

**NORTH BREVARD ECONOMIC DEVELOPMENT ZONE (NBEDZ) SPECIAL DISTRICT
GOVERNING BODY OF THE SPACEPORT COMMERCE PARK AUTHORITY**

COWORK SPACE COMMITTEE

October 6, 2015 @ 8:30 a.m.
Titusville Chamber of Commerce – Board Meeting Room
2000 S. Washington Avenue
Titusville, Florida 32780

Board Members:

In Attendance: Paula Cardwell, Robert Jordan, and Stan Retz

Call to Order: Meeting was called to order at 8:35 a.m. by Robert Jordan, Chair.

Pledge of Allegiance: Robert Jordan, Chair, led the assembly in the Pledge of Allegiance.

I. Approval of Agenda:

The Cowork Space Committee acknowledged the Agenda as presented.

II. Review and Approval of Board Minutes:

Motion by Stan Retz, seconded by Paula Cardwell, to approve the June 26, July 8, August 3, August 5, and August 13, 2015, meeting minutes. Motion carried and ordered unanimously.

III. Lease Options at 2323 South Washington Avenue:

Cathy Musselman, Greater Titusville Renaissance (GTR) Executive Director, provided a video presentation and a COlaunch proposal where collaboration and companies are going to be launched; and she stated the mission is to be an open door for anyone who has an idea, a passion, or a talent for starting a business, and with a goal of providing a learning, mentoring, and collaborative shared workspace environment to help launch startup businesses in North Brevard. She went on to say the Cowork Space would offer an open, private, or dedicated workspace, and conference rooms; the amenities are complimentary coffee, small or large group work spaces, lockers, document services for scanning, printing, copying, faxing, and Bright House Networks high-speed Internet; conference rooms are available by reservation; the audio and visual equipment includes projector, flat screen, smart board, access to curated talks and events, and Friday Nights on the River for food vendors and socials; and the membership rates for Basic are at \$75 per quarter for conference room one hour per month, Dedicated at \$130 per quarter for conference room two hours per month, and Private at \$600 per quarter for conference room four hours per month. She added, Walk-in is \$15 a day, Daily Conference Room is \$15 per hour with two hours minimum, Mail Service only is \$25 per month, and workshop member and non-members rates will have some free events; she stated the program includes workshops, mentoring, entrepreneur meetup groups,

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micro loan program, and assistance with Small Business Administration (SBA) loan applications; and the affiliated organizations are weVENTURE, Small Business Development Council, US Small Business Agency, City of Titusville economic development, North Brevard Economic Development Zone, Economic Development Council, Titusville Area Chamber of Commerce, TrepHub, Space Coast Fab Lab, Eastern Florida State College, University of Central Florida, and Florida Institute of Technology. She advised that she is planning to form an advisory group.

Troy Post, CEcD, NBEDZ Executive Director, stated with the landlord paying for the tenant modifications, there is no offer for a one-year lease, and is willing to make modifications up to \$15,000; and he advised that a counteroffer could be made.

Motion by Robert Jordan, seconded by Paula Cardwell, to approve Troy Post, CEcD, NBEDZ Executive Director, to negotiate a counteroffer of \$3,000 monthly rent for a two-year term or \$2,800 monthly for a three-year term with tenant improvements, and three one-year renewal options.

IV. Membership fees/levels:

Troy Post, CEcD, NBEDZ Executive Director, stated there will be three levels of monthly membership fees of \$15 for a Day only pass, \$25 for a Daily membership pass, \$50 for a monthly Basic Membership, \$100 for a monthly Dedicated Workspace, and \$200 a month for Traditional office space.

Cathy Musselman, Greater Titusville Renaissance (GTR) Executive Director, stated in the application there will be information stipulating to have the goal of being launched out after one year.

Robert Jordan, Chair, suggested for Paula Cardwell to work with Ms. Musselman to create rules of conduct for the participation agreement.

The Cowork Space Committee reached consensus to authorize Troy Post, CEcD, NBEDZ Executive Director, to negotiate the contract for the best deal possible; and to work on the rules of conduct for the participation agreement, and to bring those back to the NBEDZ board at a future meeting.

Upon consensus, the meeting adjourned at 9:45 a.m.



Robert Jordan, CM, Secretary/Treasurer

Approved on March 11, 2016