

Minutes
Board of Directors of the Virginia Economic Development Partnership Authority
April 26, 2018
VEDP Office – 901 East Cary Street, 9th Floor
Richmond, Virginia

Call to Order/Approval of Minutes

The meeting was called to order at 9:01 a.m. by Chairman Vincent Mastracco, who noted that a quorum was present.

Members present: Secretary Brian Ball, Carrie Chenery, Heather Engel, Greg Fairchild, Bill Hayter, Secretary Aubrey Layne, Chris Lumsden, Ned Masee, Vincent Mastracco, Dan Pleasant, Jason Powell, John Reinhart, and Robert Vaughn

Members absent: Dan Clemente, April Kees, Xavier Richardson, Carlos Tapias, and Dubby Wynne

VEDP staff present: Vince Barnett, Christine Bell, Sean Brazier, Nicole David, Jason El Koubi, Stephanie Florie, Jennifer Garrett, Paul Grossman, Kara Hart, John Loftus, Sandi McNinch, John Mehfoud, Lori Melancon, Kevin Miller, Nathalie Molliet-Ribet, Stephen Moret, Christy Morton, Jack Nelson, Scott Parsons, Sunny Sanders, Tim Stuller, and Chris Ulrich

Guests present: Robert Drewry, Don Ferguson, Tim Hall, Charles Kennington, Seth Martindale, Skip Maupai, Cassidy Rasnick, Lesley Shinbaum, Toni Walker, and Christina Winn

Public Comment Period

Chairman Mastracco solicited public comments. Mr. Tim Hall, County Administrator for Henry County spoke in support of granting two 15-month extensions for Hardide Coatings, Inc. He shared background on the company and details on the future outlook for the business. The company agreed to hire 27 employees and currently are at 10. Mr. Hall said that he is confident they will get to their benchmark.

Mr. Masee asked if the company would consider one 15-month extension versus two 15-month extensions. Mr. Hall stated that they would, sharing that Philip Kirkham, Chief Executive Officer, likes the market and workforce, and is confident Hardide Coatings, Inc. will meet the terms of the agreement.

Approval of Minutes

Chairman Mastracco asked for approval of the minutes from the January 17, 2018 meeting. A motion was made by Mr. Reinhart and seconded by Mr. Masee, and the minutes were unanimously approved as presented.

Chairman's Report

Chairman Mastracco thanked the VEDP staff for their diligent and remarkable work over the past few months.

He congratulated Mr. Lumsden on his retirement from his stellar career as the CEO of Sentara Halifax Regional Hospital. Chairman Mastracco mentioned that Mr. Lumsden received a share of VA Company stock as a gift of thanks from the VEDP Board at his retirement event. Mr. Lumsden will continue to serve on the VEDP Board.

Chairman Mastracco also recognized Ms. Chenery for being recognized as an Outstanding Recent Undergraduate Alumna of the Department of Agricultural and Applied Economics at Virginia Tech University.

Chairman Mastracco discussed House Bill 770, the VEDP cleanup bill. It recently was adopted by the General Assembly and signed by Governor Northam. The bill includes some cleanup language enabling the Attorney General to better assist VEDP with clawback collection. The bill included an emergency clause to go into effect immediately.

Chairman Mastracco said HB 770 also adds a VEDP board member appointed by the VEDP Board Chair to each of the two new advisory committees, the Advisory Committee on Business Development and Marketing and the Advisory Committee on International Trade. The intent of these appointments is to strengthen ties between the two advisory committees and the VEDP Board. Chairman Mastracco shared that Carrie Chenery has accepted his appointment to serve as the VEDP Board member on the Advisory Committee on Business Development and Marketing and that Ned Massee has accepted his appointment to serve as the VEDP Board member on the Advisory Committee on International Trade.

Chairman Mastracco gave an update on the recent Executive Committee meeting. He highlighted that the VEDP Board has a great interest in increasing trade and trade-related jobs in Virginia, as well as understanding how VEDP's various programs contribute to that goal and how their impact could be expanded. The Executive Committee has asked Mr. Moret, through Mr. El Koubi, to pursue a trade development initiative. Specifically, the Executive Committee has asked them to prepare responses to a number of questions that will help the Board better understand what VEDP is currently doing related to trade development and how those efforts could be expanded. Chairman Mastracco asked for a vote from the Board to endorse the Executive Committee's action on this initiative, so the VEDP staff will have an official charge from the Board.

