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### Charter

Jump Start (JS) is an initiative of the Leon County Research & Development Authority (LCRDA) whose purpose is to create a business incubator and related programs utilizing existing space in the Collins Building in Innovation Park. JS, as utilized below, may include the initiative, the facility, or the programs. The actual name of the JS facility and its programs will be recommended by the committee.

The Jump Start Committee (JSC) is an ad-hoc committee of the Leon County Research and Development Authority (LCRDA) created by the Board of Governors (BOG) of the LCRDA for the express purpose of providing guidance in the JS initiative.

#### Objectives:

The Jump Start Committee's primary objectives are to

- 1) Review the Business Accelerator Center (BAC) feasibility study and business plan, review examples of other mixed-use business incubators/accelerators, interview potential clients and other stakeholder groups, tour the Collins building facility.
- 2) Create specifically for JS a lean business model for recommendation to the BOG that includes:
  - a) Program objectives & community positioning
  - b) Target clients
  - c) Marketing plan: how will we reach clients? What is the name of the facility and programs?
  - d) Sales plan: How will we get, keep and grow clients?
  - e) Key activities: What activities are required to accomplish the program objectives?
  - f) Key resources:
    - i) Shared equipment requirements and costs
    - ii) Facility space plan, architectural and engineering plan, and costs
    - iii) Access to university and other community resources
    - iv) Other?
  - g) Key Partners: community partnerships, contracted services, and mentors
  - h) Revenue model:
    - i) What are the pricing tactics and what are clients willing to pay?
    - ii) What other sources of revenue will be required?
  - i) Startup and operating costs: What are the most important costs and what drives them?
  - j) Organization structure
- 3) Upon approval by the Board of Governors create a JS implementation plan, and assist the Executive Director of the LCRDA with implementation as time permits.

**Authority:**

The JSC and its members shall be subject to the laws of the State of Florida, including but not limited to Florida Sunshine Laws. To the extent permitted by the Bylaws and Policies of the LCRDA, the JSC shall have the resources, staff support, and appropriate authority to fulfill the objectives of the JSC. Individual members of the committee may only exercise the authority specifically assigned to them by the BOG or the JSC.

**Composition:**

The JSC shall consist of at least three members. Members of the JSC are appointed by the Chair of the LCRDA BOG in a number as the Chair finds necessary for the JSC to fulfill its objectives. Non-BOG members may serve on the JSC, but may not serve as JSC Chair. The Chair of the JSC is appointed by the Chair of the BOG, and shall be a member of the BOG. The appointment of any member of the JSC may be terminated by the Chair at any time with or without cause. The BOG Chairs appointments for non-board members must be in writing.

**Qualifications for JSC Members:**

The JSC Chair, and/or BOG members shall nominate individuals for JSC membership. The nominees shall have experience in one or more fields of endeavor which aid the JSC in fulfilling its objectives. These fields of endeavor may include, but are not limited to:

- 1) Business accelerator/incubator creation and management, or experience as a client of such
- 2) Architects, particularly those familiar with wet/dry lab, manufacturing and light assembly facilities
- 3) Research and technology commercialization
- 4) Entrepreneurs, particularly those with technology commercialization/startup experience
- 5) Building construction, remodeling, and property development
- 6) Sales, marketing, and public relations
- 7) Legal, accounting, and other professional services
- 8) BOG members
- 9) Others fields as identified by the JSC Chair

**Meetings:**

The JSC shall meet as needed upon call of the JSC Chair. The JSC will invite potential clients, stakeholders, architects and others to attend the meetings and provide pertinent information as needed. Meeting agendas will be prepared in advance along with appropriate briefing materials. Minutes will be prepared for approval. Meetings will be conducted in accordance with provisions of Florida's Sunshine laws.

Approved by the Board of Governors of the Leon County R&D Authority: 10/06/2016