



## Fiscal Year 2012-2013 Annual Report

As required by General Statute 1588.5

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From: North Carolina's Eastern Region  
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## **FY 2012-2013 ACTIVITIES, OBJECTIVES AND ACCOMPLISHMENTS**

In FY 12/13, NCER continued its efforts to determine opportunities to assist the thirteen member counties in developing a strong and well-educated workforce, increasing value-added agriculture resources by assisting with the development of Farm Land Protection Plans, expanding STEM lab opportunities throughout the region, promoting entrepreneurship workshops, and targeting key industry clusters that include Advanced Manufacturing, Defense/Aerospace/Logistics, Life Sciences, Marine Trades, and Value-Added Agriculture.

Utilizing the grant programs provided by state, Federal and non-profit agencies, in FY/12/13 the Region continued collaborations with:

- 1) NC Department of Agriculture to facilitate adoption of Farm Land Protection Plans for Craven, Nash, Pamlico, Greene, Jones, Lenoir and Onslow counties.
- 2) NC Rural Center to promote and certify its Work Ready Community program in
- 3) The Golden LEAF Foundation to provide assistance in establishing STEM programs in Craven, Jones, Lenoir and Wayne counties.
- 4) NC Biotechnology Center to launch the Marine Biotechnology Center of Innovation as an independent, self-funded organization focused on marine biotechnology research and development.
- 5) North Carolina State University in its efforts to initiate a Feed and Fuel for the Force (FF4F) program that includes

### **NCER MARKETING TO THE WORLD**

Using web-based promotion and updated marketing materials, NCER made the most of opportunities to showcase the Region and its assets. Partnering with the NC Department of Commerce, the NC Global TransPark Authority, the North Carolina Biotechnology Center, and the Region's Economic Development Advisory Group, NCER takes part in marketing to site selection consultants, prospect recruitment missions, and participation in target industry forums, trade shows, and conferences.

Marketing objectives included:

- Expand Domestic and International Awareness
- Increase Face to Face Contacts with Site Consultants and Asset Management Organizations
- Partner to Maximize Financial and Other Resources
- Emphasize Defense/Aerospace and Life Sciences Sectors
- Promote Exports and Foreign Direct Investment - FDI
- Enhance Workforce Development & Marketability
- Improve Marketing Materials & Other Outreach Tools

Copies of the monthly Staff Activity Report are attached for greater detail in our continuing efforts to promote North Carolina in general, and the Eastern Region specifically.

### **NCER CAPACITY BUILDING**

#### **WORKFORCE INNOVATION NETWORK/ASPIRE/WORKREADY COMMUNITIES**

NCER continued to focus on the initiative to increase workforce readiness and build pathways of education to assist existing industry needs, job seekers and also new industry looking to located in North Carolina. NCER and its partners realize that providing skilled labor for existing and future employers is essential. Site location consultants, who help companies sort through the multitude of possible locations for expansion or relocation, often make the point that workforce is the number one criteria companies evaluate in such a decision. Eastern NC has heard this and it has led the way through its engagement of employers.

The past six years, NCER has led initiatives to bring together critical partners including community colleges, K-12 educators, economic developers, community leaders and industry to develop a successful initiative to commit to provide industry with a trained and certified workforce.

## **HIGHLIGHTS of the YEAR**

- The region continues to lead the state in the number of overall Career Readiness Certifications (CRCs)
- The region boasts a higher percentage of the labor force, and the highest absolute number of people, possessing a CRC than any region in NC.
- The region has recognized five counties in the region as a Certified WorkReady Community; Craven, Edgecombe, Lenoir, Pitt and Wayne.
- At the end of last year, more than 40,000 individuals possess a CRC within the Eastern Region, 7% of the labor force. The Eastern Region leads all regions in the state in both absolute number and percentage of the labor force possessing a CRC.
- The region went from 1,000 CRCs awarded per year to over 10,000 CRCs per year in a 4 year period.
- 150 companies now utilize the CRC in their employment practices
- 45,000 people now possess a CRC - about 10% of the regional labor force
- The WorkReady Communities Job portal was launched
- More than 150 employers have signed on to support WRC and now have access to the portal which serves any industry and any level of job seeker
- Four new marketing videos were released highlighting WRC
- Regional Program now model for statewide WRC initiative to be launched

### **Communities must meet 4 criteria to be certified as a WorkReady Community:**

- 1) A **letter of commitment** to workforce excellence from 3 county leaders
- 2) An **increase in the high school graduation rate** of 1%, with a minimum qualifying rate and annual progress toward the goal of 80%.
- 3) 2% **increase in the number of Career Readiness Certificates** issued to the total labor force with a minimum rate of 5% and annual progress toward a goal of 25%.
- 4) 10 of the top 20 largest **employers committed to excellence in workforce** by written notification that they prefer or require the Career Readiness Certificate for recruitment and hiring.

## **SCIENCE TECHNOLOGY ENGINEERING AND MATH (STEM)**

The STEM East Network is a multi-county pilot project that initiates career pathways for secondary school students based on Science, Technology, Engineering and Math (or 'Strategies That Engage Minds') curriculum. This initiative draws upon the talent that resides among our employers to support teachers in the classroom and gives students access to computer-aided curriculum modules

providing experiential learning sequences focused on aerospace, life or health sciences, electronics, energy, and many others. This program, already in **29** schools, has touched students across six counties. By using STEM East as a base and scaffolding the ASPIRE and WorkReady Communities workforce development initiatives upon it a “pipeline” of employees aligned to the needed skills of current and emerging businesses is being obtained.

### **VOLUNTARY AGRICULTURE DISTRICTS/FARMLAND PROTECTION PLANS**

In FY 11/12, NCER worked with the NC Department of Agriculture and utilized the services of Mount Olive College Lois G. Britt Agribusiness Center to coordinate with four counties (Greene, Jones, Lenoir, and Onslow) to develop a Farmland Protection Plan. In FY 12/13, three additional counties (Craven, Nash and Pamlico) adopted a Farmland Protection Plan. The activities included planning and scheduling landowner workshops, administering appropriate survey instruments to substantiate and verify demographic and agricultural industry trends in each county, conduct regional workshops with agricultural producers, agribusiness firms, and non-farm residents, determine strengths and weaknesses and identify barrier to fully accentuating and mitigating same, and to attain Board of County Commissioners’ approval and adoption of the Farmland Protection Plan. This activity is given high priority by our military leaders to protect installations and training flight paths from encroachment.

### **CLIENT ACTIVITY**

#### **Calendar Year 2012:**

Leads	102
New Projects	39
Active Projects	26
Client Visits	29

#### **Calendar Year 2013:**

New Projects	35
Active Projects	37
Marketing/Client Trips	17
Client Visits	25

Farnborough 2012 Follow-up File  
ACT Entries  
Company Names Redacted

**XXXXXXXXXXXX CA USA: 7/11/12, Kulik & King, Follow-up FAS '10 Mtg  
XXXXXXXXXXXX**

President, Director Business Development & Sales Manager

- Already delivering door surrounds and multiple machine parts to Spirit/Kinston. They have expanded greatly – 600,000 sf in CA to meet current contracts with Boeing, Airbus, Spirit and others. They are moving up the supply chain (evolving) from being just a parts maker to an integrator and provider of assemblies. President OK with assembly function in CA for now (they must capitalize on their investment), but looks to move it to the east coast in 3-5 yrs to meet the growing needs of the A320 line and, in his opinion, a A350XWB line in Mobile. We also set up a meeting for Stella Lamp'l-EP Team with John Stock who expressed interest in east coast shipping assistance.

\*Company would like to visit NCER Fall 2012

**XXXXXXXXXX, Italy: 7/12/12, Kulik, First contact**

Owner represented by M. G.-Exec VP CanRep, Mirabel, Canada, a personal friend of Owner. Co. is looking to acquire an east coast FAA Part 145 Electrical Systems MRO facility to support Augusta-Westland helos in US. Owner has looked at and written off, Connecticut and Florida.

\*Consultant will send more detailed requirements to Kulik

\*Owner to visit east coast early Sept 2012

**XXXXXXXXXXXX, FRG: 7/10/12, Kulik & Chaffee, Follow-up FAS '10 Mtg**

Marketing/Sales, Key Account Manager-Purchasing & Business Development & Member of Management Board (latter is a key link Managing Director)

- 70% of their business is to Airbus, See a great need to source their products in US \$'s. Mfg for AirBus and Boeing very different (design/management cultures, inspection, processes, etc), they are following the aerospace shift to SE USA. They also supply Rolls Royce aircraft engines.

\* Expect company to visit NCER Fall 2012

**XXXXXXXXXX, Italy: 7/9/12 Kulik & Chaffee, Follow-up Italy '09 & FAS '10**

Managing Director, Represents Rockwell Collins & Selex, Networking

**Aviation Week & Space Technology Magazine: 7/10/12, Kulik & Chaffee**

Met in AWST Chalet with President & two Regional Sales Reps to discuss plans for 2<sup>nd</sup> Annual Civil Aviation Manufacturing Conference in NC

**XXXXXXXXXX, US: 7/12/12, Kulik, Follow-up FAS '10**

President, Opening Sales/Tech Support office in Charlotte

**XXXXX, UK, 7/10/12, Chaffee, First contact**

Managing Director & New Product Director

They have been doing work with BE Aerospace-Winston Salem, what they do in the UK is totally different than what BE Aerospace does in NC, industry moving away from zinc and cad plating, but customers want the same surface brightness with newer techniques, they are an engineering and machining co. and are looking for staff, unsure where the economy is going, their largest customer is in the US and exchange rates creating a growing demand to source their products in the US, recent investments in the UK preclude establishing a presence in the US in the next 12 months, but looking to do so in the next 3 yrs. They are keen to understand possible incentives.

