

**APPROVED MINUTES**

***TWO HUNDRED AND EIGHTY NINTH MEETING***

of the

**EXECUTIVE COMMITTEE**

of the

**MASSACHUSETTS TECHNOLOGY PARK CORPORATION**

June 27, 2024  
Zoom Videoconference

The Two Hundred and Eighty Ninth Meeting of the Executive Committee of the Board of Directors of the Massachusetts Technology Park Corporation (“Mass Tech Collaborative” or “Mass Tech”) was held on June 27, 2024, via Zoom videoconference pursuant to notice duly given to the Directors and publicly posted on the Mass Tech Collaborative website with corresponding notice provided to the Office of the Secretary of State and the Executive Office for Administration and Finance.

The following members of the Mass Tech Collaborative Executive Committee were present and participated: Secretary of Economic Development Yvonne Hao, Pamela Reeve, Julie Chen, Paige Fetzer-Borelli, and Joe Dorant.

The following members of the Mass Tech Collaborative staff were present: Carolyn Kirk, Michael Baldino, Keely Benson, Pat Larkin, Ben Linville-Engler, Marc Leonetti, Holly Lucas Murphy, Christine Nolan, Dana Nolf, John Petrozzelli, Jennifer Saubermann, Brianna Wehrs, Rachel Stachowiak, John Wetzel, Mary Creamer, Jody Jones, Farhad Vazehgoo, Joseph Downing, Jason Hoch, Colin McDonald, and Paula Foley.

Also in attendance was Sarah Stanton, Undersecretary for the Executive Office of Economic Development.

Secretary Hao observed the presence of a quorum called the meeting of the Mass Tech Executive Committee to order at 2:04 p.m.

**Agenda Item I      Report of the Board Chair**

Secretary Hao began her report by providing an update on the pending Economic Development bill, the Mass Leads Act. Secretary Hao stated that the Massachusetts House is currently debating the proposed bill and she is hopeful that the bill has widespread support among legislators. Next, Secretary Hao reported that at a recent Select USA conference in Washington, D.C., she heard several favorable reports of the work Mass Tech has done, specifically that of Ms. Kirk and Ms. Christine Nolan, as well as commendations on the ongoing work of the NEMC Hub.

Secretary Hao then asked Ms. Kirk for her report.

## **Agenda Item II Report of the Chief Executive Officer**

Ms. Kirk used the time for her report to orient the Committee to the budget discussion to follow. Ms. Kirk stated that the Mass Broadband Institute (“MBI”) Board of Directors met last week and voted to approve the MBI division FY25 budget. In addition, Ms. Kirk explained that the Finance and Audit Committee also met last week and voted to recommend that the Executive Committee approve Mass Tech’s proposed FY25 budget. Ms. Kirk concluded her report by indicating that Mr. Linville-Engler will add to the budget discussion by presenting Mass Tech’s overall award amounts for FY24 and the areas those awards have affected.

## **Agenda Item III FY25 Budget Review and Discussion (motion item)**

Turning to the budget discussion, Ms. Kirk first provided an overview of each of the six (6) Mass Tech divisions and detailed the strategic focus of each division. Ms. Kirk then provided a table detailing a revenue-to-expenses comparison over the past five (5) years, which showed a dramatic increase in Mass Tech revenue resulting primarily from MBI’s federal grants. Ms. Kirk acknowledged that this revenue spike is tied to specific funding activities and is “non-repeatable,” meaning that Mass Tech is not expected to experience these same revenue levels in future years. She also noted that the proposed budget does include any items included in the Mass Leads Act, as that proposed legislation is still being debated. Ms. Kirk then discussed Mass Tech’s five (5) year trends in Revenue Sources (i.e., state appropriations, state bond funds, and federal funds), headcount, and employee turnover. Ms. Kirk then explained that she expects the Legislature to appropriate \$10 million for Mass Tech activities in FY25, but that Mass Tech’s expected expenses needed “to keep the lights on” would be \$21.3 million. To address that gap, Ms. Kirk explained, Mass Tech will cross-charge against the revenue it receives from other sources, detailing which cross-charges are applied to each revenue source. Before turning the discussion over to Mr. Linville-Engler, Ms. Kirk explained that in FY25, Mass Tech expects to provide “financial assistance” grants in the amount of \$340 million, a significant increase from prior years.

Mr. Linville-Engler then provided an overview of the geographic reach of the 135 grant awards made by Mass Tech in FY24. He detailed the grants by division, by grant amount, and by technology sector, showing the breadth and depth of Mass Tech’s investments in the state’s technology sector.

Ms. Kirk then discussed the twelve (12) new programs that Mass Tech expects to stand up in FY25 and indicated that the Strategic Business Operations Team, headed by Mr. Linville-Engler, is establishing unified processes for each division to follow when establishing these new programs. Ms. Kirk then turned the discussion over to Mr. Leonetti who provided an overview of Mass Tech’s Consolidated P&L and Fund Balances. Mr. Leonetti explained that in FY25M Mass Tech’s total revenue is projected at \$213 million, with total expenses at \$208 million. He also noted that Mass Tech’s Fund Balance for FY25 is \$13.5 million which was characterized as a “fund for future operations.” Before turning to a vote on the proposed budget, discussion ensued on the appropriate level and uses for fund balances, with Ms. Kirk confirming a more robust discussion on that topic will occur at a later meeting.

After a period of discussion and upon a motion duly made and seconded, it was

unanimously and without abstention VOTED by a roll call vote:

**The Executive Committee (“Committee”) of the Board of Directors of the Massachusetts Technology Park Corporation (“Mass Tech Collaborative”), acting pursuant to the authority delegated under Chapter 40J of the General Laws of the Commonwealth, does hereby approve the Fiscal Year 2025 Budget (“FY25 Budget”) in a form that substantially comports with all material elements of the FY25 Budget as presented to the Committee. Furthermore, the Committee hereby delegates to the Chief Executive Officer of the Mass Tech Collaborative the authority to approve modifications to the FY25 Budget to reflect adjustments relating to: (1) the appropriate allocation between the Fiscal Year 2024 actual results and FY25 Budget following the Fiscal Year 2024 year-end financial closing; (2) the actual final Fiscal Year 2025 state appropriation amounts; provided that the Chief Executive Officer shall notify the Committee of any modifications to reflect actual state appropriation amounts that materially deviate from the FY25 Budget, as presented, and shall provide an appropriately detailed description of the modifications and the associated budgetary impact; and (3) the receipt of additional revenue from the state and correlating expenditures, to the extent that such revenue and expenditures are in line with the programs in the FY25 Budget, as presented; provided that the Chief Executive Officer shall be required seek Committee approval for any individual commitment of funds in excess of the Chief Executive Officer’s delegated authority as set forth in Mass Tech Collaborative’s policies.**

Having determined that there was no other business to discuss, Secretary Hao adjourned the meeting at 3:03 p.m.

A TRUE COPY ATTEST: (Secretary)

DATE:

**Materials and Exhibits Used at this Meeting:**

1. FY25 Budget Review and Discussion (motion item)