authority. The Council shall select at-large private sector members from this pool of nominations. Small businesses of less than 50 employees and larger businesses must be considered. At-large private sector directors shall serve for terms of three (3) years.

Central Virginia Partnership (CVPED) Board Members (2)

The CVPED Board will appoint from its membership two private sector members to the Council, who will serve for terms of three (3) years.

Virginia Career Works – Piedmont Region (1)

The Piedmont Workforce Development Board Chair shall serve ex-officio on the Council. The Piedmont Workforce Development Board Chair may appoint another private sector Board member to serve in his/her place.

PUBLIC SECTOR SEATS – 11

Regional Commission Directors (2)

The executive directors of the Rappahannock-Rapidan Regional Commission (RRRC) and the Thomas Jefferson Planning District Commission (TJPDC) shall serve ex-officio on the Council.

Localities/Elected Officials (4)

The Rappahannock-Rapidan Regional Commission (RRRC) and the Thomas Jefferson Planning District Commission (TJPDC) shall each appoint one elected official and one chief administrative officer from the local governments (Town, City, or County) of its region to serve on the Council, each to serve for terms of two (2) years.

Educational Institutions (3)

The President of the University of Virginia or his or her appointee shall serve on the Council ex-officio.

The Presidents or Chief Administrative Officers of Piedmont Virginia Community College, Germanna Community College and Lord Fairfax Community College shall collectively appoint two representatives to serve on the Council, each to serve for terms of three (3) years.

### Local Economic Development (2)

The city and county economic development officers from the Rappahannock-Rapidan Regional Commission (RRRC) shall select one representative to serve on the Council for a term of three years. The city and county economic development officers from the Thomas Jefferson Planning District Commission (TJPDC) shall select one representative to serve on the Council for a term of three (3) years.

6. Council members shall have knowledge of workforce and economic development matters.
7. Council members, excluding Ex-Officio members and Immediate Past Chair, and Vice-Chair, shall not serve more than two (2) consecutive three year terms. A Chair, Immediate Past Chair or Vice-Chair who has reached his or her term limit while serving in such capacity may serve another consecutive term.
8. A vacancy on the Council shall be filled per guidelines established by the Board as carried out by the Nominating Committee referenced in Article VI of this document. The person selected to fill a vacancy shall meet the qualifications for the vacant seat as set forth above in this Article VI, in consultation with the designated stakeholders as applicable.
9. Members of the Council who subsequently no longer hold the position that made them eligible Council members may continue to serve on the Council as long as their new position falls in the same category outlined above.
10. A Council member may be removed by the Board with a majority vote. The reasons for removal must be documented by the Board. A Council member may also be removed by the Council by vote of two thirds (2/3) of the members of the Council.

### **ARTICLE IV MEETINGS**

1. Regular meetings of the Council shall be held no less frequently than quarterly. The Council shall adopt an annual schedule for regular meetings. Revisions to the schedule of meetings of notice of time, location and purpose shall be given to all Council members at least 30 days prior to the date of meeting. The Chair may cancel or reschedule a regular meeting due to a lack of quorum, lack of business or other special circumstances.
2. The annual meeting of the Council shall be the regular meeting in June except that the date, time and place may be otherwise determined by the Chair.
3. Special meetings of the Council shall be held at the call of the Chair or upon the written request of one-third of the Council members stating the purpose for such special meeting. The call to a special meeting shall be given at least 24 hours prior to the meeting. The media shall be notified at the time of the call.
4. The Council will meet all of the Code of Virginia public meeting requirements (§2.2-

3707). Meetings, or any change in the manner of holding a meeting, will be publicly noticed a minimum of three business days in advance of the meeting.

5. Attendance of a majority of Council members shall constitute a quorum. Except in the case of an all-virtual meeting, in which all members participating shall be counted for purposes of a quorum, only members physically assembled in one location shall be counted for purposes of a quorum. Unless a greater proportion is required by the Board or these Bylaws for a particular act or vote, the majority (super majority) vote of the Council members, both present in person and participating electronically, and voting at any meeting at which there is a quorum, shall constitute the Act of the Council.

## **ARTICLE V PARLIAMENTARY PROCEDURE**

1. In all matters of parliamentary procedure not specifically covered by these bylaws, Roberts Rules of Order 11 ed. for Small Boards with preference to Roberts Rules of Order, Newly Revised In Brief, 2<sup>nd</sup> Edition 2011 shall be observed.
2. Specifically covered procedures include:
  - a. Except where indicated otherwise in these bylaws, all actions of the Commission shall be approved by a majority vote of the members present and voting.
  - b. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  - c. There is no limit to the number of times a member can speak to a question.
  - d. Informal discussion of a subject is permitted while a motion is pending.
  - e. The presiding officer need not stand while putting questions to a vote.
  - f. The presiding officer may speak in discussion without rising or leaving the chair.
  - g. Informal discussion may be initiated by the presiding officer.
  - h. Subject to rule or custom, the presiding officer can make motions and vote on all questions.
  - i. Motions are in order to close or limit debate, including limiting times one can speak on a motion.
  - j. Decisions may be made by unanimous consent or consensus, rather than by formal vote. Unless there is unanimous consent, all actions must be approved by vote.

