

Research and Technology Investment Advisory Committee (RTIAC)
Meeting Minutes
Herndon, Virginia
May 11, 2016

OPEN MEETING

Call to Order

Ed Albrigo called the meeting of the Research and Technology Investment Advisory Committee (RTIAC) to order at 12:05 p.m. on May 11, 2016, at the CIT Building in Herndon, Virginia. Quorum was present.

Attendance

The following RTIAC members were present: Steve Clinton, Cheryl Giggetts, Dan Gundersen, Yvonne Harris, Bob Kahn, Morris Foster, Dennis Manos, Venkat Rao, and Scott Tolleson. Due to medical reasons, Dennis Manos participated electronically from Williamsburg, VA. Due to a personal matter which prevented travel, Morris Foster participated electronically from Norfolk, VA. Deborah Crawford was not present. Also present: Bob Stolle, Nancy Vorona, Jennifer Hiltwine, and Heather Engen, from the Center for Innovative Technology (CIT) and Robert McClintock from the Virginia Economic Development Partnership (VEDP.) Ed Albrigo (CIT) participated from 12 – 12:20 p.m. and from 4:30 – 4:40 p.m.

Ed Albrigo opened the meeting by welcoming Committee members and thanking them for their work. He then introduced himself and his vision for CRCF and CIT, cited CRCF and other CIT program achievements, commented on 2016 legislation calling for the sale of the CIT Building and property, and invited each member and others present to briefly introduce himself or herself. Following the introductions, Nancy Vorona then reviewed the agenda and asked for approval of the draft minutes from the RTIAC's May 13, 2015 meeting. Cheryl Giggetts made a motion that the draft minutes be approved, Scott Tolleson seconded the motion, and the approval was unanimous. Bob Kahn raised the issue of metrics. Nancy Vorona referenced Ed Albrigo's comments and cited metrics from the 2015 CRCF Annual Report. She also indicated that the State Science and Technology Institute (SSTI), the association for state organizations like CIT, asked CIT to speak with another member due to our having the most extensive award-related metrics SSTI had identified. Members agreed to discuss metrics in the RTIAC Discussion section of the agenda.

Nancy Vorona then introduced a new meeting policy associated with Virginia Code § 2.2-3708.1 that provides for individual participation by electronic means and recommended approval. The concept was supported by all members. Bob Kahn expressed concern about the language addressing the number / percent of meetings in which this is permitted annually, since the RTIAC does not meet four times a year or more. Nancy Vorona said that she had spoken with staff at the Virginia FOIA Council about this specific issue, in response to questions Bob Kahn raised prior to the RTIAC meeting. FOIA Council staff had confirmed that the policy was correct and could be adopted as written. Staff also indicated they were aware the language could be confusing and have plans to address this in FY2017. Dan Gundersen made a motion that the policy be approved, and Cheryl Giggetts seconded the motion. All members

approved the motion; Bob Kahn’s approval was for this (May 11, 2016) meeting specifically, and he again referenced the above concern.

Nancy Vorona provided a brief program and submission overview, after which the meeting proceeded to a closed meeting. Cheryl Giggetts read the following statement:

“We will go into a closed session to discuss the Commonwealth Research Commercialization Fund (CRCF) with RTIAC members. I move that the Research and Technology Investment Advisory Committee of the Innovation and Entrepreneurship Investment Authority (IEIA) move into a closed session pursuant to Virginia Code 2.2-3711 (A)(30). There will be discussion or consideration of grant application records.

Do I have a second? Any discussion? All those in favor say ‘Aye’; those oppose say ‘Nay’.”

Venkat Rao seconded the motion, and all members present said ‘Aye.’ The Motion carried.

CLOSED SESSION

OPEN MEETING

In resuming the open meeting, Cheryl Giggetts read the following statement:

“The Committee is now reconvened in open session having completed a closed meeting. I will now ask that a roll-call be conducted, asking each member to certify, to the best of his or her knowledge, that only public business matters lawfully exempt from open meeting requirements under the Freedom of Information Act and only those public business matters identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting.”

Cheryl Giggetts then took a roll call to vote on this statement: *“Committee members please indicate that you agree or disagree.”*

Steve Clinton	Agree
Morris Foster	Agree
Cheryl Giggetts	Agree
Dan Gundersen	Agree
Yvonne Harris	Agree
Bob Kahn	Agree
Dennis Manos	Agree
Venkat Rao	Agree
Scott Tolleson	Agree

Jennifer Hiltwine then announced the proposals in five programs that had been recommended for award. Cheryl Giggetts made a motion to approve the recommendations, Dan Gundersen seconded the motion, and the vote confirming approval was unanimous.

RTIAC Discussion

CIT staff reviewed the upcoming schedule. There was limited further discussion on metrics; CIT staff will share the FY2015 Annual Report shared last year with members of the RTIAC, along with examples of other CIT metrics.

Ed Albrigo returned and thanked RTIAC members for their valuable support.

Bob Kahn made a motion to adjourn, and Scott Tolleson seconded the motion. The meeting adjourned at 4:42 p.m.