**XXXXXXXXXXXXX, UK: 7/11/12, Chaffee, First contact**

Strategic Business Manager – will lead effort to develop demand (vacuum heat treat, vacuum brazing, surface coatings for engines, orthopedics, electromechanical devices) and business plan for establishing facility in: 1) mid-Atlantic, 2) Carolinas, 3) FL

Needs – easy access to major highway (all shipments by truck), lease 15,000 sf bldg with 25 ft clearance, maybe 25 employees (2/3 production workers for 24/7 operation and 1/3 professional/technical – metallurgical engineer, coating/heat treat engineer), energy (electric) costs are very important and needs supplier of argon/nitrogen, working w/ WinPro in Rock Hill, SC

**XXXXXXXXXXXXX Consultant, US: 7/9/12, Kulik, First contact**

Principal, has done European client visits for Charlotte USA and PTRP, will send proposal, Feedback from Charlotte USA gives consultant very high marks

**Deloitte, LLP, International Consulting Group, US: 7/11/12, Kulik & King, FAS '11, PAS '12 Follow-up**

Tom Captain-Global & US Aerospace/Defense Leader, John Bava-Partner, Troy Watkinson-Partner/Tax LLP, Tim Hanley- Global Mfg Leader & Kevin McFarlane-Managing Director/Corporate Finance, LLC. At NC Booth. Marketing/Networking

**XXXXXXXXXXXXX, UK: 7/11/12, Chaffee, First contact**

Sales and Marketing Director

Already has temporary distribution center in Houston tied to one of their distributors and is supplying American Airlines facility in Dallas, their customers are airlines and MROs, both commercial and military (want to serve USAF – they already put retreads on C130s

- Interest in establishing a new distribution center and an aircraft recapping facility;

looking for potential customers, raw material, transportation infrastructure info

- may hire consultant

-will import natural rubber for retreads but imported tires will come in containers

**XXXXXX, Spirit 3PL Provider, TX: 7/10/12, Kulik & Chaffee**

Director Marketing/Strategic Development & SE Service Mgr, No project

**XXXX XXXXXXXXXX, UK: 7/11/12, Chaffee, First contact**

Aircraft & Ground Vehicle Landing/Mobility Matting

UK Company purchased by German Corporation, actively seeking mfg site in US

Have sales office in DC, hired GM to be involved in site selection, he lives in Norfolk (openly stated personal factors would also enter into decision)  
DPM is there consultant out of Virginia. Hank? Or Will? Seems stuck on Portsmouth – Virginia is pushing site there and has presented some type of incentive package  
Stated that having Senator on Armed Services Committee would be important (possibly have Kay Hagan contact company president?)

**XXXXXXXXXX, UK: 7/10/12, Chaffee, First Contact**

Managing Director

- Voice recognition and analysis software/hardware for Commercial and Homeland Security Customers
- Key requirement is to be a location with key server biggest data center provider (Equinix) – internet connectors for voice (like Verizon) and must connect with ALL Chaffee has details

**XXXXXXXXXXXXXX, UK: 7/11/12, Chaffee, First Contact.**

Design/Manufacture Emergency Locator Beacons

Business Development Manager

- He is charged with developing US business plan which should be completed by this Fall – project will be defined by then followed by site search in 2013
- Labor force and incentives will be important, Saft is battery supplier, will import parts initially and simply assemble in US

**XXXXXXXXXXXXXXXXXX, UK: 7/12/12, Chaffee, First Contact**

CEO

Mfg thermal forming machines that produce aerospace interior components

This is a great little company that makes machines (for Boeing) to produce interior aircraft panels. He has a burning desire to be in the US - and is even up for a complete relocation but would have to convince his wife and two sons - Christian (finance for company and a motorcart - ?gocart? - hobby) and Dominick (waterskiing).

- Will employ about 20 if relocation.
- Needs: examples and prices on 40k bldg with 20 ft clearance and drive-in door and 300-400 amp electric service (could opt to buy or lease w/option to purchase).
- also wants annual salary for engineers, CNC machine operators, and mechanical assemblers (bolting machine pieces together)
- also pricing on 3 BR house on 20 acres (wife raises horses, emus and llamas)

If he likes what he sees, could visit next month so go ahead and prepare package to send to him (by mail)

**XXXXX, UK: 7/12/12, Kulik, PAS '11 Follow-up**

UK Sales Mgr, US Division of Lisi serves AAR in Goldsboro, Networking

**L-3 Communications, US: 7/11/12, Kulik, First contact**

VP Strategic Development/Commercial, UAV/UVS's networking

**London Chamber of Commerce, UK: 7/9/12, Kulik, First contact**  
Defense/Aerospace Specialist, Networking

**LORD Corporation, NC, 7/10/12, Kulik & Chaffee**  
Rick O'Neel-CEO & Doug Lorenz-Director Marketing and Sales  
Introduction to NCER DLI & unexpected connection with NCER STEM initiative.  
LORD very much involved with Wayne H.S. Engineering Program. Connect with S. Hill  
\*Invite Doug Lorenz to NCER to meet with Steve Hill  
\*Get feedback from Lorenz on NCER DLI  
Lady from LORD called me (John) to talk about NCER STEM East initiative  
Dr. Guy Billoud-Dir Strategic Alliances Europe, Switzerland, Follow-up FAS '10  
Kristopher Burson-Americas Market Manager, Aerospace & Defense

**XXXXXXXXXX, Inc. NJ USA, 7/11/12, Kulik, Follow-up to FAS '10, PAS '11 & Chaffee plant visit with Cindy Ingram of Wilson in '12**  
President & CEO  
Still interested in relocation to Carolina's. Issues to be resolved include pending retirement of the father/founder of the business and what results from that action, resolution of an environmental issue on their current facility prior to it's sale (no details given) which will take 1 – 2 years, what is happening to the general economy and the impact of sequestration of DoD budget. Starting to think about acquisition of existing facility in NC, but not in a financial situation in near future to take such an action  
\* Stay in touch

**XXXXXXXXXXXXXXXXXX, Inc, KS: 7/8/2, King, Kulik, Chaffee**  
Metal Plating & Finishing  
HR Director & Director of Business Development  
King has company details.  
-Arranged for Steve Hill to visit company while he was in Kansas  
-company provides all types of finishing's for aerospace industry and is Spirit supplier in Kansas (type of company that would help draw others to region)  
-Would like to receive list of services desired by FRC East  
\* Expect company visit to GTP, Fall '12

**XXXXXXXXXXXXXXXXXX, FRG: Phone Contact '09, PAS '11, Chaffee plant visit '12, NC Booth Visit FAS '12**  
Vice President, Business Development Defense Programs  
Looking for acquisition of existing high tech machining facility, 50-100 people, preferably AS 9100 Rev C certified and doing business w/DoD. Interested in doing business with FRC East, but in conversation with Mary Beth Fennell, MTU working directly with FRC East is not in the cards  
\* Sending MTU Capabilities info to Kulik for hand delivery to FRC East  
\* Invited Len and Mary Beth Fennell to visit MTU at Air Show in Berlin, Fall '12  
\* Continued interest in expansion into NC



**XXXXXXXX, US, Boeing 3PL Provider at FRC East 7/10/12, Kulik, First contact**  
VP Business Development & Director Operations, UK, Networking

**XXXXXXXX, UK/NI: FDI Consulting: 7/11/12, Kulik, First contact**  
Manager of Operations, UK & Northern Ireland, will send proposal

**Poland's Aviation Valley Assoc, PL: 7/10/12, Kulik, Follow-up, PAS '11**  
Andrez Rybka-Managing Director & Michel Pilecki-Dep Director  
Continuing NCER networking with the "Valley" and exploring two way supply chain sourcing and partnering agreement  
\* Rybka to visit NCER, Aug 6, 2012  
\* Rybka extends invitation to Kulik to attend Berlin Air Show Fall '12  
\* Met with Technical Sales Director, (Precision Aluminum Castings/Forgings) Pass information to potential NCER & statewide users  
Note: There are over 60 aerospace companies in the Aviation Valley, No project

**Regione Campania, Italy- Reg,l Econ Dev Agency: Kulik, Chaffee, King, 7/9/12**  
Sergio Mazarella-Head of Office,  
Administratore Delegato, Aircraft MRO company  
Administratore Delegato, Aircraft Insulation manufacturer  
President, Campania Aeronautical Technical District  
Manager Sales & Marketing, Metal/Composite Aircraft Components  
CEO, Leather aircraft seating company  
Note: There are over 160 aerospace companies in the Campania Region.

**XXXXXXXXXXXXXXXXXXXXXXX), USA: 7/12/12, Kulik, Follow-up FAS '10**  
Marketing Mgr/Aerospace & Defense & SE US Market Rep/Aero & Def  
When we met the company at FAS '10, it was just a high tech pressure seals company. Since then, they have morphed into the XXXXXX Group a division of XXXX Industries, which has its Corp Hdqtrs in Charlotte. Contact I said they are already delivering to customers from VA to AL and are very comfortable supplying them from their existing facilities in SC. He sees no relocations/expansions in their plans.  
\*Technetics looking for assistance with contacts at Spirit/Kinston & Honda/Greensboro for (New rep for east coast). XXXX retains Gulfstream. He lives a short drive from the Savannah plant

**XXXXXXXXXXXXXXXXXX, UK: 7/12/12, Chaffee, First contact**  
Investment Castings/Rapid Prototyping  
Business Development Manager  
-does vacuum and wax melt castings  
-recently acquired by Indian firm and building a plant in India for 'serial' production  
-growing sales/marketing and plans to double business in next 5 years (20% to airbus)  
-also has customer in CA – Woodward – and supplies Bombardier thru Goodrich and engine components to Rolls Royce, GE (also Siemens for energy products)  
(Note - there are 110 aerospace companies in Wales)

**XXXXXXXXX Aero structures, US, 7/10/12, King & Chaffee, Follow-up FAS '10**  
Senior Official, Spirit Aerosystems Platinum Supplier, Boeing Supplier of the Year  
-Company has a proposal from GTP & NC DOC for location at GTP. Company team  
came by the NC booth to make sure they understood the details of the proposal. Met with  
King and Chaffee  
\*Visit to GTP in August '12

## **NCER Staff Activity Report – August 2012**

### **Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John and Len (Melissa).
- Prepared billings for loan payments (Sylvia, Melissa).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Processed budget and expense worksheet for OEA billings (Sylvia).
- Prepared June appropriation payment request for NCDOC (Sylvia).
- Prepared fourth quarter report for the Department of Commerce (Sylvia).
- Reviewed expenses for MB-COI Executive Director and prepared billings 7 and 8 for Marine Bio-Technologies Center of Innovation Grant (Sylvia).
- Prepared final reports for ADFP Grant for Greene, Jones, Lenoir and Onslow counties (Sylvia).
- Prepared twelve-month progress report for Woody Biomass project (Sylvia).
- Prepared progress billing for Woody Biomass project (Sylvia).
- Prepared annual membership dues invoices for Global Innovation Network (Sylvia).
- Prepared sponsorship billings for Envision East project (Sylvia).
- Prepared sponsorship billings for Eastern Region Consultant Event – Crystal Coast Grand Prix (Sylvia).
- Processed accounts payable and receivables for Envision East (Sylvia).
- Processed accounts payable and receivables for Eastern Region Consultant Event (Sylvia).
- Prepared sponsorship billings for Entrepreneurship Summit (Sylvia).
- Prepared progress billing for Defense Logistics Initiative project (Sylvia).
- Prepared account confirmation letters for NCER FY 11/12 audit (Sylvia).
- Responded to county audit confirmation requests (Sylvia).
- Reviewed NCDOC allocation for FY 12/13 and confirmed with Commerce staff (Sylvia).
- Worked with NCER staff to determine allocation of additional partnership funding for FY 12/13 (Sylvia).
- Prepared FY 12/13 budget recommendation for review by Long Range Planning Committee (Sylvia).
- Met with Long Range Planning Committee on July 30, 2012 (Sylvia).
- Prepared budget amendment for August Board meeting (Sylvia).
- Prepared financial reports for August Board meeting (Sylvia).
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### **Life science**

- Attended BIO International Convention and met with several prospects (one has already visited region twice) and GIN partners (John).
- Sent follow-up information and coordinated visit of biopharma supplier/service company (John and Kathy – Kathy has accompanied client on two visits to region).
- Engaged leaders from local biopharma machinery manufacturer (that has a German facility) to coordinate their involvement in efforts to recruit two German biopharma companies to region (John & Kathy).