Mr. Reinhart made a motion to support the Executive Committee's recommendation to pursue the trade development initiative. Mr. Massee seconded the motion. Upon the vote being taken: all ayes.

President's Report

Mr. Moret reviewed the FY18 performance metrics to date. He stated that he is feeling good about the project pipeline. Making the jobs goal will be dependent on a few big projects. VEDP leads generated have been high quality, but VEDP will not hit the target due to staffing issues. VEDP has reached 130% of the leads converted goal.

Mr. Moret reviewed the FY18 operational plan progress dashboard. Of the 13 major initiatives, most have been completed. One challenge this year has been in the Business Investment division and that it has taken longer than expected to fill key positions.

Mr. Moret highlighted several notable developments since the last Board meeting. He spoke about expansion of the VEDP team and how pleased he is with two recent strong hires, Nathalie Molliet-Ribet as VP of Research, and Richa Kaul as the new Managing Director of Technologies & Services in the Business Investment Division. Mr. Moret said that the site-consultant familiarization tours VEDP is hosting in partnership with multiple regions have been very well received and several great leads have come out of those visits. Mr. Moret applauded the work the VEDP team has done in redesigning the VEDP website and Virginia Scan, the sites and buildings database. He shared the most recent VEDP Quarterly Partner Report and said that he has received great feedback from partners around the state. He thinks VEDP is the most transparent state economic development organization in the country in terms of what we share with our partners.

Mr. Moret recognized VEDP staff members Lori Melancon and Sean Brazier for their contributions on the Amazon HQ2 project. He said that it will probably be several weeks before the state receives an update on the company's progress in narrowing down possible locations to a short list or a final decision.

Mr. Moret reviewed VEDP's top priorities for the next few months. VEDP has a top candidate for the Managing Director of Lead Generation and he hopes to have good news soon. The team is also working to fill four additional openings in the Business Investment division. He noted that it will also be a critical goal for the fall to build the leadership team for the expanded Workforce Division. In addition to these staffing-related priorities, VEDP will also be expanding the partner outreach program to continue building a broad economic development ecosystem.

Mr. Reinhart said he thinks VEDP has made a great step with developing the Quarterly Partner Report.

Mr. Lumsden asked if Mr. Moret and Chairman Mastracco would like to take time at this point in the meeting to cover a few points related to the Strategic Plan implementation.

Preparing for Strategic Plan Implementation

Mr. Moret reviewed the steps that VEDP will be taking to prepare for implementation of the five-year plan which begins on July 1, 2018.

He reviewed the five transformational goals for Virginia and VEDP in the Strategic Plan. Mr. Moret reminded the Committee that Virginia must add 22K jobs each year over baseline (26K) to achieve the transformational goal of being a top-10 growth state. He also said that most of the 26 VEDP Strategic Plan initiatives scheduled to start in FY19 cannot yet be fully executed due to funding constraints. If no new funding is received, VEDP will be able to show substantial progress, but not as much as initially envisioned.

Mr. Lumsden asked for clarification on what the Economic Development Innovation and Research Fund is on the list of Strategic Plan initiatives. Mr. Moret answered that this is a fund that would allow VEDP to engage expertise that is not currently available in-house. This would include third party consulting support (to include VA universities) to augment our existing staff. This is different than the Project Development and Special Opportunities Fund, which would be used for responding to big RFPs, like Amazon. Ms. Chenery suggested rewording these to make the difference more clear.

Mr. Moret reviewed the next steps for implementation. The final step will be sharing the final FY19 Operational Plan and Budget with the Board for approval.

Mr. Reinhart asked if there will be another Finance and Audit Committee meeting between now and the next Board meeting. Mr. Moret said yes.

Nine Months Ended 3/31/18 Financial Review

Mr. Nelson reported that all divisions are under budget. Underspending is primarily in compensation due to open positions and in Lead Generation, Trade Program Services, and Website and Production related expenses.

Mr. Moret shared that VEDP has eliminated several positions, resulting in layoffs, to help cover costs for implementing some of the JLARC recommendations, such as expenses related to the internal auditor.

