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**HAMPTON ROADS ALLIANCE**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Friday, September 15, 2023 @ 9:00 A.M.**  
Virtual

**In Attendance:** Shawn Avery, Buffy Barefoot, Mary Bunting, Robert Duvall, Bobby Dyer, Dick Grice, Sylvia Haines, Donnie Tuck, and Jimmy Wood.

**Alliance Staff:** Steve Harrison, Olivia O'Bry, and Doug Smith

**Guest:** Renee Pendleton, Cherry Bekaert

**I. CALL TO ORDER & WELCOME:**

Chairman Keith VanderVennet called the meeting to order.

**II. CONSIDERATION OF MINUTES:**

Keith VanderVennet reviewed the June 16, 2023, minutes provided to members in advance.

- a. A motion to approve the June 16, 2023, minutes was moved by Aubrey Layne, and Buffy Barefoot seconded the motion. The minutes were unanimously approved.

**III. FINANCIAL REPORT:**

Sylvia Haines reviewed the August 31, 2023, Financial Report provided to each member in advance.

- a. A motion to approve the August 31, 2023, Financial Report was moved by Bobby Dyer, and Buffy Barefoot seconded the motion. The financials were unanimously approved.

**IV. Financial Audit:**

Renee Pendleton reviewed the 2023, Financial Audit provided to each member in advance.

- a. The 2023, Financial Audit was unanimously approved by the board.

**V. PRESIDENT'S REPORT**

Business Strategies and Activities Report

- a. Doug Smith updated the board on the business development strategies, active projects, and upcoming events.

#### Alliance Updates

- b. Doug Smith updated the board on the KPMG Industrial Site Development Study, Energy Roadmap, Capital Campaign, and Aviation Aerospace Unmanned Systems Update. Doug Smith & Shawn Avery updated the board on the Stuttgart Germany Workforce Mission and next steps.
- c. Doug Smith announced to the board that he will recommend holding quarterly meetings next year at the next meeting in November. Keith VanderVennet expressed his support for fewer but more effective meetings. He suggested that the board discuss the frequency and agenda of the meetings in the upcoming November board meeting.
- d. Doug Smith updated the board on Bart Frye's passing and his appointment as executor for his Will and Trustee of Frye's estate. He explained that it would not impact his work or the Alliance.

#### **VI. Establish Nominating Committee**

- a. Keith VanderVennet informed the board at the November 17 meeting that the nominating committee will present nominees and officers to serve on the 2024-year board.

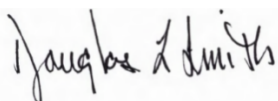
#### **VII. UPCOMING MEETINGS**

- a. Board of Directors Meeting  
Friday, November 17, 2023 @ 9:00 A.M. | TowneBank 1 Old Oyster Point,  
Newport News, VA 23602
- b. Holiday Reception  
Friday, December 8, 2023, @5:00 P.M. | Chrysler Hall Museum/Norfolk

#### **VIII. ADJOURNMENT:**

With no further discussion, the meeting was adjourned at 9:59 A.M.

#### **RESPECTFULLY SUBMITTED BY:**



Douglas L. Smith  
President & CEO



Olivia O'Bry  
Director of Operations