- Worked with staff on FY 2012/13 Marketing Budget (all staff).
- Facilitated EDAG meeting preparing for consultant event during NCEDA and planning for marketing for 2012/2013 (Kathy).
- Participated in NCPED Marketing meeting outlining marketing plans for the coming year, research tools to be used and Community Investment Reports (Kathy).
- Continued prospect follow-up from events from recent marketing events and current requests information. (Kathy and John).
- Organized Project Leads and Projects working with NC DOC officials and follow-up on specific projects (Kathy and John).
- Visited Carteret County to plan for Consultant Grand Prix staff on plans for Crystal Coast Grand Prix Consultant event, including NC Port Tour (Kathy, and Steven).
- Worked with Marketing firm on Marketing needs for Consultant event in September, finalizing the invitation, program and materials. (Kathy and Steven).
- Connected with over 40 consultants to invite them to the Consultant event in September
- Mailed invitations to consultants for event in September (Kathy and Melissa).
- Worked on three visits from clients-Project Orange, including itinerary planning with client and organizing visit with local developers and regional DOC office (3 visits, total 4 days) and Project Renew (Kathy).
- Updated various client tracking data on prospects in database (Kathy).
- Continue to secure sponsors for Consultant event and follow-up (John and Kathy).
- Organize 2012-2013 Marketing calendar based on budget for presentation to the board (John and Kathy).
- Work to secure locations, times, events etc. for consultant event (Kathy, Steven, Melissa).
- Met with and coordinated with local companies about product giveaways for consultant event "Made in NCER" (Kathy).
- Organized Consultant mailing list and other list for mailing of Regional Economic Development Guide (Kathy).
- Coordinated with local economic developers, companies to participate in video showcasing "doing business in Eastern NC" (Kathy).
- Requested data and site information from counties for 7 projects in the region in June and July and developed responses to partners and clients (Kathy).

### **Workforce Development**

- Assisted in preparation of Rural Center Federal Accelerator Grant program application, including securing company commitment in the region as a participant (John, Kathy).
- Participated in Meeting led by Steve Hill with Secretary of US Department of Education (Kathy, John and Steven).
- Met various times with marketing firm to develop WRC website functions, yard signs and marketing items and continued follow-up (Kathy).
- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress. (Kathy).
- Met with Onslow County Schools about STEM/WorkKeys and new programs being established and how we can help connect and follow-up (Kathy and Steve Hill).
- Traveled throughout the region for video shoots for Work Ready Communities, including various meeting with Marketing firm, etc. (Kathy).

- Worked with Kenan Fellow Teachers on Externships with Spirit Aerospace
- Facilitated a regional Science Teacher PD with UNC
- Invited speaker at the STEM Solutions Leadership Summit, Dallas, TX
- Grant meeting with NCSU Kenan Institute, Science House, Institute for Emerging Issues and the SMT Center for a NSF AISL project to expand curriculum development with NCER and other state corporations.
- Invited speaker at the Aerospace Industries Association and National Defense Industrial Association STEM Workforce Division Meeting (Hosted by Boeing and WA STEM) Renton, WA
- WorkKeys Profile evaluation of Pitsco STEM curriculum, company recruitment (Metal Finishing Company), and Spirit AeroSystems KS Site Meeting, Pittsburgh, KS / Wichita, KS
- NSF AISL Grant meeting with multiple partners at NCSU (Added Friday Institute)
- Invited presenter at the NC Department of Instruction Career & Technical Education State Conference
- Invited Keynote Speaker at the Wayne County Public Schools Education Conference
- Meeting and review of UNC student tracking case study
- Science Summit Partners meeting with Institute for Emerging Issues
- Attending member for the Eastern NC Science and Engineering Forum (CCC/FRC), Attending member of Lenoir 20-20 Committee, NSF AISL Grant meeting (NCSU)

#### **Plan-It East**

- Coordinated with MCSE Region and created draft NC state-level strategy for BRAC / DoD reduction in forces (For Secretary of Commerce in response to \$500k in funding for same purpose) (Mark) and met with NCSE President (Steve Yost) and Director of BRAC RTF (John/Mark).
- Continued to supervise preparations for EnvisionEAST-2050 Exercise (Oct 24, 2012 in Trenton) (Mark).
- Continued to serve on the Governors Land Use Compatibility Task Force, recommendations of which were signed by the Governor in late July (Mark).
- Supervised the production of video and printed materials that promote participation in and sponsorship of EnvisionEAST-2050 (Mark).
- Provided Quarterly Update (brief) to NCSU/Sentinel Landscapes Team (Mark).
- Closed out Phase III OEA grant and initiated Phase IV (final) (Mark).
- Assisted MCIEAST in close-out of their Comparative Communities Analysis, providing heavy edits and recommendations to the draft final report that were incorporated (Mark).

#### **Other**

- Provided support letters, supporting info and connected grantwriters to company reps willing to support Innovation Grant (John, Len & Kathy)
- Participated in Craven County E3 meeting with local reps and NCSU IES reps and assisted in critiquing analysis and providing resource contacts to assist company (John & Len)
- Attended New Schools Forum annual meeting in Raleigh (John)
- Participated in E3 planning meeting for Rocky Mount Metro area (John)
- Met with Craven County Manager, Asst. Mgr., and County Commissioner liaison to development commission regarding new directions for county's economic development program, and brief on NCER activities and how two can work together (John)

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- Prepared billings for loan payments (Sylvia, Melissa).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Prepared amended FY 12/13 budget recommendation for review by Long Range Planning Committee (John & Sylvia).
- Met with Long Range Planning Committee on Aug 29, 2012 (John & Sylvia).
- Developed rough draft of RFP to secure proposals from fundraising consultants (to be reviewed by Sylvia and Kathy) for consideration by Long Range Planning Committee (John).
- Prepared Loan Programs recap for distribution (Sylvia).
- Processed budget and expense worksheet for OEA billings (Sylvia).
- Prepared sponsorship billings for Envision East project (Sylvia).
- Prepared sponsorship billings for Eastern Region Consultant Event – Crystal Coast Grand Prix (Sylvia).
- Responded to requests for information from Jacksonville and Onslow County (Sylvia and John).
- Processed accounts payable and receivables for Envision East (Sylvia).
- Processed accounts payable and receivables for Eastern Region Consultant Event (Sylvia).
- Prepared sponsorship billings for Entrepreneurship Summit (Sylvia).
- Prepared progress billing for Defense Logistics Initiative project (Sylvia).
- Responded to county audit confirmation requests (Sylvia).
- Prepared FY 12/13 budget recommendation for review by Long Range Planning Committee (Sylvia).
- Prepared budget amendment for September Board meeting (Sylvia).
- Prepared financial reports for September Board meeting (Sylvia).
- Worked with auditor to begin audit process for FY 11/12 (Sylvia).

### **Life science**

- Follow-up information and coordinated visit of biopharma supplier/service company (John and Kathy).
- Engaged leaders from local biopharma machinery manufacturer (that has a German facility) to coordinate their involvement in efforts to recruit two German biopharma companies to region (John & Kathy).
- Participated in meeting of NCBC Eastern Region Advisory Committee (John).
- Follow-up on life science supplier project (Kathy and John)

### **Defense/Aerospace– Defense Logistics**

- Participated in NC Aerospace Alliance Suppliers Conference (High Point), met with several aerospace companies and communicated their parts/service needs to area companies (John).
- Preliminary follow-up on air show prospects (John)

### **Value-added agriculture**

- Attended (John & George) Sentinel Landscapes meeting – advanced biofuels project briefing - at NCSU with reps from two companies, Biofuels Center of NC, Marine Corps, and NCSU scientists (John & George)
- Followed up on company info requests related to sites (John and Kathy).

### **Travel/Tourism**

- Attended the Taste of Core Sound event in Harker's Island at which Secretary Crisco and Lynn Minges spoke (Steven).

### **Prospect coordination and recruitment activity**

- Contacted sources in NC for follow up with some Farnborough Air Show clients and relayed preliminary information related to their requests data (John).
- Participated in second visit with Project Orange to two counties. Client also made third visit and hoping to make decision in next few months after incentive report (Kathy).
- Continued to Work with Project Orange on request for building data and connecting with resources (Kathy).
- Followed up with current project by providing building data, packages information, follow-up calls, etc. to Project Palmetto, Project Llama, Project Orange, Project Renew, Project NRC and Project Lauren (Kathy).
- Worked with Commerce developers on reporting of leads we've generated in the past few weeks. (Kathy).
- Continued planning of Ignition east including constant contact with 8 consultants and also with 3 others that aren't attending to keep in touch. (Kathy).
- Organized attendance of event including all attendees, calls and emails to attendees (Kathy).
- Planned event including organizing itinerary, making calls for scheduling, reservations, determining details, marketing pieces, videos, and many other details during the month (Kathy, Steven and Melissa).
- Led EDAG meeting with local economic developers and allies to plan for logistics of consultant event and plan for next meeting (Kathy).
- Continued prospect follow-up from events from recent marketing events and current requests information. (Kathy and John).

