



**REGIONAL COUNCIL 9  
EXECUTIVE COMMITTEE**

**MARCH 18, 2026**

**9:30 AM to 10:30 AM**

**IN-PERSON**

**240 W. Main Street, Charlottesville, VA 22902  
(Codebase Coworking)**

<https://us06web.zoom.us/j/81287388153>

Call 434-979-5610 x. 106 with connectivity issues.

**MINUTES**

**Members Present In-Person:** Rob Archer, Roque Castro, Paige Read, Cathy Schafrik

**Members Present Virtual:** None

**Members Absent:** Ethan Dunstan

**Quorum:** Yes

**Guests:** None

**Staff:** Shannon Holland, Director

**1. Opening**

- Call to Order  
Chair Rob Archer called the meeting to order at 9:37 a.m.
- Roll Call  
Shannon Holland conducted the roll call as noted above. A quorum was present.
- Public Comment  
No public comments were received and no members of the public were present to request comment.

**2. ACTION ITEM(s) – Consent Agenda**

- Approve Minutes – January 7, 2025
- Memo: Approval for FY 25 Budget Revision and FY 27 Budget

Rob Archer asked if any action item should be discussed separately. No such request was made.

During review of the FY25 budget revision and FY27 budget memo, Roque Castro asked whether the request included two separate revisions to the FY25 budget. Shannon Holland confirmed that the memo addressed two revisions, consistent with typical end-of-funding-year practice.

***Paige Read made a motion to approve the consent agenda as presented. Roque Castro seconded. The motion carried.***

**3. NOTICE ITEM(s) – Bylaws**

- Draft Memo to Council: Introduction of Administrative Corrections to Adopted Amended and Restated Bylaws

Rob Archer asked for discussion related to the draft notice memo proposing administrative corrections to the adopted Amended and Restated Bylaws. Shannon Holland noted that the notice item would be included on the next Council meeting agenda and that Council action would be up at the June meeting to comply with the Bylaws. No substantive discussion

ensued.

#### **4. Discussion – Governance Practices**

- Executive Committee Members
- Region 9 Advisory Member for GO Virginia Board Regional Council Committee
- Chair Terms

The Committee discussed whether Task Force Chairs should serve on the Executive Committee. Members generally agreed that adding Task Force Chairs as standing Executive Committee members was not necessary and may not be the best use of Task Force Chairs' time. Members did note, however, that it may be beneficial to convene the Executive Committee with Task Force Chairs on an as-needed basis (e.g., during a Growth & Diversification Plan development year). Members also suggested Task Force Chairs could lead events, meetings, or project success celebrations to support Council and stakeholder engagement (e.g., invitations to and participation in the New Pathway 10-year anniversary event).

The Committee discussed the Region 9 advisory role on the GO Virginia Board Regional Council Committee and noted GO Virginia Board leadership's interest in engaging directly with regional leadership. Members indicated that having the Region 9 Chair serve in the advisory role is generally a best practice given the Chair's day-to-day engagement. Members also noted the Council could appoint the Vice Chair or Immediate Past Chair, if needed.

The Committee discussed chair terms and agreed that, when feasible, the Chair should plan to serve two consecutive one-year terms to support continuity. Members noted the Bylaws already permit this practice; therefore, no Bylaws change would be needed.

#### **5. Discussion – Feedback on Council Member Manual Draft**

The Committee reviewed the draft Council Member Manual and provided feedback for staff consideration prior to sharing the draft with the full Council.

1. Clarify the role of the Executive Committee.
2. Add 90-day roadmap for new members. It was stated that existing members may also use the roadmap if they self-identify as new members.
3. Add links in the narrative to important documents (e.g., the Growth Plan).

Additionally, members discussed ideas to improve the Annual Report and the Grant Review Process, including:

- Annual Report - Include a brief snapshot of outcomes achieved during the year
- Grant Review Process - Send a single email to the full Council with the grant proposal specifying names of responsible reviewers (task force and name) and include a reminder that council members should be familiar as well. Also, provide the reviewers with calendar invitations to reviewers with review deadlines and a 2 to 3-hour review window.

#### **6. Updates**

- Project Pipeline:  
Shannon Holland reported that the Food & Beverage Business Accelerator proposal had been received. The proposal would be reviewed by the Grow Existing Business Task Force on March 31, 2026, and would then be considered for action at the April Council meeting. Holland noted that,

because per-capita project funds have been allocated, the project is being submitted through the statewide competitive fund as a single-region project and will need to score at least 75 on the state scoring rubric to advance at the state level.

- **Chair Update:**  
Chair Rob Archer provided context regarding two letters signed by regional council chairs concerning GO Virginia's budget allocation, including legislative budgeting actions to "clawback" \$10 million in unallocated grant funds and a reduction of about \$9 million in the program allocation. Archer noted a final letter was sent to the Governor and was expected to have been delivered the prior week.

Shannon Holland will send the two letters to the Executive Committee.

- **Audit:**  
Archer previously reported to the Council that the CVPED audit committee had approved their audit. The updated today is that that audit is finalized and has been submitted to DHCD, as required by the council contract requirements. No discussion ensued.
- **Nominating Committee:**  
Archer reported that the nominating committee met and approved nomination materials and will report at the April meeting. Archer noted that the only private-sector members not returning next fiscal year are Tina Weaver and Ray Knott. The committee suggested targeting members with bioscience and light manufacturing experience while also ensuring regional coverage. Nominations are due May 8. No further discussion was offered.
- **Task Forces:**  
No updates were provided.
- **Other:**  
No additional updates were offered.

## **7. Other Business**

The Committee discussed ideas to recognize the GO Virginia 10-year anniversary. Members expressed support for recognizing the milestone in 2027 to align with when councils were formed and Region 9 received its first application/award, and to avoid conflicting with the state and national 250-year anniversary activities in 2026. Paige Read offered to host an event at the Carver Center, featuring GO Virginia-funded successes including New Pathways and Carver Kitchen, in March or April 2027 to help kick off celebrations. No other business was offered.

## **8. Adjourn**

Chair Rob Archer adjourned the meeting at 11:14 a.m.