Mr. Pleasant asked when the Board will see what the goals are for next year. Mr. Nelson answered that he will provide analysis of last year and recommendations for FY19 at the June Board meeting.

Comments from Inaugural Chair of the Advisory Committee on Business Development and Marketing

Chairman Mastracco introduced Christina Winn, Inaugural Chair of the Committee on Business Development and Marketing.

Ms. Winn shared that the Committee has met three times and is scheduled to meet again in June and October. She and the VEDP team have been working to bring the members up to speed and to get the Committee to a baseline understanding of VEDP's current position and then launch from there. She said the Committee is a very diverse group with a lot of experience. The Committee plans to work with VEDP staff to look 6-12 months out and offer advice on things VEDP is planning on implementing.

Ms. Winn discussed the HQ2 project and Northern Virginia (NOVA). She said that the experience has been like no other and that NOVA has never worked together in this way. She complimented Mr. Moret and Ms. Melancon for setting out a vision to create a world-class proposal and for successfully bringing together the four localities, developers, property owners, etc.

Ms. Chenery asked Ms. Winn to provide an overview of the Committee's membership. Ms. Winn shared this information.

Preview of Forthcoming New Website and VirginiaScan

Ms. Melancon provided the Board with a first look at VEDP's new website. She explained the need for a new, cleaner, more modern website that would be more attractive to our target audiences. She noted that the new site features only Virginia photography. It showcases real Virginia companies and people who work for those companies.

Ms. Melancon highlighted the partners section, which features a searchable database where VEDP's partners can find rankings, photos, slides, etc, that they can access and use. She said the partners are excited about having this collateral available to them.

Ms. Melancon said that the launch date for the new site, VEDP.org, is June 18, 2018.

Ms. Engle inquired as to what percentage of the new site was internally completed vs. outsourced. Ms. Melancon stated that a third party ad agency built the site, but VEDP wrote all of the content and VEDP will be maintaining it.

Mr. Reinhart asked how VEDP would keep the site current. Ms. Melancon said that the data updates would be every six months. Mr. Reinhart suggested updates quarterly versus every six months.

Ms. Sanders gave a demonstration of VirginiaScan.

Mr. Mastracco asked if Opportunity Zones would be added to the site. Ms. Sanders said yes.

Mr. Reinhart asked about the rollout process for the new site. Ms. Melancon stated that there will be an e-mail campaign over the course of the next fiscal year to promote content to our target audiences.

Mr. Moret said that he is very proud of the marketing and GIS teams and programmers. They laid out a vision about a year ago and it is great to see it coming online.

Mr. Masee asked if the site would be translated in other languages. Ms. Melancon said that there are country-specific pages, mostly focused on Europe and Asia. She said that she wishes VEDP could go deeper on the international side, but there is not enough money in the budget.

Mr. Lumsden asked how the new site addresses workforce. Ms. Melancon answered that the site highlights what state partners, universities, and others are doing to support workforce development across the state.

Closed Meeting: Strategic Planning, Business Development and Personnel

A motion was made by Secretary Layne and seconded by Mr. Vaughn to move into a closed meeting. Mr. Moret asked that VEDP staff and legislative guests be allowed to stay for the closed meeting.

I MOVE THAT THE BOARD OF DIRECTORS OF THE VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY CONVENE A CLOSED MEETING PURSUANT TO: VIRGINIA CODE §2.2-3711(A)(1) TO ENGAGE IN A DISCUSSION REGARDING THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF VEDP'S EMPLOYEES, INCLUDING PERFORMANCE STANDARDS AND REVIEWS AND COMPENSATION ADJUSTMENTS FOR VEDP'S CHIEF EXECUTIVE OFFICER; VIRGINIA CODE §2.2-3711(A)(50) TO ENGAGE IN A DISCUSSION OR CONSIDERATION OF THOSE PORTIONS OF VEDP'S STRATEGIC PLAN, MARKETING PLAN OR OPERATIONAL PLAN, THAT MAY RELATE TO TARGET COMPANIES, SPECIFIC ALLOCATION OF RESOURCES AND STAFF FOR MARKETING ACTIVITIES, AND SPECIFIC MARKETING ACTIVITIES THAT WOULD REVEAL TO THE COMMONWEALTH'S COMPETITORS FOR ECONOMIC DEVELOPMENT PROJECTS THE STRATEGIES INTENDED TO BE DEPLOYED BY THE COMMONWEALTH, THEREBY ADVERSELY AFFECTING THE FINANCIAL INTEREST OF THE COMMONWEALTH; AND VIRGINIA CODE §2.2-3711(A)(39) TO ENGAGE IN A DISCUSSION CONCERNING PROPRIETARY INFORMATION SUBMITTED BY A COMPANY TO VEDP FOR BUSINESS DEVELOPMENT OR RETENTION PURPOSES PURSUANT TO A PROMISE OF CONFIDENTIALITY FROM VEDP, USED BY VEDP FOR BUSINESS, TRADE, AND TOURISM

