



## Minutes of the February 9, 2011 Langley Research & Development Park

### Business Association ANNUAL Meeting

Submitted by Brian Wachter

#### Attendees:

Carol Kleemeier	Universal Labs	c.kleemeier@universallaboratories.com
Chand Deepak	STC	cdeepak@stcnet.com
Brian Wachter	Bihrl Applied Research Inc	bwachter@bihrl.com
Sudhir Mehrotra	VIGYAN, Inc.	mehrotra@vigyan.com
Chris Riggins	E&E Enterprises Global Inc	criggins@eenterprisesinc.com
Mike Yaskowsky	City of Hampton	<a href="mailto:myaz@hampton.gov">myaz@hampton.gov</a>
F.R. Morrell	TECC	fredm@teccenter.org
Waldy Wisniewski	Microbotics Inc	waldy@microboticsinc.com
George Makowiec	Microbotics Inc	georgem@microboticsinc.com

#### Business:

1. **Minutes:** The minutes of the January 12, 2011 regular meeting were reviewed and accepted without changes.
2. **Election of Board & Officers:** The following slate of Board members was submitted for vote and unanimously approved:
  - President – Carol Kleemeier, Universal Laboratories
  - Vice-President – Chand Deepak, Science & Technology Corp.
  - Treasurer – Sudhir Mehrotra, ViGYAN, Inc.
  - Secretary – Brian Wachter, Bihrl Applied Research, Inc.
  - Director – Chris Riggins, E&E Enterprises Global, Inc.
  - Director – Milton Holt, Technology Commercialization Center, Inc.
3. **Membership:** The Secretary reported that the merging of contacts into a current database of the businesses in the business park was complete and that invoices for membership dues for the period 2009 through 2011 were issued to each of the businesses on record .
4. **Federal and State Filings.** The Secretary reported on his findings of the federal filing requirements for the LR&DPBA as determined by his contact with the IRS. In summary... in order to apply for a tax exempt status, the corporate documents need to state that the LR&DPBA is a "501(c)6" entity or a "Business League" and that we need to submit a Form 1024 and a Form 8718, together with a filing fee of \$400 (for organizations with gross receipts under \$10,000). Once we have the tax exempt status, we can then simply file the Form 990N each year. It was agreed by all attendees that the LR&DPBA should proceed with submitting the proper paperwork pending feedback from Mike Yaskowsky of the City of Hampton as to whether the

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Copeland or Hampton Roads Center North business associations had any experience with the federal filing requirements.

5. **Review of By-Laws:** The fact that the current By-Laws state that the Annual Meeting is to be held on December 15<sup>th</sup> of each year was raised for discussion and potential amendment since the current Board favors holding the Annual Meeting in January or February. It was agreed that the By-Laws should remain as written since the By-Laws include a provision to allow for the holding of the Annual Meeting on a different date, providing that sufficient notice is given.
6. **Treasurer's Report.** The LR&DPBA Treasurer provided a report on the current bank account balance and membership income received to date.

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.