### **Workforce Development**

- Visited Steve O'Connell (co-founder), Mike Rocco and others at SOS Global to learn more about company, inform them about NCER workforce development activities (WorkReady Communities, WorkKeys/CRC initiative and STEM East) and secure their commitment to serve on NCER Logistics Advisory Committee (John, Kathy, Steven).
- Met with engineer at BSH Home Appliances regarding NCER workforce development initiatives and STEM East (John, Kathy, Steven).
- Continued WorkReady Communities strategies including gathering data, reporting to multiple counties on a weekly basis to check in on updates and grant dollars (Kathy).
- Organized and Led WorkReady Communities meeting with Grant leaders to plan for next meeting, data organization and planning for Rural Center Reports (Kathy).

- Worked with counties on securing speakers for videos for employee profiles to target employees, unemployed workers and students for CRC and WorkKeys (Kathy).
- Met with Greene County Representative to plan for next step in Work Ready Community Process to plan event for October. (Kathy).
- Presented to three groups in Craven County to Career and Technical Education Leaders about Work Ready Communities, WorkKeys and CRC. (Kathy).
- Met with Staff of East Carolina Work Force Development board on needs for Work Ready Communities data and marketing. (Kathy).
- 

### **Legislative (and Military) Affairs**

- Met with Military Growth Task Force leadership – overview of ‘mission accomplished’ and discussion about ‘BRAC’ funding from state and how effort should be coordinated (John, Mark).
- Participated in meeting in Sen. Harry Brown’s office with NC Commerce and host community reps regarding ‘BRAC’ approach (John).

### **Marketing**

- Several planning meetings for Ignition East 2012 Consultant Event (staff).
- Coordinated (Kathy) and participated in EDAG meeting (Kathy, John, Steven).
- Presented at the NC Career & Technical Education Summer Conference (John, Steve).
- Wrote and distributed a press release concerning local biotech company’s receipt of NCBC start-up loan (John, Steven).
- Secured additional sponsors NCER Crystal Coast Gran Prix Consultant event (John).
- Secured commitments from area company leaders to participate in NCER Crystal Coast Gran Prix Consultant event and share their experiences with consultants and NC Commerce reps (John).
- Attended Friends of NC (FONC) event in Chicago (John).
- Ignition East planning meeting in Carteret County to determine logistics and finalize details (Kathy, Melissa & Steven).
- Met with Steve Hill to discuss a website for STEM East (Steven).
- Met with Evolve to discuss new organization and design for the Work Ready Communities website (Steven).
- Planned and developed promotional booklet to be used during Ignition East (Kathy, Melissa & Steven).
- Requested and coordinated information from counties to be included in promotional booklet and PowerPoint for Ignition East (Kathy, Steven, Melissa).
- Planned and developed PowerPoint presentation for Ignition East (John, Kathy & Steven).
- Edited video interviews from local business owners for Ignition East (Kathy, Melissa & Steven).
- Coordinated giveaways for Ignition East with the Crystal Coast Tourism Authority (Steven).

### **STEM East**

- Meeting with Pitt Chamber of Commerce to expand STEM initiative (Steve).
- Multiple NCSU Partnership meetings to pursue a National Science Foundation grant initiated by STEM East (Steve).
- Regional STEM Administrator meeting hosted (Steve).
- Meeting with Senator Kay Hagan on public/private partnerships (Steve).



- Facilitated industry partner and university meetings with Pitsco Education, KS, for Eastern North Carolina (Steve).
- Meeting with NCSU on scalability of new instruction environment model (Steve).

#### **Other**

- Participated in second E3 planning meeting for Rocky Mount Metro area (John)
- Participated in conference call regarding Federal Accelerator Grant and NCER role and funding (John & Kathy)
- Conference calls with Marty Hackney at ECU to discuss upcoming Entrepreneurship Summit (John and Steven).
- Development of website and registration set up for Entrepreneurship Summit (Steven).
- Coordination with Evolve to add custom fields into registration portal (Steven).
- Participated in Mid East Commission CEDS development session (John).
- Participated in Greenville/Pitt County economic strategy session (John).
- Participated in NCPED Presidents strategy session in Charlotte (John).
- Met with ECU and Pitt/Greenville reps about aligning strategic plans (John).
- Met with Pamlico County Manager regarding use of new loan program (Gary Keel and John).
- Meeting with SunTrust Bank reps regarding serving our clients on international trade (export/import) issues and financing (John/Kathy).
- Conference Call with Rural Center to talk about next steps in grant process for Federal grant for planning how NCER will be involved. (Kathy).

October

**NCER Staff Activity Report – November 2012**

**Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John (Melissa).
- Prepared billings for loan payments (Sylvia, Melissa).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Prepared Loan Programs recap for distribution (Sylvia).
- Processed budget and expense worksheet for OEA billings (Sylvia).
- Prepared sponsorship billings for Envision East project (Sylvia).
- Prepared sponsorship billings for Eastern Region Consultant Event – Crystal Coast Grand Prix (Sylvia).
- Processed accounts payable and receivables for Envision East (Sylvia).
- Processed accounts payable and receivables for Eastern Region Consultant Event (Sylvia).
- Prepared sponsorship billings for Entrepreneurship Summit (Sylvia).
- Prepared progress billing for Defense Logistics Initiative project (Sylvia).
- Prepared budget amendment for November Board meeting (Sylvia).
- Prepared financial reports for November Board meeting (Sylvia).
- Developed and negotiated Rural Jobs Accelerator proposal and budget with NC Rural Center (John and Sylvia)

**Life science**

- Generated new release on start-up company MxBiosciences and distributed on national newswire (John and Steven)
- attended NC Biotechnology Regional Advisory Council meeting (John)
- Posted recent biopharma news releases (Pioneer Surgical Technologies and Hospira expansions) on NCER, life science Global Innovation Network, and BioEast Alliance websites (Steven)
- followed up on life science projects generated from BIO 2012 Annual Convention (John & Kathy)
- participation in discussion on biopharma training with Carolinas Gateway Partnership (John)
- participated in ECU Brody School of Medicine 'Discussions on the Future of Brody' strategic planning retreat in New Bern (John)
- met with local life science service company to discuss their participation in BIO 2013 Annual Convention (John)
- coordinated support/commitments to participate in BioManufacturing Summit in San Diego scheduled for late January (John)
- conference call with life science company executive regarding interest in securing processing capability somewhere within NCER (John)
- met with Bill Bullock and Norris Tolson of NC Biotech Center regarding life science opportunity and existing industry training needs (John)

**Defense/Aerospace– Defense Logistics**

- see ADL Associates reports
- met with Sen. Harry Brown and Commerce Secretary Keith Crisco about BRAC-related initiatives and potential state funding (John).
- attended TC2 groundbreaking in Jones County and met with CEO to discuss how NCER and the company can work together to promote defense sector in NCER (John and Len)
- developed proposal to secure funding for addressing issues related to ‘away spaces’ as a pro-active way of sustaining our military installations for submission to NC Department of Commerce (John and Mark)
- developed Resolution opposing Wind Energy Turbines in flight paths of military installations in NC for board consideration
- met with leaders of Center for Global Logistics to discuss how NCER and CGL can coordinate activities to promote development of the logistics and meet the education/training needs of the industry – also secured commitment from CGL Executive Director to participate in NCER SOR 2013 event
- participated in (John, Sylvia) and supported (Melissa and Steven) in PlanIt East ‘Envision East 2050’ event in Trenton/Jones County.

**Value-added agriculture**

- followed up on second advanced biofuels project to determine what additional info or actions NCER needed to undertake (to produce bio-aviation fuel) that has tentatively selected site in NCER (John and Kathy)

**Travel/Tourism**

- Attended the mid-year marketing update on tourism from the NC Department of Commerce (Steven).
- Met with ECU and Northeastern NC EDC reps to discuss economic opportunities associated with National Heritage Area designation (John)
- Attended the Outer Banks National Scenic Byway meeting (Steven).
- Meeting with Alex Naar of ECU Sustainable Tourism to discuss the Tourism Advisory Group and the NHA project (Steven).
- Attended the Alliance of National Heritage Areas Fall meeting and while there met with National Park Service staff and NHA Directors to gather information pertinent to furtherance of the Eastern NC NHA (Steven).

**Prospect coordination and recruitment activity**

- Facilitated two EDAG meetings for consultant event during NCEDA, presentation by IEI NC State, Manufactured in NC and marketing planning (Kathy).
- Continued prospect follow-up from events from recent marketing events and current requests information. (Kathy and John).
- Met to do more Follow-up from Farnborough Air Show, outlining Leads (Kathy, Len and John).
- Organized Project Leads and Projects working with NC DOC officials and follow-up on specific projects (Kathy and John).
- Participated in weekend long Ignition East Consultant event to host consultants from all over the country and NC Dept of Commerce development staff, including presentations from companies,

experience events on the Crystal Coast, and all planning that comes along with hosting an event (Kathy, Melissa, Steven and John).

- Coordinated all consultant final travel, Commerce Staff, Sponsors, and itinerary for event, including transportation, and specific events to attend (Kathy).
- Attended Superior Essex Grand Opening in Tarboro and spoke with company rep about NCER initiatives (WorkReady Communities) and ECU Dept of Engineering internship and capstone projects – connected rep with NCER and ECU staff (John)
- Updated various client tracking data on prospects in database (Kathy).
- Requested data and site information from counties for 5 projects in the region and developed responses to partners and clients (Kathy).
- Attended Ryerson Tull groundbreaking in Wayne County (Kathy).
- Met with Duke/Progress Energy Development Director for NC about upcoming meeting with local developers to learn more about NCER counties and discuss Duke Energy national business development activities (John and Kathy).
- Continued Ignition East Consultant Event Follow-up with individual consultants (Kathy).
- Attended Area Development's Consultant Forum meeting with about 9 consultants (Kathy).
- Coordinated next meeting with marketing Outreach from for planning of next direct call mission (Kathy).