DEVELOPMENT OR RETENTION; AND MEMORANDA, WORKING PAPERS, OR OTHER INFORMATION RELATED TO BUSINESSES THAT ARE CONSIDERING LOCATING OR EXPANDING IN VIRGINIA, PREPARED BY VEDP, WHERE COMPETITION OR BARGAINING IS INVOLVED AND WHERE DISCLOSURE OF SUCH INFORMATION WOULD ADVERSELY AFFECT THE FINANCIAL INTEREST OF THE PUBLIC BODY, INCLUDING THE IDENTITY OF SUCH A COMPANY.

Back in Open Meeting, Certification of Closed Meeting – Followed by a Roll Call vote:

WHEREAS, THE BOARD OF DIRECTORS OF THE VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY HAS CONVENED A CLOSED MEETING ON THIS DATE PURSUANT TO AN AFFIRMATIVE RECORDED VOTE AND IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA FREEDOM OF INFORMATION ACT; AND

WHEREAS, THE VIRGINIA FREEDOM OF INFORMATION ACT REQUIRES A CERTIFICATION BY THIS BOARD OF DIRECTORS THAT SUCH CLOSED MEETING WAS CONDUCTED IN CONFORMITY WITH THE ACT;

NOW, THEREFORE, BE IT RESOLVED, THAT THE BOARD OF DIRECTORS CERTIFIES THAT, TO THE BEST OF EACH MEMBER'S KNOWLEDGE, (I) ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS UNDER THE ACT WERE DISCUSSED IN THE CLOSED MEETING TO WHICH THIS CERTIFICATION RESOLUTION APPLIES, AND (II) ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION BY WHICH THE CLOSED MEETING WAS CONVENED WERE HEARD, DISCUSSED, OR CONSIDERED IN THE CLOSED MEETING BY THE BOARD OF DIRECTORS.

Upon the vote:	Secretary Ball	Aye
	Ms. Chenery	Absent for the vote
	Ms. Engel	Aye
	Mr. Fairchild	Aye
	Mr. Hayter	Aye
	Secretary Layne	Aye
	Mr. Lumsden	Aye
	Mr. Masee	Aye
	Mr. Mastracco	Aye
	Mr. Pleasant	Aye
	Mr. Powell	Aye
	Mr. Reinhart	Aye
	Mr. Vaughn	Aye

Briefing on Data Integrity

Mr. Barnett spoke briefly about recent data integrity enhancements and how they have improved VEDP's ability to track and monitor effectiveness. VEDP has updated all data fields and data definitions in Salesforce. VEDP has also launched a Salesforce Steering Governance Committee to identify potential needs for improvements, potential cross-divisional issues/impacts, and inconsistencies.

The VEDP team will receive data training every two years, at a minimum, with new hires receiving training as part of the onboarding process.

Mr. Moret said that this is the culmination of a lot of work and thanked the team for their efforts.

Mid-year briefing: International Trade

Mr. Grossman provided an update on the International Trade division's progress for the first three quarters of FY18. He stated that VEDP is close to its annual target for the number of clients enrolled statewide in VEDP trade programs. He highlighted the Division's first trade mission to Panama and noted that six Virginia companies participated. Mr. Grossman also gave an update on the Virginia Leaders in Export Trade (VALET) Program, stating that 50 companies have participated this year, which is the maximum number VEDP can currently support per year.

