

# MINUTES

## VIRGINIA SMALL BUSINESS FINANCING AUTHORITY BOARD OF DIRECTORS MEETING

September 13, 2016 - 12:00 P.M.

James Monroe Building, 101 N. 14th Street, 11th Floor Board Room  
Richmond, Virginia

- I. Board Directors present: Chairman Gail Letts, Mr. Andrew Lock, Ms. Tracey Wiley (ex-officio member), Mr. William Smith, Mr. Linh Hoang and Ms. Monique Johnson

Board Directors absent: Vice Chairman Neil Amin, Mr. Bradley Jiulianti, Mr. John Hopper, Mr. Nicholas Jordan, and Ms. Manju Ganeriwala (ex-officio member)

Others present: Mr. Douglas Lamb (McGuire Woods, LLP), Mr. Gregory Montgomery (Virginia SAVES), Mr. Donald Ferguson (Senior Assistant Attorney General), Mr. Scott Parsons, Ms. Barbara Carter, Ms. Mary Jo Sisson-Vaughan, Ms. Nathalia Artus, Mr. Ousman Kah, Mr. Larry Wilder (SBSD), Ms. Jennifer Mayton (SBSD), Ms. Reba O'Connor (SBSD), and Mr. Robert Summers (SBSD)

Chairman Letts called the meeting to order and welcomed new directors to the Board, Mr. William Smith and Ms. Monique Johnson, who introduced themselves.

- II. Approval of Minutes - On a motion by Mr. Lock, seconded by Mr. Hoang, the minutes of the August 9, 2016 Board of Directors Meeting were unanimously approved. Voting aye: Mr. Lock, Mr. Hoang, Ms. Wiley, Chairman Letts, Ms. Johnson, and Mr. Smith. Voting no: None.

Mr. Parsons then introduced to the Board the members of Ms. Wiley's leadership staff, Ms. Jennifer Mayton, Ms. Reba O'Connor, Mr. Robert Summers, and Mr. Larry Wilder.

- III. Industrial Development Bond Program - Taxable Bond Issuance (Qualified Energy Conservation Notes)

- A. Virginia SAVES Green Community Program, Inc. - Richmond City - \$2,200,000. Ms. Artus presented this request to the Board. Mr. Montgomery and Mr. Lamb provided additional information about the project. On a motion by Mr. Hoang, seconded by Ms. Johnson, the Board unanimously approved the resolution authorizing the issuance of taxable notes to Virginia SAVES Green Community Program, an intermediary lending program, to finance the purchase of equipment and equipment for Pamunkey Regional Jail Authority. Voting aye: Chairman Letts, Mr. Hoang, Ms. Johnson, Ms. Wiley, Mr. Smith, and Mr. Lock. Voting no: None.

- IV. Board Review and Ratification of Loans Approved/Declined by Staff - Mr. Parsons presented the loans and credit enhancements approved by Staff under its designated authority. On a motion by Ms. Johnson, seconded by Mr. Hoang, the Board of Directors ratified the loan decisions for July and August 2016 made by staff. Voting aye: Ms. Johnson, Mr. Hoang, Chairman Letts, Mr. Smith, Mr. Lock, and Ms. Wiley. Voting no: None.
- V. Approval of the EDA Plan for the Economic Development Loan Fund (EDLF) - Mr. Parsons reviewed the history of the plan that governs the EDLF and explained why the plan has to be approved by the U.S. Economic Development Administration every five years. In his review of several proposed changes to the plan, Mr. Parsons pointed out the drop in demand for the EDLF program which has caused approximately \$5 million of the fund to be sequestered by EDA. As a result, one change being proposed is a reduction in the minimum loan amount from \$50,000 to \$10,000 which will allow the funds to be used as part of the Microloan program to help generate volume. It will take the U.S. EDA about a year to approve the plan and any changes. A motion to approve the plan as amended was made by Ms. Wiley, seconded by Mr. Hoang, and unanimously approved. Voting aye: Ms. Wiley, Mr. Hoang, Chairman Letts, Mr. Lock, Mr. Smith, and Ms. Johnson. Voting no: None.
- VI. SWOT Analysis - Mr. Parsons reviewed the need for VSBFA to have a five-year strategic plan. First step in the process, and at the Board's instruction, the staff developed a SWOT analysis which Mr. Parsons shared and reviewed with the Board. The Board commended staff on the thoroughness of the analysis. Chairman Letts recommended that she, Ms. Wiley, and Mr. Parsons meet to discuss next steps which will then be shared with the Board.
- VII. Virginia Velocity Tour - Mr. Wilder discussed the Virginia Velocity Tour that takes place across Virginia. The tour starts in Roanoke and will also stop in Richmond, Hampton Roads, Charlottesville, and Northern Virginia. He described the events which focus on specific industries in each area, such as engineering, health, etc. Each day ends with a pitch competition and a monetary award given to the winner. Board members were invited to attend.
- VIII. Adjourn - On a motion by Mr. Hoang, seconded by Ms. Johnson, the meeting was adjourned. Voting aye: Mr. Hoang, Ms. Johnson, Chairman Letts, Ms. Wiley, Mr. Lock, and Mr. Smith. Voting no: None