



January 20, 2021 Executive Committee Meeting Minutes

Zoom Meeting: January 20, 2021 – 8:00am-9:00am

Attended: Ted Chandler, Cliff Fleet, Moses Foster, Tom Frantz, Bob Holsworth, Sarah Jane Kirkland, Peggy Layne, John Martin, John Reinhart, Jim Spore, Laura Robidoux

Absent: N/A

Agenda Items:

- January 12, 2021 Executive Committee Minutes – (attached) – John
 - Action: We need to approve minutes.
- Board & MIC Composition
 - Action: Ongoing group update and discussion
- January 27th Board Meeting Agenda (attached) – Group Discussion
 - Action: This is the agenda document we will send out in advance. We need to discuss what else to share prior to the meeting.
- Review and Discuss 2021 Communications Plan - Version #2 - 01-19-21 (attached)
 - Action: This document was approved at the end of 2020. This will guide our 2021 work. We will share highlights of this plan with the EC today.
- RVA-757 Connects 2021 Scope - Version #3 - 01-19-21 (attached)
 - Action: Version #3 now has messaging, priorities, and deliverables. We will review these new elements. This content will be included in the CEO's part of the Jan. 27th Board meeting.
- Conflict of Interest Form – Version #1 01-19-20 (attached)
 - We need to finalize this form for all Board members to sign. The attached document is the first draft. This does not have to be finalized before the board meeting.

January 12, 2021 Executive Committee Minutes

Executive Committee approved the January 12, 2021 EC Minutes.

January 27th Board Meeting Agenda:

There was a general discussion of the overall January 27th Board meeting agenda - organization and flow. Members solidified speaking roles and topics covered, as well as methodology of the breakout sessions (3-5 per room, assigned ahead of time). It was confirmed that only certain documents should be sent out ahead of time, with the rest stored in Basecamp for all Board Directors and MIC members to access at their convenience.

Members discussed future Board and MIC meetings:

- The second meeting this Spring will be Zoom.
- The 3rd fall 2021 Board meeting may be in person.
- Early October is the Chamber event focused on RVA-757 Connects. We could schedule the Board meeting before or after this event (Nov. 2021).
- It would be ideal to host a social event this fall that brings everyone together.

This information will be shared during the January 27th meeting.

Next Step:

- John/Laura will finalize agenda and PPT overview deck and send to all meeting participants.

Conflict of Interest Form & D&O / Liability Insurance:

It was confirmed that RVA-757 Connects will have Board liability insurance (D&O and General Liability).

Members discussed the need for a Conflict of Interest (COI) Policy and Disclosure Form. Mr. Frantz pointed out that it is not required for a 501c3, but because of RVA-757 Connects' size and partnering arrangements, it's considered best practice. It was agreed that the Executive Committee members will sign the COI form. Board Directors and MIC members will not be required to sign the COI form. This may expand to include the Board of Directors in 2022.

This information will be shared during the January 27th meeting.

Next Steps:

- John/Laura – Obtain Board liability insurance quote.
- Tom Frantz will finalize the COI form. An initial draft was provided to the EC in advance of this meeting.

Review and Discuss 2021 Communications Plan:

There was a presentation of the general strategic direction for the Marketing Communications plan. It was agreed the EC members will meet next week to review the new branding/website communications materials. This will not be an official EC meeting, but a more in-depth briefing for those who can attend.

Next Step:

- Moses Foster will schedule a 30-minute meeting to review the new branding/website communications materials.

RVA-757 Connects 2021 Scope

There was a general discussion on updates in the RVA-757 Connects 2021 Scope that will be shared with the Board and MIC via the meeting's PPT presentation deck.

New features include:

- Added base initiatives and the Virginia Capital Trail.
- Prioritized initiatives.

The EC approved this initial prioritization scheme. This information will be shared during the January 27th meeting.

It was agreed to engage the Board in finalizing our 2021 priorities:

- What should our priorities be?
- What's missing from our list?

Next Steps:

- Initial EC-approved priorities will be included in John's part of the January 27th overview presentation on our "why and how."
- EC members will then engage Board Directors and MIC members in discussing priorities.

Board of Directors and MIC Members' Composition:

The EC reviewed the most recently updated Board of Directors and Megaregion Institutional Council (MIC) member lists and discussed the election of future directors and members. The current Board and MIC list was approved by the EC with the understanding that J.D. Myers and Howard Kern are not yet confirmed. EC members suggested adding Monique Adams to Board and a representative from VCCS.

The EC voted to invite her and a VCCU representative to become members.

Next Steps:

- John will contact Glenn DuBois to invite him to join the Board or suggest who from Community College System will be the best fit as a Board member.
- John will invite Monique Adams.

2021 Budget:

EC members approved the current 2021 budget as presented and discussed in previous EC meeting.

John Martin abstained from voting on the budget approval.