Mr. Grossman shared a video of Mr. Ken Couch, Director of Product Management for ComSonics testifying before Congress on The State of Trade for America's Small Businesses. Mr. Couch recognized VEDP's trade programs for helping his company grow and expand its international business.

Mr. Reinhart asked how many companies have graduated from the VALET program. Mr. Grossman responded that 254 companies have graduated so far.

Mr. Reinhart shared that a Panama Canal group is visiting the Port of Virginia in a couple of weeks and suggested that Mr. Grossman participate in their visit.

Mr. Masee said that since he will be joining the Advisory Committee on International Trade he would like to know what the Committee can bring to the Board that would be of the most value. Mr. Grossman answered that the Committee members are the experts and can provide their viewpoint on how VEDP's trade programs can be better. They bring perspective from the business world.

Legislation and Policy Committee Report

Ms. Chenery provided an update on the recent meeting of the Legislation and Policy Committee. She gave a brief recap of the 2018 General Assembly session results and an update on the special session status, highlighting that the budget is still in limbo.

Ms. Chenery reviewed the VEDP Board Outreach and Engagement Plan. She encouraged the Board members to have more connectivity in their regions with local economic development contacts and House and Senate representatives. She emphasized that the expectation is that VEDP Board members will be more connected on the ground.

Mr. Fairchild asked Ms. Chenery to clarify what she means by connection. Ms. Chenery answered that connection could be a simple sit down with these contacts to be a resource and exhibit interest and concern.

Mr. Mastracco asked if Ms. Chenery would follow up with the Board members and send them the one-pager that has been created to guide these discussions, the map of the Board members regions of

responsibility, and a reminder to work on their outreach. Ms. Chenery agreed to provide this information to the Board.

Rural Virginia Action Committee Report

Mr. Masee provided an update on the recent meeting of the Rural Virginia Action Committee. He stated that there was a discussion on the Rural Think Tank Group that VEDP organized last year. The Committee feels that the group should continue and they are recommending the addition of several new members.

Mr. Masee referenced a slide on year over year employment growth by region to highlight the rural areas that are experiencing negative growth. Mr. Moret noted that for the regions that are negative on jobs, the amount of new jobs needed to get them to the positive side is very achievable. He said he believes the initiatives coming out of the Rural Think Tank Group can get us there.

Secretary Layne suggested getting the most recent numbers that just came out and updating the slide. Mr. Moret said VEDP will produce an updated version and send it out to the Board.

Finance and Audit Committee Report

Mr. Lumsden provided an update on the recent meeting of the Finance and Audit Committee.

Mr. Lumsden recognized the members of the Committee and thanked VEDP for preparing the meeting materials.

Mr. Lumsden noted that three of the nine VEDP Policies and Procedures were reviewed in detail during the Committee meeting and the Committee is recommending that the Board approve the proposed due diligence VEDP policies and procedures for discretionary incentives, the proposed VEDP policies and procedures for verification of capital investment, employment, and wage-level reporting verification, and the proposed VEDP policies and procedures for performance extensions.

A motion to approve the proposed due diligence VEDP policies and procedures for discretionary incentives, the proposed VEDP policies and procedures for verification of capital investment, employment, and wage-level reporting verification, and the proposed VEDP policies and procedures for performance extensions was made by Chairman Mastracco. Mr. Pleasant seconded the motion and the policies and procedures were unanimously approved.

Mr. Lumsden stated that consideration of the remaining six VEDP Policies and Procedures will take place during the next Board meeting in June.

Mr. Lumsden asked Mr. Parsons to review the extension requests and clawback cases that were discussed in detail at the Committee meeting.

Mr. Parsons reviewed the details of several extension requests and the Committee's recommendations to the Board on those requests.

VADATA is requesting a 3-year extension request for two of their data centers. The Committee recommends approving the request.

Atomized Products Group (APG) is requesting a second extension of an additional 12 months. The second extension will require MEI approval. The Committee recommends approving the request.

Corsi Group is requesting a 15-month extension due to construction and equipment delays. The Committee recommends approving the request.

Friant and Associates is requesting their first 15-month extension on job creation. Changes in leadership at the management level have caused the delay in meeting their targets. The Committee recommends approving the request.

Hardide Coating, Inc. is requesting two 15-month extensions. The Committee recommends approving one 15-month extension.

