

# Lehigh Nanotech Network Executive Board Meeting

July 28, 2005

## Action items in bold

### Attendees

Chuck Picardi – Nanoblox (Chairman)  
Nigel Sanders – Minerals Technologies (Vice Chairman)  
Gene Lucadamo – Lehigh (Secretary)  
Barbara Canfield – NCCC  
James Gilchrist – Lehigh  
Chris Kiely – Lehigh  
Steve Melnick – LVEDC / KIZ  
David Williams – Lehigh  
Mark Mezger – Picatinny ARDEC

### Absent

Shahri Naghshineh – Surface Chemistry Discoveries  
Shang Li – Orasure Technologies  
Martin Harmer – Lehigh  
Jeff Depinto – Air Products  
Nafiz Karabudak – Lockheed Martin  
Joe Lane – Ben Franklin NEP

1. Motion to approve minutes of May 20, 2005 passed

2. Motion to approve officer appointments passed

- Chuck Picardi – Chairman
- Nigel Sanders – Vice Chairman
- Gene Lucadamo - Secretary

3. Mission statement – discussion

Board agreed to drop the word “region” from the mission statement to avoid implying narrow geography or creating political barriers. The following was adopted for immediate publication:

*The Lehigh Nanotech Network maintains a strong, connected nanotechnology cluster in an opportunity-rich networking environment to*

- *Advance nanotechnology business, partnerships, and work force development*
- *Connect academic research with business drivers for commercialization*
- *Promote visibility and alignment of the network with government initiatives and policies*
- *Facilitate inclusion of socioeconomics, arts, and education in nanotechnology pursuits*
- *Establish a nanotechnology identity for the network*

#### 4. Vision Statement

Mark stressed that the LNN needs a vision statement and showed input from his “Nano Valley” presentation that will serve as a starting point. **Gene will draft a vision statement starting with this document. This will be distributed to the EB** so that a consensus Vision Statement can be drafted for discussion at the Sept 22 LNN meeting.

The vision should address what we want to be. The consensus is that for now we want to remain a network, not create a legal/contractual entity such as a corporation or non-profit. Part of the vision should refer to connecting value chains, and turning research into marketable products

#### 5. Budget and fees

Gene presented the budget that was developed after discussions with Barb and Steve. First year operation will require \$20,000.

The EB approved a \$500 member fee for the first year, with option to petition the EB to substitute in-kind support in special circumstances, if such support contributes to a budget line item. A \$500 assessment will provide the \$20,000 if 80% of the members agree to pay.

A model used by other networks is to charge more for events and build up a reserve. Members like gov't cannot pay to join any network, but can support events, projects or programs, so there may need to be some flexibility in how this is administered. As a start, **Gene will prepare a draft email on the fee decision and send it to EB first for approval, then to LNN members in August.** In communicating this to members, benefits need to be explained – e.g., exposure to people in areas of common interest, access to materials to help companies promote what they produce, ties to other organizations now and in future as membership expands, etc.

#### 6. Administrative Support

The LNN may want to seek a KIZ community fellowship grant . This would provide a graduate student for entire year; with academic credit.

Undergraduate internships are also available - no credit; \$2500 for a specific defined project, providing learning opportunity

**Gene will check with Dale Kochard, Exec.Dir, Community & Regional Affairs at Lehigh, and advise the EB. Fellowships and internships will be placed on the agenda for the next EB meeting**

#### 7. Marketing and Communications

Barb Canfield will lead a task to design for a folder brochure that can be used for 1-3 years and define handouts/inserts that could be included in the folder. **Barb will discuss this with some NCC people who have abilities in artistic design**

#### 8. Program / speakers for future meetings

The task of assembling programs will be ad hoc by the EB. **Gene asked everyone to submit any ideas on speakers, topics and format for the LNN meetings or the CAMN Speaker Series sponsored by LVEDC/KIZ.**

**We will ask for member feedback at the Sept LNN meeting, and via a member survey, on how to get partners together; meeting format; potential topics and speakers, etc...**

We could invite other organizations to speak about what they are doing and how to connect via LNN – GGSNA, NTI, MANA, Drexel Nanotech Institute...

**At the next EB meeting, we will discuss potential interest in holding LNN conferences (vs workshops or networking meetings ) to next EB meeting agenda.**

It was agreed that there could initially be about 3 LNN meetings per year - each with its own theme, such as Networking (fall); Market/Commercial (winter); Technology (spring)  
**This will be discussed further at the next EB meeting, with benefit of feedback from attendees of the Sept LNN meeting.**

#### 9. Sept 22 LNN meeting

Will be within 1:00-5:00 timeframe at Specialty Minerals in Bethlehem. No facilities for evening hours.

Specialty Minerals will give an overview of the company and perhaps offer tours to groups of limited size.

Faculty presentations are also possible, but may be better suited for one of the technical conferences that may be scheduled during 2006.

Networking time must be adequate. LNN meetings should be a venue for creating opportunities and helping businesses to grow and attract jobs.

Host companies can invite special guests during LNN meetings at their sites.

**Gene will issue a “save the date” notice – including invitation for companies to present; a request for posters or handouts that show member needs and what they can offer to the LNN; and request other speaker suggestions.**

**Gene will figure out a way to get a meeting survey sheet drafted and a way to make it avail on the website or by email**

**An agenda will be prepared by Nigel and Gene with consultation from the Board, by late August - for formal announcement of the meeting to the members.**

#### 10. Next EB meeting

Oct 6 or 13 at Nanoblox offices in South Bethlehem.

**Gene will ask EB to confirmed availability and pick a date via email.**

#### 11. Meeting adjourned 1120