

MINUTES

TWO HUNDRED AND SIXTY SIXTH MEETING

of the

EXECUTIVE COMMITTEE

of the

MASSACHUSETTS TECHNOLOGY PARK CORPORATION

April 7, 2020

Zoom Videoconference

The Two Hundred Sixty Sixth Meeting of the Executive Committee of the Board of Directors of the Massachusetts Technology Park Corporation was held on April 7, 2020, 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. The meeting was convened in accordance with the Executive Order signed by Governor Baker on March 12, 2020, suspending certain provisions of the Open Meeting Law.

The following members of the Mass Tech Collaborative Executive Committee were present and participated: Secretary of Housing and Economic Development Mike Kennealy (represented by Damon Cox of the Executive Office of Housing and Economic Development), Anne Margulies, Rupa Cornell (joined the meeting at 10:03 a.m.), Pam Reeve, Julie Chen, Alexandra Drane and Christina Royal.

The following members of the Mass Tech Collaborative Board of Directors were present and participated: Michael Greeley and Tye Brady.

The following members of the Mass Tech Collaborative Staff were present: Carolyn Kirk, Jennifer Saubermann, Michael Baldino, Laurance Stuntz, Ira Moskowitz, Pat Larkin, Lisa Erlandson, Brianna Wehrs, Stephanie Helm, Brian Noyes, Holly Lucas Murphy, Dan Mushrush, Natalie Camacho and Kelly Kleanthous.

Mr. Cox observed the presence of quorum of the Executive Committee and called the Meeting to order at 9:32 a.m.

Agenda Item I Approval of Minutes

After a period of discussion and upon a motion duly made and seconded, it was unanimously and without abstention VOTED:

The Executive Committee of the Board of Directors of the Massachusetts Technology Park Corporation, acting on behalf of the full Board pursuant to section three of Chapter Forty J of the General Laws of the Commonwealth, hereby adopts the Draft Minutes of the Two Hundred and Sixty Fifth Meeting of the Executive Committee, held on February 5, 2020 in Boston, Massachusetts, as the formal Minutes thereof.

Agenda Item II Report of the Chairperson

Mr. Cox delivered the report of the Chairperson. Mr. Cox discussed the economic injury disaster relief measures adopted by Massachusetts to address the economic impacts of the COVID-19 pandemic, including the Paycheck Protection Program, the Small Business Debt Relief Program and the Economic Injury Disaster Loan Advance Program. He requested suggestions on approaches to support the startup community. Mr. Cox inquired about the possibility of repurposing Mass Tech Collaborative funds.

Agenda Item III Report of the Executive Director

Ms. Kirk delivered the report of the Executive Director. She began by commending the staff and leadership team of the Mass Tech Collaborative for continuing to remain focused and productive. She noted that she has been pulled into the Command Center and has been involved in standing up the Manufacturing Emergency Response Team (“M-ERT”). Ms. Kirk explained that the Mass Tech Collaborative has been working with the Advanced Manufacturing Collaborative in coordination with the Command Center, led by Health and Human Services Secretary Marylou Sudders. She noted that the M-ERT is also being supported by Ira Moskowitz, Farhad Vazehgoo and Meghan Abella-Bowen.

Agenda Item IV Update – Manufacturing Emergency Response Team

Ms. Kirk explained the M-ERT mission to advance the goal of supporting Massachusetts manufacturers to pivot and produce needed materials and products in response to the COVID-19 pandemic, such as personal protective equipment (“PPE”). She noted that people are working seven days a week on the M-ERT. She reviewed the M-ERT organizational structure and mentioned the four subgroups that have been formed. Ms. Kirk leads the Demand subgroup. Ms. Kirk acknowledged the contributions of Ms. Chen, who has been instrumental in supporting companies that need to test their new products. Ms. Chen discussed the experience of two Massachusetts companies, 99 Degrees and Merrow, which came to the M-ERT and needed assistance to test the materials that they would use to manufacture gowns. The M-ERT also helped these companies to make connections to the rest of the supply chain.

Ms. Kirk discussed the creation of a portal on the MassTech website that serves as an online door for companies donating PPE as well as people who want to volunteer and manufacturers that want to pivot. She described the process for working with manufacturers that come through the portal and want to pivot. Ms. Kirk indicated that the M-ERT triages companies that come through portal and tries to “meet them where they are.” She noted that

hundreds of companies have come through the portal and have been culled down to twelve early movers that are being led through the stages of readiness to pivot.

Mr. Moskowitz characterized the work of the M-ERT as the creation of a virtual manufacturing organization. He discussed the challenges confronted by manufacturers that have never produced products that need to comply with FDA requirements. Mr. Moskowitz mentioned that people from the M-ERT are in contact with the FDA on a daily basis. He also discussed the ways in which the M-ERT helps manufacturers with design, manufacturing and prototyping. Ms. Kirk and Ms. Chen emphasized the importance of securing buyers that will commit to purchase products from companies that successfully go through the M-ERT's readiness process. It is difficult for companies to invest in supplies and materials without knowing if customers will purchase the products.

Ms. Reeve initiated a discussion about the distribution of products. Ms. Kirk explained that state procurements are shipped to the MEMA Command Center. She noted that private sector customers work directly with the manufacturer to agree on delivery logistics. Ms. Kirk discussed the creation of the M-ERT Grant Program, which was soft launched yesterday. She mentioned that \$10 million will be made available through a competitive application process to pivoting manufacturers for a combination of capital and operating needs.

Ms. Kirk emphasized the importance of managing expectations and that manufacturers need to realize that the Commonwealth will not be the only buyer of products. At the request of Ms. Kirk, Mr. Larkin discussed the Intrapreneurship Challenge that the Mass Tech Collaborative has developed in partnership with Lever. This program merges Lever's proven track record as a mentorship firm with the resources of the M-ERT. Mr. Larkin explained that the firms that are chosen will go through a business accelerator. Mr. Moskowitz observed that small manufacturers that have been successful but need help to pivot to a new market are most likely to benefit from this program.

As the discussion drew to a close, Mr. Cox expressed how impressed and proud he is of the work coming out of the Mass Tech Collaborative. Ms. Reeve suggested that at some point in the future, the Mass Tech Collaborative needs to step back and capture the learning from the M-ERT experience as well as stories and vignettes. Ms. Drane concurred and expressed dismay that the media is focusing too much on the horror stories and not capturing the good news and hero stories. Ms. Drane and Ms. Cornell inquired as to how the Board can help and support the Mass Tech Collaborative during this challenging time. Ms. Kirk and Ms. Lucas Murphy discussed the actions being taken to support the needs of the staff during the COVID-19 pandemic, including referrals to the Employee Assistance Program and the creation of fun activities, including a Mass Tech Collaborative playlist populated with songs picked by employees. Ms. Kirk mentioned that she has convened a few all staff Zoom meetings to keep the staff feeling connected while working from home.

Ms. Kirk informed the Executive Committee that Mr. Moskowitz has accepted an offer to become the CEO of the Advanced Robotics for Manufacturing Institute. She noted that Mr. Moskowitz delayed his departure from the Mass Tech Collaborative by four weeks to continue his work with the M-ERT.

There being no other business to discuss and upon motion duly made and seconded, it was unanimously and without abstention voted to adjourn the meeting at 10:29 a.m.

A TRUE COPY

ATTEST: (Secretary)

DATE:

Materials and Exhibits Used at this Meeting:

1. Draft Minutes for the February 5, 2020 Mass Tech Collaborative Executive Committee Meeting
2. Presentation – Manufacturing Emergency Response Team