#### **Workforce Development**

- Assisted in preparation of Rural Center Federal Accelerator Grant program application, including securing company commitment in the region as a participant (Kathy and John).
- Coordinated various times with marketing firm to develop WRC website functions, yard signs and marketing items and continued follow-up (Kathy).
- Distributed yard signs for work Ready communities, yard sign campaign will begin in December.
- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress. (Kathy).
- Spoke on NCER activities (particularly related to workforce development and STEM education) at Turning Point Workforce Development Board Annual Conference in Rocky Mount (John)
- Met with Pitt County Schools about STEM/WorkKeys and new programs being established and how we can help connect and follow-up and local school (Kathy and Steve Hill).
- Worked with specific counties on tracking counties' data for WorkReady Communities (Kathy).
- Met with Greene County WRC to outline goals and strategies and invoicing for grant. (Kathy).
- Various meetings with East Carolina Workforce Development Board to outline strategies and marketing activities and grants and follow up on all needs. (Kathy).
- Participated in Pitt County WRC industry meeting on CRCs (Kathy).
- Outlined new ASPIRE grant after board approval and help ASPIRE team meeting with all community colleges to outline goals, strategies and grant awards (Kathy).

#### **Legislative (and Military) Affairs**

- met with MGTF leadership regarding 'away spaces' planning, BRAC, etc. (John).

#### **Marketing**

- Worked with marketing firm on marketing needs for Consultant event in September, finalizing the materials. (Kathy, Melissa and Steven).
- Attended Industrial Asset Management Council (IAMC) Spring Conference, co-sponsored session with Charlotte Partnership and participated in International Committee meeting (John)
- Organized 2012-2013 Marketing calendar based on budget for presentation to the board and to local economic developers for discussion (John and Kathy).
- Participated in a webinar regarding a visitor website tracking tool to help turn visitors into leads (Steven).
- Aided Steve Hill with the development of an electronic invitation for the upcoming STEM East Regional Workshop (Steven).
- Developed press kit materials to be distributed to members of the media present at EnvisionEAST-2050 (Steven).
- Participated in a debrief meeting regarding Ignition East 2012. (John, Kathy, Melissa & Steven).
- Participated in a meeting in which NCER hosting representatives from LORD Corp to discuss NCER and a potential partnership with STEM East and toured STEM Center (John, Steve Hill & Steven).
- Participated in a webinar to discuss a resource that will improve efficiency of e-marketing efforts (Steven).
- Development of PowerPoint presentations for John to use during various meetings (John & Steven).
- Wrote and distributed a press release regarding EnvisionEAST-2050. (Steven).

#### **STEM East**

- Developed a GLF grant for Duplin County Schools for potentially \$877K (Steve H).
- Accepted membership of the North Carolina STEM Recognition Team in association with Burroughs Wellcome Fund (SMT Center) and NC Department of Public Instruction (Work meetings continuous)(Steve H).
- Attended the Howard Lee Foundation State Education Summit (Steve H).
- Preliminary work on a Nov. 15th regional Business/Education STEM Workshop (Steve H).
- Met with New Schools Project as a sitting member of the Aerospace, Advanced Manufacturing & Security Industry Innovation Council (Steve H).
- Met with IEI as a member of the NC Science Summit Committee (Steve H).
- Worked to develop NCSU Kenan Fellowships with regional companies (FRC East, Spirit Aero) (Steve H).
- Duplin GLF grant work (Steve H).
- Meeting with NCSU Professor to develop education environments that emulate best communication practices (Steve H).
- IEI Pathways Partnership Committee meeting to work on upcoming Summit (Steve H).
- Met with Greenville School concerning expansion of regional STEM Network (Steve H).
- Website construction work for regional business/education support and communication (Steve H).
- Attended Lenoir Chamber Meeting (Steve H).
- Work meeting with North Carolina STEM Recognition Team (Steve H).
- Jones County Career & Technical Education Meeting (Steve H).

- Accepted position on Onslow County Schools Maximizing Student Opportunities Advisory Board (Steve H).
- Attended Lenoir County 20/20 Visioning Committee (Steve H).
- STEM Center work with Lenoir County Site, planning for Nov. 14th Grant Opening Event (Steve H).
- Attended the Bridging the Gap: Uniting NC K-16 STEM Education Conference
- Meeting and planning work with Lenoir Adv. Mfg. Association President and HR Association Leader
- Meeting, tour and planning work with Wayne County Cooper Standard Corporation (Steve H).
- Distance logistics meeting with Pitsco Education, KS, for Nov. 15th regional event (Steve H).
- Meeting and planning work with Lenoir Woodmen of the World State Manager (Steve H).
- Orientation ph. Conference with UNC K-12 Science Ed. Manager (Steve H).
- Worked with Pitt County Community College WorkKeys Profiler to arrange multiple profiling sessions (Steve H).

#### **Plan-It East**

- Visited defense contractor (related to the Defense Logistics Initiative) in New Hampshire. Follow up visit here in November (Mark).
- Briefed NC Rural Center on the DLI and PlanIt EAST (Mark)
- Briefed several members of the General Assembly on the state's preparedness for BRAC (Mark).
- Completed and submitted proposal to the state for NCER to steward the "state-level" plan for BRAC (Mark).
- Conducted Exercise EnvisionEAST-2050 (Keystone event for PlanIt EAST and last formal event of Military Growth Task Force) (Mark).
- Began archive effort, assimilation of analysis and preparation of final report from EE-2050 (expect completion in late December, 2012) (Mark).
- Attended NC Working Lands Group quarterly meeting (Mark).

#### **Other**

- Met with banking executives about exporting finance opportunities for businesses (Kathy).
- Participated as a team member in Stronger Communities Together (SET) session from USDA grant for Greene, Wilson and Pitt Counties (Kathy).
- Participated in Emerging Issues one of three work sessions as an economic Development Representative (Kathy).
- Met with Pitt County manager and economic developer regarding utilization of NCER loan programs (John)
- Met with new Greenville economic developer regarding ED strategies (John)
- Met with Mid East Commission CEDs committee (John)
- Participated as panel member of importance of Global Education with Superintendent of Onslow County Schools at Lee Institute on Education in Greensboro (John)
- Attended service providers meeting for Rural Jobs Accelerator to discuss rolls and relationships at NC Rural Center (John)
- Participated in economic strategic planning discussions with Town of Ayden leaders and gave presentation on NCER strategies/activities to volunteer groups for Towns of Fremont and Spring Hope related to STEP program (John)

- Attended Rural Center meeting to participate in Roundtable with USDA Secretary and his team to outline the Accelerator grant and outline our region working with a local company (Kathy).
- Participated in planning meeting for EnvisionEAST-2050 (Steven, Melissa).
- Developed website to promote and host registration for the Eastern NC Entrepreneurship Summit (Steven).
- Participated in conference call planning meetings to prepare for the Eastern NC Entrepreneurship Summit (John and Steven).
- Co-chaired ENC Entrepreneurship Summit and Seminar in Greenville and Jacksonville (John)
- Documented Eastern NC Entrepreneurship Summit by taking photos and manned the registration table (Steven).
- Attended NCPED quarterly meeting in Raleigh (John)
- Participated in a meeting with marketing firm to discuss ways to increase overall quality while driving down costs (John, Sylvia and Steven).
- Participated in a conference call planning session with PlanIt East staff in regards to EnvisionEAST-2050 (Steven).
- Placed phone calls to media members inviting them to EnvisionEAST-2050 (Steven).
- Met with Steve Hill to discuss how STEM East can better align its STEM Centers with the Career Readiness Certificate (Steven).
- Presentation to Goldsboro Rotary Club on NCER activities (John)
- Participated in a planning session for the 2012 State of the Region (John, Sylvia, Kathy, Melissa & Steven).
- Participated in a meeting with Steve Hill and a WorkKeys profiler and Director of B&I at PCC to discuss integration of WorkKeys into STEM East (Steven).
- Participated in NCSU Industrial Extension Service advisory board meeting (John)

Subject: Activity Report, Week of Oct 8 – 12, 2012

To: J. Chaffee, S. Nesbitt

From: L. Kulik, Senior Advisor – Aero, Def & Log

Date: 10/14/12

- Contacted Mike Haney, Wayne Co EDC requesting a tour of the Seymour Johnson AFB Engine Repair facility for John, Len and Stephan
- Proof read NCER Resolution opposing the proposed Wind Farm in Bertea County that greatly interferes with the low-level training routes for F-15E's en-route to the Dare Co bombing range. Sent suggested changes to Pres/CEO
- Attended Wayne County Chamber of Commerce State of the Military in Goldsboro. Verbally debriefed Pres/CEO and submitted written summary of the presentations by leaders from the 4<sup>th</sup> Fighter Wing and 916<sup>th</sup> Air Refueling Wing, the City Manager and the Chairman of the Chambers Military Affairs Committee. Networked with SJAFCB personnel, Chamber representatives and local elected officials
- Exchanged emails with the President and also the Editor-in-Chief of Aviation Week Magazine regards NCER participation in the 2<sup>nd</sup> Annual Commercial Aviation Manufactures-CAM Conference scheduled for early May 2013
- Discussed marketing strategy and potential costs for NCER participation in the Aviation Week CAM Conference May 2013
- Exchanged emails with NC Dept of Commerce POC's regards NCER participation in Aviation Week CAM Conference and Paris Air Show 2013
- Attended ground breaking ceremony, with Pres/CEO, for a new expanded facility in Pollocksville for Technical Control Consultants, LLC. - (tc2).Networked with company personnel, local government officials, and representatives from SBTDC, Lenoir CC and NC Dept of Commerce. The company, a Service Disabled Veteran Owned Business – SDVOB, is currently working out of temporary facilities in Bridgeton, NC and is a recipient of an NCER grant
- After discussion with Pres/CEO researched Technical Control Consultants to determine what, if any, certifications they hold. I could find no evidence of any certifications. I will set up a visit to their facility to better understand what they do and a get a breakdown of commercial vs. military



- Exchanged emails with a representative of Durr, Inc North America regards status of Durr visit and briefing to Spirit in Kinston and possibly AAR and FRC East. Spirit has yet to respond
- Reviewed a list (prepared by Stephan ) of companies in the six county region defined in the NC Rural Center Jobs Accelerator Grant, that received Dept of Defense Contracts for possible inclusion in our grant response process
- Registered for the Oct 17, 2012 Military Construction Update Briefing in Jacksonville
- Sent email to Jane Robb, ED Jones Co, requesting info regards absence of activity/personnel at DHi facility in Trenton. Have they closed down?
- Established contact with Lenior CC faculty developing ConEd Electrical/Electronics Maintenance course for Technical Control Consultants

