

**WORK SESSION MINUTES**

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
OF JAMES CITY COUNTY (JCC)  
SUNTRUST MAIN CONFERENCE ROOM AT NEWTOWN  
8:00 AM, TUESDAY, FEBRUARY 19, 2008**

**1. CALL TO ORDER**

The meeting was called to order by Chairman Rinaldi at 8:00 AM.

**2. ROLL CALL**

A roll call identified the following members present:

Mr. Brien R. Craft  
Mr. Douglas M. Gebhardt  
Ms. Virginia B. Hartmann  
Mr. Mark G. Rinaldi  
Mr. Thomas G. Tingle

Also Present:

Ms. Carla Brittle, Special Assistant to the County Administrator  
Mr. David Burris, Suntrust Bank, Business Climate Task Force Member  
Mr. Tim Early, President/CEO, Hampton Roads Technology Council (HRTC)  
Ms. Christine Lott, Citizen  
Ms. Laura A. Messer, EDA Recording Secretary  
Ms. Marcè Hunt Musser, OED Special Projects  
Mr. Leo P. Rogers, County Attorney  
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Arrived Late:

Ms. Leanne DuBois

Absent:

Mr. Marshall Warner

**3. PRESENTATION**

a. James City County Technology Incubator Quarterly Report

Mr. Rinaldi introduced Mr. Early, President/CEO of the Hampton Roads Technology Council who began a report and discussion of the James City County Technology Incubator

(JCCTI). A discussion was included of other technology incubators including those in Hampton, VA, Baltimore, Maryland and Orlando, Florida, including their successes.

Mr. Early included discussion of future marketing strategies and tactics to attract more businesses to join the JCCTI, to include print advertisements in local newspapers. In addition to advertisement, Mr. Craft suggested better participation in "Mix and Mingle" events to promote JCCTI. Mr. Rinaldi concurred on this statement and suggested a "round robin" pattern for all Directors to attend.

There was further discussion including:

- Connecting with entrepreneurs that can expand their businesses with the use of technology
- Extension of funding
- Taking potential supporters and venture capitalists to the upcoming Michelob ULTRA Open at Kingsmill
- Dry and /or wet lab space

Mr. Gebhardt asked Mr. Early what the graduation rate from the incubator was and if any exit interview information existed. Mr. Early will have Ms. Jennifer Barker, JCCTI Client Services Manager, forward that information.

The discussion concluded with Mr. Rinaldi thanking Mr. Early for his presentation and stating the EDA would consider what they can contribute in the future to the JCCTI. Mr. Early then exited the meeting.

Following Mr. Early's exit there was discussion on successes, interest, potential processes and further suggestions to move JCCTI in a positive direction on an accelerated time line.

#### **4. DISCUSSION ITEMS**

##### **a. Business Climate Task Force (BCTF) Assignments**

Mr. Rinaldi shared a list of BCTF assignments with the EDA. The discussion reinforced the assigned positions, a cursory work plan, potential research topics, and individuals/resources available for each assignment.

#### **5. PRESENTATION**

Mr. Rinaldi presented SunTrust Bank a special recognition plaque for providing meeting space for the BCTF. Mr. Burris accepted the plaque on behalf of the Bank.

#### **6. DISCUSSION ITEMS**

a. Assistance to Existing Industries

Mr. Rinaldi began a discussion regarding assistance and incentives for existing industries to help promote growth within the County, including but not limited to rebates, tax exemption, loans, and grants. Mr. Rinaldi highlighted pooling resources together for businesses.. He referenced the chart on page within the BCTF report.

The purpose of these criteria would be to solidify the process of providing assistance for existing industries. Mr. Yavorsky stated that these incentives can be divided into various categories and that such a system would help protect the EDA. Mr. Rogers concurred.

At the suggestion of Mr. Gebhardt, Mr. Rinaldi assigned the following sub-committees to investigate:

Eligibility/Qualifying for Incentives

Mr. Gebhardt  
Ms. Hartmann  
Mr. Tingle

Incentives/Substantive Assistance

Mr. Craft  
Ms. DuBois  
Mr. Kennedy  
Mr. Rinaldi

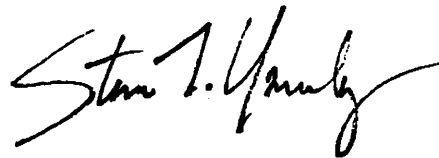
7. **ADJOURNMENT**

There being no further business, Chairman Rinaldi proposed a motion to adjourn, which was seconded by Ms. DuBois and passed unanimously. The meeting was adjourned at 10:14 AM.



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Mark G. Rinaldi, Chairman



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Steven T. Yavorsky, Asst. Secretary