- k. Presiding officer shall restate motion before voting.

## **ARTICLE VI ORGANIZATION**

1. During the inaugural meeting, the Council shall elect from among its members, all organizational officers. The Chair and Vice Chair shall be a Council member with significant private-sector experience. The inaugural partial year term of officers shall not be subject to the term limits found in Article VI Section 3 and Section 7 of these bylaws.
2. The Chair shall preside over all meetings. The Vice-Chair shall preside over all meetings in the absence of the Chair.
3. The elected officers of the Council shall be a Chair, Vice Chair, Secretary and Treasurer. One person may serve as both Secretary and Treasurer. The officers of the Council shall be elected and take office at the annual meeting. Their terms shall be for a period of one year commencing at the end of the annual meeting and terminating at the next annual meeting or until their successors are subsequently elected.
4. The Chair shall preside at all Council meetings, shall sign all acts or orders necessary to carry out the will of the Council, shall have the authority to assign routine administrative functions to the assigned staff, shall be eligible to vote on all matters before the Council, and shall have the generally recognized powers and duties of the office of Chair or president of an organization.
5. The Vice Chair shall serve as Chair in the absence or disability of the Chair. In the case of a vacancy in the office of Chair, the Vice Chair shall assume the Chair's duties until a new Chair is elected to fill the unexpired term.
6. A vacancy in an office shall be filled for the unexpired term by the Council at the next regular meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda and mailed to all members. A member elected to fill an unexpired term may be elected to a successive full term.
7. The Chair and Vice Chair may not serve more than two (2) consecutive terms. However, they may be re-elected subsequently after another party has served in the office.
8. At its regular meeting immediately prior to the annual meeting, the Chair shall appoint a nominating committee consisting of at least two Council members. At least 10 days prior to the annual meeting, the nominating committee shall send to each Commission member a list containing the name of one nominee for each elected office. Additional nominations may be made from the floor during the meeting at which the election is held.
9. The Secretary and Treasurer need not be members of the Council, and may succeed

themselves in office.

10. The Secretary shall prepare and maintain permanent written record of all Council proceedings, shall transmit notices and agendas to the membership, and transmit a copy of the minutes of each Council meeting to each member prior to the next regular meeting.
11. The Treasurer serves as the chair of the finance committee or such other committee as may have been designated to fulfill the role of a finance committee; manage, with the finance committee or such other committee, the Council's review of and action related to the Council's financial responsibilities; work with the supporting organization to ensure that appropriate financial reports are made available to the Council on a timely basis; present the annual budget to the Council for approval; review the annual audit and provide answers to questions about the audit.

#### **ARTICLE VII SUPPORT ORGANIZATION**

1. A support organization may be engaged to provide administrative, fiscal management, planning, project management or other assistance to the Council.
2. The support organization can be a new or existing organization with purposes and competencies including collaborative planning, economic development, or workforce activities within the region.
3. The support organization may provide data analysis, review of best practices, review and analysis of project proposals, and other duties as determined by the Regional Council.
4. The support organization will make project recommendations to the Regional Council for submission to the Board and will be responsible for monitoring the impacts of projects in carrying out the economic growth and diversification plan.
5. The support organization will be responsible for the receiving, use of, and auditing of funds received.
6. The support organization will have a contract with the regional council that provides for its role as outlined above.

#### **ARTICLE VIII SUBCOUNCIL ORGANIZATION**

1. The Council may appoint all subcommittees as deemed necessary to meet the Council requirements of COV 2.2-2485; the Virginia Growth and Opportunity Act and to fulfill the duties of the Council. In addition, the Council shall create an Executive Committee and a Nominating Committee, and such task forces or working groups as it shall deem appropriate. The Nominating Committee will present a slate of officers, potential new members and candidates to fill vacancies on the Council. The Executive Committee shall have the power to exercise the powers of the Council where action is necessary or advisable to conduct the day-

to-day business of the Council between meetings of the Council, subject to any limitations on the authority of the Executive Committee established by the Council. Actions of the Executive Committee shall be reported to the Council at its next meeting, and shall be subject to review by the Council. The Executive Committee shall not have the authority to act on requests for grants, or to authorize disbursement of funds other than for the purpose of conducting the day-to-day business of the Council.

2. Each subcommittee shall appoint a Chair and set meeting dates, times and locations.
3. The duties of each subcommittee member shall be implied by the name and function of the subcommittee. Each subcommittee shall report to the full Council.
4. Subcommittee members may be either Council members or non-Council members. Subcommittee Chairs must be Council members.

#### **ARTICLE IX AMENDMENTS**

The bylaws shall not be amended, modified or replaced except by a majority action of the Regional Council in an official meeting. Action on amended bylaws may not take place at the meeting in which they are introduced. Action on amended bylaws shall take place a minimum of thirty days after their introduction. The bylaws shall be amended to conform to statutory requirements as required. All amendments to these Bylaws shall be reported to the Board or its agent as required by the Board.

#### **ARTICLE X SEVERABILITY**

In the event that any portion of the bylaws is deemed invalid, the remaining portions shall remain in full force and effect.

#### **CERTIFICATION**

These Bylaws were approved and adopted at a meeting of the Council by a majority vote on October \_\_\_\_, 2023.

---

Secretary