Subject: Activity Report, Week of Oct 15 – 19, 2012

To: J. Chaffee, S. Nesbitt

From: L. Kulik, Senior Advisor – Aero, Def & Log

Date: 10/21/12

- Contacted J. Robb, congratulated her on the organization of tc2 Ground Breaking event in Pollocksville, discussed a joint visit to the tc2 interim facility in Bridgestone and asked for confirmation of the DHi operation in Trenton
- Discussed tour of SJAFB engine repair facility for Chaffee, Haus and me. Determined that first week in November is the first window of opportunity
- Attended Camp Lejeune MilCon presentation at Onslow Co EDC Office
- Developed written report of MilCon Briefing for Chaffee and Howard
- Debriefed S. Pierce on the results of Sutherlands and my visit to DLI interested company in New Hampshire
- Exchange emails with Rick Davis at Spirit regards Dema interest in meeting with Kinston Supply Chain personnel. Rick advised that best place for Dema visit is Wichita, but did not provide contact info. Following up.
- Contacted Rick Hill, NC Dept of Commerce regards availability of NC STEP international marketing funding. New funding starts this October
- Worked with S. Haus to finalize list of manufacturing companies in the Rural Center Jobs Accelerator area that have received Defense Dept contracts in the last five years.
- Confirmed participation in 25 October meeting with Charles HW Edwards, Executive Director, NC Center for Global Logistics. Working to include a representative from the Lenoir CC Global Logistics Technology Program in the meeting
- Re-attempted to contact MTU official in Germany regards interest in NCER

- Assisted Durr Inc. representative in making contact with the DoD Vertical Lift Center of Excellence - VLCOE at FRC East
- Researched and forwarded data and comments to Chaffee, Howard and Hill, regards the "Get Skills To Work" program, a nationwide initiative designed to help veterans find jobs in the aerospace industry
- Forwarded "Get Skills" data to the NC Military Business Center to make sure that they were aware and looking for ways to plug into the nationwide effort
- Given AAR's recent Skills Gap study, forwarded "Get Skills" info to Vin Misciagna to assess AAR's interest and possible participation
- Researched news article claiming IAM representing union workers at FRC East. The FRC East response surprised me. "Our employees at FRC East are Dept of Navy personnel. We do have 5 local unions. They operate under government rules that restrict them from striking or negotiating pay and benefits, but we do have negotiated agreements that focus on working conditions. Our two largest unions are under IAM&AW, and I would estimate that they cover about 1500 employees".

Subject: Activity Report, Week of 22 – 26 October, 2012

To: J. Chaffee, S. Nesbitt

From: L. Kulik, Senior Advisor – Aero, Def & Log

Date: 10/28/12

- Replied to a request for information on the “Get Skills to Work” program from the AAR Advanced Machining Center in Huntsville, AL
- Exchanged emails with the VP & General Manager of the AAR Composites Aircraft Components facility in Clearwater FL regards the inclusion of composites manufacturing in the “Get Skills to Work” initiative
- Touched base with Senior Vice President, Bluestone Capital Investment Group in Washington, DC regards their recent news letter and participation in the 2013 Paris Air Show. Bluestone is boutique investment banking firm that provides advisory services to middle-market Aerospace Systems and Subsystems, Aviation Services and Supply Chain and Defense Technology companies
- Worked with Mike Haney, Wayne County Alliance, to schedule a tour of the SJAFB Engine repair operation for Chaffee, Haus and me early in November
- Requested assistance from Jane Robb, Jones Co. EDC, to set up a tour of the tc2 manufacturing facility in Bridgeton. We need information on what they are doing now and what they plan to do in the future relative to aerospace and defense
- Provided contact information for Supply Chain Management in Wichita to the Dema, Spa representative in Montreal. Dema hopes to become a supplier to Spirit-Kinston and to establish an operation in Kinston, similar to what they have in Montreal in support of the Bombardier C-Series regional jet
- Developed a memo outlining the future of MRAP’s in the USMC and sent it to Chaffee and Sutherland. The Corp’s decisions will impact our Defense Logistics Initiative actions
- Touched base with Richard Aboulafia -VP Analysis, the Teal Group, regards his participation in the May 2013 Aviation Week Commercial Aircraft Manufacturing Conf in Charlotte and the June 2013 Paris Air Show. He plans to attend both events
- Alerted staff in the offices of Senator’s Hagan and Burr and Congressman Jones to my new status and contact information in the NCER

- Discussed implementation tactics for the “Rural Center Jobs Accelerator Grant” with the President/CEO
- Made contact with Spirit-Kinston HR Manager and confirmed that Spirit already has local legal representation in NC. Passed the information to Ward & Smith representative
- Attended the monthly meeting of the Greenville Chapter – World Trade Association. Networked with Dr. James Westmorland who invited me to be a panelist at a ECU Business School Forum and offered to link me into the ECU Distribution/Supply Chain Management faculty
- Joined the Pres/CEO in a Kinston meeting with the new Executive Director of the NC Global Logistics Center at Guildford Tech CC in Jamestown, NC. Laid the ground work for future collaborations in support of NCER Logistics initiatives. I will connect the NC Logistics Center with representatives from the Lenoir CC Global Logistics Technologies program who were unable to attend the meeting in our office
- Participated in a meeting with Chaffee and Howard to discuss status of Farnborough Air Show 2012 prospects follow-up and to outline additional actions
- Requested follow-up actions from the GTP on two overlapping FAS '12 prospects
- Joined President/CEO in a meeting at NCER and tour of the Contentnea-Savannah Middle School STEM Lab, with LORD Corp representatives to explore aerospace related STEM education partnering and to reinforce and establish new links with LORD's aerospace advanced manufacturing components
- Debriefed President/CEO on segments of the LORD meeting that he was unable to attend due to prior commitments
- As a member of the ECU Military Advisory Committee, I attended the Annual Distinguished Military Service Society awards dinner in Greenville. Networked with USMC Major Generals Ret'd, Bob Dickerson and Tom Bratten, Chancellor Ballard, Senior Vice Chancellor Marilyn Sherrer and Vice Chancellor's Niswander and Horns

## **NCER Staff Activity Report –November 2012**

### **Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John (Melissa).
- Prepared billings for loan payments (Sylvia, Melissa).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Prepared Loan Programs recap for distribution (Sylvia).
- Processed budget and expense worksheet for OEA billings (Sylvia).
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- Processed accounts payable and receivables for Envision East (Sylvia).
- Processed accounts payable and receivables for Eastern Region Consultant Event (Sylvia).
- Prepared sponsorship billings for Entrepreneurship Summit (Sylvia).
- Prepared progress billing for Defense Logistics Initiative project (Sylvia).
- Prepared budget amendment for November Board meeting (Sylvia).
- Prepared financial reports for November Board meeting (Sylvia).

### **Life science**

### **Defense/Aerospace– Defense Logistics**

### **Value-added agriculture**

### **Travel/Tourism**

- Attended the mid-year marketing update on tourism from the Department of Commerce (Steven).
- Attended the Outer Banks National Scenic Byway meeting (Steven).
- Meeting with Alex Naar of ECU Sustainable Tourism to discuss the Tourism Advisory Group and the NHA project (Steven).
- Attended the Alliance of National Heritage Areas Fall meeting and while there met with National Park Service staff and NHA Directors to gather information pertinent to furtherance of the Eastern NC NHA (Steven).

### **Prospect coordination and recruitment activity**

- Facilitated two EDAG meetings for consultant event during NCEDA, presentation by IEI NC State, Manufactured in NC and marketing planning (Kathy).
- Continued prospect follow-up from events from recent marketing events and current requests information. (Kathy and John).
- Met with Len Kulik and John to do more Follow-up from Farnborough Air Show, outlining Leads (Kathy, Len and John).

- Organized Project Leads and Projects working with NC DOC officials and follow-up on specific projects (Kathy and John).
- Participated in weekend long Ignition East Consultant event to host consultants from all over the country, including presentations from companies, experience events on the Crystal Coast , and all planning that comes along with hosting an event (Kathy, Melissa, Steven and John).
- Coordinated all consultant final travel, Commerce Staff, Sponsors, and itinerary for event, including transportation, and specific events to attend (Kathy).
- Updated various client tracking data on prospects in database (Kathy).
- Requested data and site information from counties for 5 projects in the region and developed responses to partners and clients (Kathy).
- Attended Ryerson Tull groundbreaking in Wayne County (Kathy).
- Met with Duke/Progress Energy Development Director for NC about upcoming meeting to meet with local developers to outline plan for meeting with business developers from around the country (Kathy).
- Continued Ignition East Consultant Event Follow-up (Kathy).
- Attended Area Development's Consultant Forum meeting with about 9 consultants (Kathy).
- Coordinated next meeting with marketing Outreach from for planning of next direct call mission (Kathy).

### **Workforce Development**

- Assisted in preparation of Rural Center Federal Accelerator Grant program application, including securing company commitment in the region as a participate (Kathy and John).
- Coordinated various times with marketing firm to develop WRC website functions, yard signs and marketing items and continued follow-up(Kathy).
- Distributed yard signs for work Ready communities, yard sign campaign will begin in December.
- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress. (Kathy).
- Met with Pitt County Schools about STEM/WorkKeys and new programs being established and how we can help connect and follow-up and local school (Kathy and Steve Hill).
- Worked with specific counties on tracking counties' data for WorkReady Communities (Kathy).
- Met with Greene County WRC to outline goals and strategies and invoicing for grant. (Kathy).
- Various meetings with East Carolina Workforce Development Board to outline strategies and marketing activities and grants and follow up on all needs. (Kathy).
- Participated in Pitt County WRC industry meeting on CRCs (Kathy).
- Outlined new ASPIRE grant after board approval and help ASPIRE team meeting with all community colleges to outline goals, strategies and grant awards (Kathy).

### **Legislative (and Military) Affairs**

#### **Marketing**

- Worked with marketing firm on marketing needs for Consultant event in September, finalizing the materials. (Kathy, Melissa and Steven).

