

# MINUTES

## VIRGINIA SMALL BUSINESS FINANCING AUTHORITY BOARD OF DIRECTORS MEETING

October 9, 2018 - 12:00 P.M.  
101 N. 14th Street, 11th Floor Board Room  
Richmond, Virginia

I. Board Directors present: Chairman John Hopper, Ms. Janet Aylor (on behalf of The Honorable Manju Ganeriwala), Mr. Michael Joyce, Mr. Linh Hoang, and Mr. William Smith

Board Directors absent: Vice Chairman Neil Amin, Ms. Tracey Wiley, Mr. Corey Holeman, and Dr. Monique Johnson, Ph.D.

VSBF Staff: Mr. Mark Heede, Ms. Anna Mackley, Ms. Barbara Carter, Ms. Todd Boyle, and Ms. Linda Gilbert (via telephone)

Others present: Mr. Don Ferguson (Senior Assistant Attorney General) and Ms. Jennifer Mayton (DSBSD), and Mr. Richard Wintsch (Startup VA)

Chairman Hopper called the meeting to order.

II. Approval of Minutes - On a motion by Mr. Hoang, seconded by Ms. Aylor, the September 11, 2018 Board of Directors Meeting minutes were unanimously approved. Voting aye: Chairman Hopper, Mr. Hoang, Ms. Aylor, Mr. Joyce, and Mr. Smith. Voting no: None.

III. 501 (c) (3) Tax-Exempt Industrial Development Bond Request

A. Virginia Historical Society - City of Richmond. Mr. Heede presented this request to amend the 2013A and 2013B bond series. He explained the need to adjust the interest rates because of the Tax Cut and Jobs Act. On a motion by Mr. Joyce, seconded by Mr. Hoang, the Board of Directors unanimously approved the resolution and amendment to note agreement. Voting aye: Chairman Hopper, Mr. Hoang, Ms. Aylor, Mr. Smith and Mr. Joyce. Voting no: None.

IV. Other Business - Mr. Hoang introduced his guest, Mr. Richard Wintsch of Startup Virginia Innovation Center. Mr. Wintsch spoke about Startup Virginia, an incubator in downtown Richmond with 61 companies and the assistance it provides to start ups and existing entrepreneurs.

- V. Administrative Matters - The following matters were discussed with the Board:
- A. Requests for Assistance - Mr. Heede informed of calls received by the Financing Authority for financial assistance and asked for guidance on gray areas, i.e., sale of business, financial difficulty, etc. Board gave its thoughts on VSBFA's mission in relation to accepting or rejecting various requests. Mr. Ferguson suggested the Board seek guidance from the General Assembly on any changes to the Authority's mission.
  - B. Banking Resolution - Staff requested from the Board a resolution to allow the Executive Director or the Chief Credit Officer to execute or amend VSBFA related banking resolutions or depository agreements when changes are needed on any bank account. Some banks ask for a Board resolution before any updates are made. Staff will provide a draft resolution at next Board meeting.
  - C. DSBSD Strategic Plan - Mr. Heede reviewed the Authority's section of the agency's strategic plan, to which he has added bolstering policy and procedures, contact software, and loan compliance training. He told the Board about other items that were included in the plan for future consideration by the Board: VSBFA's support of site development projects, contract support for SWaM certified vendors, and letters of credit for a trade or bonding on a job. Mr. Heede also mentioned that a notice will be sent to the banks participating in the Capital Access Program (CAP) to close the accounts.
  - D. Conflict of Interest - The Board was reminded that conflict of interest filing is due by the end of the year and an email notification will be sent from the Ethics Council.
  - E. Recruitment Update - Mr. Heede updated the Board on the status of interviews for the two vacant RLM positions as well as the overall recruitment process.
- VI. A motion was made by Mr. Hoang, seconded by Mr. Smith to adjourn the meeting. Voting aye: Chairman Hopper, Mr. Hoang, Mr. Smith, Mr. Holeman, Ms. Aylor, Ms. Wiley, and Mr. Joyce. Voting no: None. (Dr. Johnson was not present for the vote.)