

**LANGLEY**  
**RESEARCH & DEVELOPMENT PARK**  
**BUSINESS ASSOCIATION**

**Minutes of the January 12, 2011 Langley Research & Development Park**

**Business Association Meeting**

Submitted by Brian Wachter

Attendees:

Chand Deepak	STC	cdeepak@stcnet.com
Brian Wachter	Bihrlle Applied Research Inc	bwachter@bihrlle.com
Sudhir Mehrotra	VIGYAN, Inc.	mehrotra@vigyan.com
Chris Riggins	E&E Enterprises Global Inc	criggins@eenterprisesinc.com
Duncan McIver	TECC	dmciver@teccenter.org

Old Business:

1. **Minutes:** The minutes of the November 17, 2010 meeting were reviewed and accepted with one minor correction.
2. **Web Site ([www.langleybizpark.org](http://www.langleybizpark.org)):** Brian Wachter reported that the web site log was analyzed and that very few (approximately 350) hits have been made to the web site since its inception. There was some uncertainty in the analysis since the web server log did not specifically break out hits for the LR&DPBA site. Brian made a change to the server log to allow the LR&DPBA hits to be broken out separately so that they can be more accurately analyzed in the future. It was also recommended that the Association make a LR&DPBA graphic and link available to businesses in the park so that they could place the graphic on their company web sites with a link back to the LR&DPBA web site to help drive traffic and gain additional visibility.
3. **Membership:** According to the By-Laws, the annual dues are to be assessed on January 1<sup>st</sup> with payment due by March 1<sup>st</sup>. It was agreed that invoices would be mailed asap for membership dues spanning 2009, 2010 and 2011 at the rate of \$50 per year. Some companies have submitted their 2009 dues, so those companies will only be invoiced for 2010 and 2011. It was further agreed that the printed invoices would be mailed to the Accounts Payable department of each company and that an email would also go out stating that membership dues are due -- with the invoice being forthcoming in the mail. It was re-iterated that the City of Hampton manages the collection of signage dues and that this is not the responsibility of the Association.
4. **Federal and State Filings:** The federal filing requirement of the IRS Form 990-N (e-postcard) was discussed since a recent review of the filing requirements seemed to indicate that the 990-N was required to be filed even if an organization's income was less than \$50,000. Brian will verify this filing requirement with the IRS. The Association Treasurer (Sudhir Mehrotra) is currently filing the Commonwealth of Virginia State Corporation Commission (SCC) annual filing and will handle the filing of the 990-N as well, if filing is indeed required.

New Business:

1. **Governor's Report:** Mike Yaskowski of the City of Hampton emailed the notice to the Association Secretary (Brian Wachter) that the results of the "study to measure the economic impact and value of Virginia's aerospace industry" had been completed. Sudhir stated that he

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had a full copy of the report and will provide that to the Secretary for distribution. Brian will email the report (or link to it on the Association web site) in a mass mailing to the park businesses.

2. **Annual Meeting:** A review of the By-Laws revealed that an Annual Meeting is to be held on December 15<sup>th</sup> of each year unless the meeting is announced to be held on another date by calling a Special Meeting. Consequently, it was decided that an Annual Meeting would be held on Wednesday, February 9, 2011 at 11:30am at STC. A meeting notice email will go out 14 days in advance and a printed announcement will be included with the invoice mailing. It was decided that pizza and soft drinks would be provided at the Annual Meeting.

Announcements:

1. The next regular meeting of the Langley Research & Development Park Business Association will be held Wednesday, March 9, 2011 at 11:30am at Science & Technology Corp. located at 10 Basil Sawyer Drive.