- Organize 2012-2013 Marketing calendar based on budget for presentation to the board (John and Kathy).
- Participated in a webinar regarding a visitor website tracking tool to help turn visitors into leads (Steven).
- Aided Steve Hill with the development of an electronic invitation for the upcoming STEM East Regional Workshop (Steven).
- Developed press kit materials to be distributed to members of the media present at EnvisionEAST-2050 (Steven).
- Participated in a debrief meeting regarding Ignition East 2012. (John, Kathy, Melissa & Steven).
- Participated in a meeting in which NCER hosting representatives from LORD Corp to discuss NCER and a potential partnership with STEM East (John, Steve & Steven).
- Participated in a webinar to discuss a resource that will improve efficiency of e-marketing efforts (Steven).
- Development of PowerPoint presentations for John to use during various meetings (John & Steven).
- Wrote and distributed a press release regarding EnvisionEAST-2050. (Steven).

## **STEM East**

### **Plan-It East**

- Visited defense contractor (related to the Defense Logistics Initiative) in New Hampshire. Follow up visit here in November (Mark).
- Briefed NC Rural Center on the DLI and PlanIt EAST (Mark)
- Briefed several members of the General Assembly on the state's preparedness for BRAC (Mark).
- Completed and submitted proposal to the state for NCER to steward the "state-level" plan for BRAC (Mark).
- Conducted Exercise EnvisionEAST-2050 (Keystone event for PlanIt EAST and last formal event of Military Growth Task Force) (Mark).
- Began archive effort, assimilation of analysis and preparation of final report from EE-2050 (expect completion in late December, 2012) (Mark).
- Attended NC Working Lands Group quarterly meeting (Mark).

### **Other**

- Met with banking executives about exporting finance opportunities for businesses (Kathy).
- Participated as a team member in Stronger Communities Together (SET) session from USDA grant for Greene, Wilson and Pitt Counties (Kathy) .
- Participated in Emerging Issues one of three work sessions as an economic Development Representative (Kathy).
- Attended Rural Center meeting to participate in Roundtable with USDA Secretary and his team to outline the Accelerator grant and outline our region working with a local company (Kathy).
- Participated in planning meeting for EnvisionEAST-2050 (Steven, Melissa).
- Developed website to promote and host registration for the Eastern NC Entrepreneurship Summit (Steven).
- Participated in conference call planning meetings to prepare for the Eastern NC Entrepreneurship Summit (John and Steven).



- Documented Eastern NC Entrepreneurship Summit by taking photos and manned the registration table (Steven).
- Participated in a meeting with marketing firm to discuss ways to increase overall quality while driving down costs (John, Sylvia and Steven).
- Participated in a conference call planning session with PlanItEAST staff in regards to EnvisionEAST-2050 (Steven).
- Placed phone calls to media members inviting them to EnvisionEAST-2050 (Steven).
- Participated in setup for EnvisionEAST-2050 (Melissa & Steven).
- Attended EnvisionEAST-2050 and aided in management of media members, onsite marketing team and A/V operators. (Steven).
- Met with Steve Hill to discuss how STEM East can better align its STEM Centers with the Career Readiness Certificate (Steven).
- Participated in a planning session for the 2012 State of the Region (John, Sylvia, Kathy, Melissa & Steven).
- Participated in a meeting with Steve Hill and a WorkKeys profiler and Director of B&I at PCC to discuss integration of WorkKeys into STEM East (Steven).

## **NCER Staff Activity Report –December2012**

### **Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John (Melissa).
- Prepared billings for loan payments (Melissa).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia/Melissa).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia/Melissa).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Prepared Loan Programs recap for distribution (Sylvia).
- Processed accounts payable and receivables for Envision East (Sylvia).
- Prepared financial reports for December Board meeting (Sylvia).
- Reviewed “draft” audit report (Sylvia).
- Balanced bank accounts (Sylvia).
- Maintained personnel leave records (Sylvia).
- Prepared expense report for MGTF (Sylvia).
- Prepared financial reports for NC Legislature (Sylvia).
- Prepared reports for Board meeting (Sylvia).
- Prepared “Focus-Duplin County” report (Sylvia).
- Revised and resubmitted budget to Rural Center for Rural Jobs Accelerator Project (focused on aerospace and automotive sectors in six NCER counties (John & Sylvia).
- Finished draft of RFP to secure consulting services to assist with fundraising (John with assistance from Sylvia).
- Developed and sent follow-up letter to Craven County Commissioners to address unanswered questions posed during presentation at board of commissioners meeting (John with assistance from Melissa).

### **Life science**

- Coordinated participation in Biomanufacturing Summit in San Diego with Bill Bullock of NC Biotech Center and two local development agencies that have elected to support NCER participation (John).
- Met with Bill Bullock and President Norris Tolson regarding convening biopharmaceutical leadership in NCER to discuss workforce needs and other possible needs (John).
- Participated in Pitt County meeting to hear and discuss assessment of potential for life science development by Biggins, Lacy, and Shapiro consulting firm (John)Met with Bill Bullock regarding planning for upcoming Biomanufacturing Summit and prospect mission to southern California (John).
- Met with Sam Taylor, Executive Director of NC Bioscience Organization regarding issues related to clinical trials performance and participating in NCER Biopharma executives meeting to provide an update on legislative issues (John).
- Scheduled and held phone conversation with rep. from Sen. Hagan’s office regarding clinical trials (John).
- Initiated preliminary planning for NCER participation at International BIO World Congress in Chicago (John with support from Melissa) .

### **Defense/Aerospace– Defense Logistics**

- see ADL Associates reports

### **Value-added agriculture**

- followed up with President of biofuels company to confirm status of project (Secretary Crisco recently visited company HQ and toured commercial scale facility similar to one being contemplated in NCER (John with support from Kathy).

- followed up on meeting with Pamlico County regarding interest in a biofuels project – providing a letter of support for a grant proposal to GLF and assisting reps with additional contacts (John)
- Met with NCBC's Norris Tolson and ReEnergy Officials re Duplin County facility (John)
- met with rep. of company considering NCER for a new export-based facility (and informed local developer about company concerns) and referred him to individuals that could assist (John)

#### **Travel/Tourism**

- participated in National Heritage Area Association meeting (Steven).
- assisted graduate student with content for German language blog (John).

#### **Prospect coordination and recruitment activity**

- Facilitated and Coordinated EDAG meeting with Duke/Progress Energy Business Development team (Kathy).
- Continued prospect follow-up from events from recent marketing events and current requests information (Kathy and John).
- Updated various client tracking data on prospects in database (Kathy).
- Requested data and site information from counties for 3 projects in the region and developed responses to partners and clients (Kathy).
- Initial Planning for Client Development Mission in the spring and continued marketing calendar development, finalizing more activities (Kathy).
- Begin to research companies for direct call mission in January to California (Kathy and John).
- Coordinated meeting with representative for building products company that visited NCER office to discuss \$50 million project (John with participation of Kathy).

#### **Workforce Development**

- Coordinated various times with marketing firm to develop WRC website functions, yard signs and marketing items and continued follow-up (Kathy and Steven).
- Distributed yard signs for work Ready communities, yard sign campaign will begin in December (Kathy).
- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress (Kathy).
- Met with The WRC team in Pitt County, outlining final details for sign day, website and specifics on any additional requirements for WRC status (Kathy).
- Worked with Onslow counties on tracking counties' data for WorkReady Communities (Kathy).
- Continued to discuss progress with Greene County WRC to outline goals and strategies and invoicing for grant and planned meeting for December (Kathy).
- Presented the pilot Work Ready Communities Program at the Statewide NC Workforce Development Conference in Greensboro (Kathy).
- Various meetings with East Carolina Workforce Development Board to outline strategies and marketing activities and grants and follow up on all needs (Kathy).
- Participated in Pitt County WRC industry meeting on CRCs (Kathy).
- Outlined new ASPIRE grant after board approval and help ASPIRE team meeting with all community colleges to outline goals, strategies and grant awards (Kathy).
- Attended Lenoir County STEM center open house with Golden Leaf Foundation (Kathy).
- Met with new Wilson County Workforce Coordinator to outline WRC, CRC, WorkKeys and ASPIRE program and connected coordinator with other team leaders around the region (Kathy).
- Continued tracking ASPIRE grant to local community colleges for CRC/WorkKeys (Kathy).

- Worked with Counties on connecting various companies for WRC, developing leads for expansion and connecting companies with resources (Kathy).
- Conducted research regarding job projections for NCER in regards to STEM careers (Steven).

### **Legislative (and Military) Affairs**

- Distributed windfarm resolution adopted by NCER to all county managers (John).
- Contacted Governor's Military Advisor and Commerce Sec. Crisco regarding status of possible funding for BRAC-readiness proposal from NCER (John).
- Met with Rep. (now Sen.) Norm Sanderson of Pamlico County regarding NCER activities and CubeSat project with ECU engineering faculty (John).
- Met with newly elected Rep. Brian Brown of Pitt County (John).
- Sent studies of statewide significance (i.e. RTI F-35 basing study, Aerospace Industry Workforce Analysis, MGTF Regional Development Management Plan, etc.) and other information (WorkReady Communities pilot project, STEM East initiative, etc.) to McCrory transition team as requested (John).
- Drafted letter to send out to newly elected NCER legislators and mailed packages to inform them about NCER activities (John with support from Melissa).
- Met with Lawrence Bivins regarding NCEDG efforts (John).

### **Marketing**

- Organize 2012-2013 Marketing calendar based on budget for presentation to the board (John and Kathy).
- Participated in Friends Of North Carolina Marketing meeting outlining marketing plan updates for NC Dept. of Commerce and partners (Kathy).
- Wrote and distributed press release concerning the International Trade & Foreign Exchange Workshop (Steven with support/edits from John).
- Participated in conference call with Journal Communications in preparation for the next edition of the economic development review (John & Steven).
- Participated in November EDAG meeting (John, Kathy & Steven).
- Participated in NCER staff meeting with representatives from Duke Energy (John, Kathy, Steve & Steven).
- Worked closely with marketing firm to settle on a general layout and design of the [nworkready.org](http://nworkready.org) website (Kathy & Steven).
- Miscellaneous updates to [nceast.org](http://nceast.org) including posting of several press releases, posting of event presentations and addition of Steve Hill to the staff section (Steven).
- Made updates to [PlanitEast.org](http://PlanitEast.org) website (Steven).
- Wrote content for [nworkready.org](http://nworkready.org) website (Steven).
- Worked closely with marketing firm to conduct extensive testing on the new [nworkready.org](http://nworkready.org) website in order to prepare it for launch (Steven).
- Coordinated with marketing firm to develop initial design and layout for the 2012 Annual Report (Steven).
- Coordinated with marketing firm to design new business cards for Steve Hill (Steven).
- Participated in planning meeting concerning the 2012 State of the Region (John, Sylvia, Kathy, Melissa, Steve & Steven).

