



ROCKVILLE ECONOMIC DEVELOPMENT, INC.
FINANCE COMMITTEE
MINUTES

April 9, 2024, 5:30 p.m.

Hybrid Meeting – REDI office/Zoom

Committee Attendees: Susan Prince, Nancy Regelin, Bei Ma

Absent: Angela Chaney, Todd Pearson, Monique Ashton

Staff: Cindy Rivarde, Richelle Wilson, Rhonda Devan, Danette Nguyen, Amanda Bosland

There was no quorum for this meeting, so no formal actions were taken. The March meeting was cancelled.

1. CEO/CFO/Treasurer report

a. Financials (through March 31 – Q3). Ms. Devan reviewed the revised financials and noted Mr. Pearson had reviewed them prior to the meeting. REDI has \$1.7 million in cash, with \$300,000 restricted funds for the Rock East project and the football money. There are 9 months of expense coverage. At the end of the third quarter, there is \$1.7 million in expenses, which is in line with the budget. The functional allocations of 14% administration and 86% programming are also in line with prior years. There is a total of \$2.4 million in assets. 87% of revenue projections have been acknowledged, and 72% of expenses. The net revenue at the end of the third quarter is \$291,697.

b. Budget.

- i. City of Rockville: a budget workshop was held by Mayor and Council the night before. There was a comment about one of our metrics for business visits, and staff will coordinate with the finance department to learn what needs to be adjusted. In addition, funding for Placer AI was eliminated. REDI had pulled its request to fund obtaining the Buxton data in lieu of the City obtaining Placer AI – so staff will follow up with the City Manager’s office to understand why that adjustment was made.
- ii. REDI: Staff is working with Rhonda on budget projections. As usual, revenue projections will be conservative based on anticipated certainty of receipt of funds. We are on track to present to the Finance Committee and Board in June.

c. Grants and Funding.

- i. Ms. Nguyen noted that an application for additional SBA funds to provide programming for women veterans has been submitted in partnership with Old Dominion University. We had partnered in the past to successfully deliver the VetLadyBiz program. If awarded, REDI will receive \$85,000 annually and ODU will receive \$65,000 for providing joint programming. The award would go

through 2028. If received, this does not trigger enhanced auditing requirements, as it is still under \$750,000 in federal funding.

- ii. Ms. Nguyen also submitted requests for federal earmarks for expansion of the shop local program. If received, we will have to assess whether enhanced auditing requirements are triggered.
 - iii. Ms. Nguyen reported that just prior to the meeting the SBA representative informed her that due to staffing levels, they are suspending the ability to apply for an indirect rate at this time. Presently REDI uses a de minimus rate of 10%, but learned ODU has an indirect rate of 26%, so we will pursue one when it opens up again.
- d. SBA FY 2019 and FY2022 audit – all requested materials were submitted, and we are waiting for a response.

2. Other Business
None

Next Meeting: June 11, 2024, 5:30 p.m. Hybrid REDI Office/Zoom