Mr. Reinhart made a motion to approve the extensions as presented with the exception of Hardide Coatings, where the Board will offer one 15-month extension. Mr. Masee seconded the motion and the extension requests were unanimously approved.

Mr. Parsons reviewed the details of two outstanding clawback cases and the Committee's recommendations to the Board.

Nulife Glass owes \$110,000 in clawbacks. The Committee recommends referring this matter to the Office of the Attorney General for collection.

Evatran owes \$100,000 in clawbacks. The Committee recommends referring this matter to the Office of the Attorney General for collection.

A motion was made by Mr. Pleasant to refer Nullife Glass and Evatran clawback cases to the Office of the Attorney General for collection. Mr. Reinhart seconded the motion and it was unanimously approved.

Mr. Lumsden asked Mr. El Koubi to give an update on the Joint Legislative Audit and Review Commission (JLARC) progress report and maintenance plan.

Mr. El Koubi gave an update on VEDP's progress with implementing recommendations from the JLARC report. He noted that there are two big outstanding items, which are creating a staff onboarding program and arranging for and offering training to marketing staff to ensure consistent alignment, primarily focused on Business Investment division staff.

Mr. El Koubi reviewed the next steps on JLARC implementation through the end of FY18. He said that the JLARC maintenance plan will be a tool for the VEDP management team and the Board to monitor the ongoing progress and to ensure VEDP maintains compliance.

Mr. Lumsden touched on VEDP's financial results for the quarter ended 3/31/18, which were reviewed in more detail earlier in the meeting by Mr. Nelson. Mr. Lumsden said VEDP is operating favorably to budget and expected to do so for the remainder of the year.

Mr. Lumsden commented on the budget process for FY19. VEDP expects to have funds to launch the workforce plan and also some money for marketing and implementing the JLARC recommendations.

Mr. Lumsden gave an update on the internal audit. He said that the internal audit of the Research Division is not yet complete. The report on the Research Division audit should be finalized by May 20, 2018. The initial findings seem to be procedural and can be addressed quickly. Mr. Lumsden said these findings are being reviewed with VEDP management and they will be reporting back to the Board at the June Board meeting.

Mr. Lumsden said the internal audit of the IT Division is currently underway. The report on the IT Division audit should be finalized on or about June 1, 2018.

Mr. Lumsden shared that VEDP's current contract with Dixon Hughes Goodman (DHG) ends on June 30, 2018. VEDP says that the working relationship with DHG has been favorable thus far, so Chair Lumsden anticipates working on a contract renewal with them. VEDP and the Finance and Audit Committee will be in discussions with DHG on the scope of work anticipating that the scope will be increased for next year, which means the contract range will possibly increase to \$150K-\$175K, up from the current contract in the amount of \$100K.

Mr. Reinhart asked if the contract should be longer than one year. Mr. Hayter said that maybe VEDP would be able to get a price break for a multi-year agreement. Mr. Masee suggested a 2-year agreement. Mr. Lumsden will discuss this option with DHG.

Nominating Committee Report

Mr. Reinhart provided an update on the recent meeting of the Nominating Committee.

He said the Committee suggests amending the bylaws to create a 2-year term for the Chair and the Chair-Elect.

The Committee recommends nominating Mr. Mastracco to serve another year as Chair for continuity. The Committee recommends nominating Mr. Lumsden as Chair-Elect.

Mr. Reinhart made a motion to accept the Committee's nomination of Mr. Mastracco as Chair of the VEDP Board for another year and Mr. Lumsden as Chair-Elect. Secretary Layne seconded the motion and the motion was unanimously approved.

Anticipated topics for the June 7 VEDP Board Meeting

Mr. Moret mentioned that the Board can expect a full agenda for the June Board meeting and shared the anticipated topics to be covered. He also announced that the June board meeting would be held in Danville, VA.

Mr. Moret shared a video on the Port of Virginia that was recently produced by the Port staff.

Adjournment and Next Meeting

The next Board meeting is scheduled for June 7, 2018 and will be held in Danville, VA. More details will follow.

There being no further business, the meeting was adjourned at 12:27 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Stephen Moret", with a long horizontal flourish extending to the right.

Stephen Moret
Secretary