



## Board Meeting Minutes Friday, December 19 2014 9:00 am

**Members Present:** Matt Horn, Susan Brown, Mike Manikowski, Tom Schryver

**Non Members Present:** John Johnson, Marc Smith, Alexi Smith

**Members/Non Members Excused:** Bill Mulligan, Dennis Piedmont, Ed Hansen

### Agenda

#### I. Call to Order/Introductions/Approval of Minutes

##### Meeting Called to Order at 9:10am by Matt Horn

##### a. September 19<sup>th</sup> Minutes

- i. September minutes approval moved by Tom moved; Susan 2<sup>nd</sup>; unanimously approved

#### II. Financial Report

##### a. 2015 Budget Presentation

**Board Budget Approval:** Mike moves; Susan 2<sup>nd</sup>; 2015 budget ((#1)) unanimously approved

- i. John has prepared two separate budgets; one reflecting what the finances should be if we get the grant payment from the state; the other reflects if we don't
  - 1. John is planning on setting aside some capital funds to renovate one of the lab spaces
    - a. Maintenance will be a larger number than usual based on the trend of our bills
    - b. The marketing budget has been increased because the Tech Farm has a marketing person in Alexi
    - c. A 'column' for Trash has been created because those invoices have been up
    - d. The travel budget has also been increased
  - 2. Marc asked about the income; at what capacity is John projecting for this budget?
    - a. John thinks that the building would be running at closer to 65-70% capacity rather than 100% as it has been before
      - i. John is assuming we'll pick up one office tenant in the foreseeable future
  - 3. Tom asked about budgeting John's 'robust incubator program' which would include mentors and business assistance, etc.



- a. John has not fleshed that out yet because he has not gotten deep enough into developing that kind of program as of yet
  - i. Matt recommends contacting and building a relationship with George Gotchick, who the city has on retainer for a similar mentoring programs for entrepreneurs
    - 1. Matt is suggesting him because he's looking for something to do and it would be a good way to jump start the robust incubator program
- b. 2014 financials to date
  - i. The roof project will come in under the quoted \$65,000.00
    - 1. The roof has not yet leaked to anyone's knowledge
  - ii. Matt asked about the operating account
    - 1. The operating account is a bit tight due to quarterly bills, etc. this continues to be a bit of a stretch because the Tech Farm has not seen the grant money yet
      - a. John plans to reimburse the LNB account for the money we've had to move around and into the operating account once the grant money comes in

### III. Old Business

- a. Potential tenants/Available Space
  - i. Dog treats – Full Circle Feed
    - 1. Based on the most recent communication between John and Full Circle Feed, they might be here in the 2<sup>nd</sup> quarter for either the back production space near the loading dock area, or half of the wet lab space
  - ii. Finger Lakes Wine Alliance
    - 1. Nothing new to report at this time; they have been considering it and are waiting on their next Board meeting to give us a final word
  - iii. Agro Research
    - 1. Agro Research is still trying to get through Start Up NY and/or other attractive programs before moving up to NYS from Florida
- b. “Build Ready” sites – new storage/light manufacturing buildings
  - i. Meeting with ESD
    - 1. Senator Nozzolio is very supportive of the project – He will be trying to get this new building on the Governor's budget by March
      - a. John anticipates that this building will cost \$3-\$4M to build
        - i. The Tech Farm will need to submit an EDA grant and the hope is that Senator Nozzolio will come up with the 50% match that will be necessary
          - 1. In the meantime, the Tech Farm will need to reach out to other possible players as a back up plan and



also start doing heavy leg work in terms of getting reliable quotes/estimates from potential builders in the area. The Tech Farm has several builders in mind; it's a matter of getting feelers out

- a. The new building will likely be a 30,000sq/ft building with light manufacturing and freezer space
  - i. The idea would be to have our larger tenants move into that space as they are growing at a rapid rate, so we can free up space in the flex tech building for new tenants
  - ii. Matt will have the grant writer that the city has work with John on preparing an EDA grant
  - iii. Matt also asked about whether the Tech Farm by itself is an eligible applicant, or if the city would have to apply for the grant on the Tech Farm's behalf – Mike was unsure at this time of the answer, but he thinks that it might have to be the city's application
- c. Break the Ice Media – Marketing Push
  - i. New ways to re-brand the Tech Farm
  - ii. Alexi has further reached out to Break the Ice Media about consulting for the first 2015 quarter
    1. All of these expenses are reimbursable to the Incubator Grant
  - iii. Marc mentioned that we need to start explaining to the media what that new building is off of Pre Emption Road – People are driving by and not knowing at all what it is, etc.
    1. Alexi has started this marketing push by putting two ads in the Geneva Visitors Guide for 2015; they asked for a caption about what the significance of the FLCC Viticulture Center is, so the hope is that people will see that and start to consider approaching the Tech Farm about space that is available

#### IV. New Business

- a. 2015 Meeting Dates
  - i. Still 3<sup>rd</sup> Friday of every month? – See Attached 2015 Schedule
- b. HVAC/Air Handling Unit Maintenance
  - i. HVAC system will be needing significant repairs in 2015



- c. FedEx Small Business Grant Contest
  - i. The Board suggested that Alexi look into the qualifications and guidelines for the contest before moving too far forward with it

**V. Misc.**

- a. Matt mentioned a meeting he'd had a few months ago about expanding the Board at the Tech Farm into some more for-profit representatives
  - i. Some of the recommended people that John should look into recruiting for the Board might be Mark Peterson, Ginny Clark, John Noble, etc.
    - 1. The Tech Farm might be interested in looking for Organic Farming executives for the Board
    - 2. Maybe even adding one of the larger tenants to the Board
      - a. John would like to consider looking into adding another [at least] two Board members so it more efficiently rounds out the Board
        - i. With new for-profit Board members the Tech Farm would get quite a bit more guidance as to how to grow and also where to look for new tenants

**VI. Director's Report**

**VII. Executive Session (if needed)**

**Next Meeting: Executive Committee, January 16, 2015 9:00am**