### **STEM East**

- Connected Steve Hill with NCCCS reps to secure appointment of Matt Meyers (Assoc. VP for STEM Innovations) for STEM East advisory committee (John).
- Sent STEM East info and connected Steve to President of DSM Pharmaceuticals to set up meeting to discuss STEM East (John).

### **Plan-It East (successor to MGTF)**

- Guest Speaker, Wayne County Development Alliance Annual Economic Forum (M. Sutherland).
- Participated in Hwy 17 Commission Meeting in Washington (Review Economic Impacts of Super Highway 17) (M. Sutherland).
- Briefed Duplin County Commissioners to secure "wind energy in military training routes" resolution (M. Sutherland).
- Participated in Sen. Hagan's Service Academy Nominee Recommendation Committee (M. Sutherland).
- Briefed Commanding General, MCIEAST, on the status of ongoing programs (PlanIt EAST and FF4F) (M. Sutherland).
- Briefed Lenoir County and then reps from Lenoir Community College and other interested parties on the combined Biodiesel 4 Schools / Refining Capacity Project (M. Sutherland).
- Participated in GAO's interviews of military growth community leaders (by invitation) at Camp Lejeune (M. Sutherland).
- EnvisionEAST-2050 Results Brief to Leadership and Staff of NC Rural Center (M. Sutherland).
- Provided Quarterly Sentinel Landscapes (FF4F) Update Brief to partners at NCSU (M. Sutherland).
- Strategy Review with Military/civilian leaders on way ahead for PlanIt EAST and FF4F Programs (M. Sutherland).
- Oversee ramp down of Military Growth Task Force and prep for office closure on 31 December (M. Sutherland).
- Supervised archiving/publication of post-event products related to EnvisionEAST-2050 (M. Sutherland).
- Provide EnvisionEAST-2050 Results Brief to groups as requested (M. Sutherland).
- Wrap up Phase 1 tasks of FF4F and prepare to execute Phase 2 tasks in early 2013 (M. Sutherland).
- Prepare for 2013 work program for PlanIt EAST delegates and staff (M. Sutherland).

#### **Other**

- Presented information on international trade growth and impact on NCER at Trade Compliance Workshop (co-sponsored by NCER, US Commercial Service, and BB&T) in Wilson (John).
- Attended Twin Counties (Rocky Mount Metro) Visioning event (John).
- Attended First 2000 Days event in Greenville (John).
- Spoke at STEM East regional event in Kinston organized by Steve Hill (John).
- Participated in Emerging Issues work sessions as an economic Development Representative (Kathy).
- Spoke to Duplin County municipalities consortium meeting in Kenansville (John).
- Participated in SBTDC Advisory Board Meeting in Wilmington (John).
- Attended the first session of the Economic Development Institute (Steven).
- Coordinated, identified/extended invitations to business leaders (John) and participated in UNC strategic planning meeting (John, Steve & Steven) and followed up with additional info (John).
- Preliminary planning meeting for regional economic development review magazine (Steven & John).
- Attended RTP Pathways to Opportunity event at Nash Community College (John).
- Assisted Don Black (resident of Craven County) with info for his letter to editor (Sun Journal) regarding wood pellet activity in NC and its potential impact on ENC (John).
- Met with Ted Abernathy of Southern Growth Policies Board about activities and 2012 SOR (John).
- Spoke to Havelock Chamber of Commerce regarding NCER activities (John).
- Met with Jim Freeman, City Manager of Havelock, regarding sites and plans for industrial park (John).
- Convened phone call with reps of UNC Kenan Center to discuss timing, activities and strategies for entrepreneurship and small business assistance project planned for 18 counties in NCER and Northeast NC over the next five years (John).
- Spoke to Ayden economic task force about NCER & what it takes to be successful in ED (John).
- Attended Norfolk Southern Railway reception in Raleigh (John).

Subject: Activity Report, Week of 10 -14 December, 2012

To: J. Chaffee, S. Nesbitt, and M. Grady

From: L. Kulik, Senior Advisor – Aerospace, Defense & Logistics

Date: 12/16/12

- Began work on a background report of the SOCOM Vehicle 1.1 Competition.
- Discussed NCER participation/sponsorship of British American Chamber of Commerce meeting in Greenville early in 2013 with Pres/CEO. Began making a list of “Brits” to invite.
- Provided background information on NCER Legislative Committee Agenda items to Pres/CEO.
- Provided Community College Presidents contact information to President of TC2 and also suggested that he make contact with Small Business Centers at each college.
- Sent letter to Senior Leadership of Aerospace Dynamics International advising them NCER Pres/CEO will be in the area late January 2013 and asked for an appointment.
- Discussed with T. Carter – Biofuels Ctr NC potential visit to AMYRIS (Renewable Aviation Fuels Supplier) by Pres/CEO while he is in California.
- Discussed need for electronic access to ACT with Pres/CEO.
- Researched US Congressional UAV caucuses.
- Reached out to NC Military Foundation regards US House & Senate UAV caucuses and the need for strong North Carolina representation on both caucuses.
- Provided seven Visioning related reports to Chaffee and Howard
- Requested information from MCAS Cherry Point and City of Havelock PIO on Theme/Agenda for the January 25 Eastern Carolina Aviation Heritage event at the Havelock Visitor’s Center. Governor Elect McCrory is the likely Keynote Speaker. Discussed with Pres/CEO a list of preferred candidates to be invited to sit at the NCER sponsored table.
- Requested update on CubeSat proposal for Professor Eban Bean at ECU.
- Exchanged emails with D. Rhoades, NC DOC regards May 2013 Aviation Week CAM Conference
  - All those partnering with NC DOC will share one table to display literature at the event
  - An extra table will cost \$5,000.00, less 10%
- Confirmed with Pres/CEO that we will partner with the GTP for a place in NC DOC 2013 Paris Air Show Pavilion. Exploring other sponsors to join us.
- Notified D. Maynell – Pres/CEO and J. Singman – Senior Manager, Durr Inc. NA, that their visit to Spirit will be delayed until early 2013
- Continued to try and reach T. Greenwood – Spirit AeroSystems on behalf of Advareo Technologies. G. Bowers accepted my suggestion to send Greenwood a Food Basket in an attempt to by-pass the mountain of unanswered emails.
- Met with S. Pearce to discuss basic content of the new Logistics handout.
- Leaving the Board meeting, Ray Mayo confirmed our suspicions; PETRA has closed its doors and its machine tools have been moved out of the building.
- Suggested we use L. Pagliari-ECU at SOR VI, since C. Edwards NC Logistics Center, is not available.

Subject: Activity Report, Weeks of 17 – 21 and 24 – 28 December

To: J. Chaffee, S. Nesbitt, and M. Grady

From: L. Kulik, Senior Advisor-Aerospace, Defense & Logistics

Date: 12/31/12

- Did extensive research and developed information reports on the US Special Operations Command Ground Mobility Vehicle – SOCOM GMV 1.1 and the USARMY/USMC Joint Light Tactical Vehicle – JLTV programs regards potential NCER involvement
- Provided company background information on Durr Inc. NA to President/CEO regards possible client call
- Provided copies of ADL Associates, LLC weekly Activity Reports to M. Grady for insertion in Board monthly Activity Report
- Discussed list of possible invitee's to the May 2013 British American Business Council (BABC) event in NCER with President/CEO
- Reviewed California ACT contacts for possible appointment with President/CEO, Suggested J. Speed at Speed News-Aviation News and Information publication
- After discussion with President/CEO, created DRAFT Aerospace & Defense text insert for the 2012 NCER Annual Report
- Alerted R. Mayo – NC Manufacturing (Spirit Aero Supplier) and M. Haney - Wayne County Alliance, regards failure to find the NC Manufacturing website during a Google search. Website apparently needs some Search Engine Optimization.
- Contacted Mike Haney, Wayne County Alliance, regards NCER request to tour SJAFB engine maintenance facility
- Reached out to New Breed contacts in Washington, DC and Greensboro, regards selection of A. Vos to be new NC Secretary of DHHS (She is the wife of the President of New Breed – Spirit Aero 3PL) and their participation in the 2013 Paris Air Show
- Confirmed NCER participation in the 2013 Air Show with NC DOC, acknowledge our need for accommodations at the Team NC Hotel in Paris and coordinated split invoices with A. King, GTP
- Discussed update of GTP aerospace tenants with A. King for revisions to NCER Demographic Profile and text insert for Annual Report
- Emailed invitations to selected Board Members and elected officials regards the 25 January 2013 Eastern Carolina Aviation Heritage event in Havelock. As of this date, P. Buchanan and K. Jones responded in the affirmative
- Extended Retirement Congratulations to Tony Velocci, Editor-In-Chief, Aviation Week and Space Technology magazine
- Reached out to LORD Corp contacts regards possible meeting in January

## **NCER Staff Activity Report –January 2013**

### **Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John (Melissa).
- Prepared billings for loan payments (Melissa).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia/Melissa).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia/Melissa).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Processed accounts payable and receivables for Envision East (Sylvia).
- Prepared financial reports for December Board meeting (Sylvia).
- Reviewed “draft” audit report (Sylvia).
- Balanced bank accounts (Sylvia).
- Maintained personnel leave records (Sylvia).
- Prepared expense report for MGTF (Sylvia).
- Prepared financial reports for NC Legislature (Sylvia).
- Prepared reports for Board meeting (Sylvia).
- Completed final draft of fundraising RFP for distribution to Long-range planning committee (John).
- Updated rosters of Long-range planning and Legislative Committees and Committee descriptions and distributed to board members (John).

### **Life science**

- Met with Mark Phillips, Director of Eastern Region office of NC Biotech Center to discuss convening meeting of biopharma company execs in NCER to discuss issues relevant to their companies along with planning for California mission (John).
- Attended Marine Science Education Partnership meeting in Morehead City, then met with CEO of MBCOI for update, then met with local developer and director of industry training at Carteret CC to discuss engagement of top 10 employers (hospital, county, etc.) in WorkReady Communities program (John).
- Coordinated final plans for attending/exhibiting at WTG Biomanufacturing Summit in San Diego Jan 28-30 with Bill Bullock of NC Biotech Center and local developers that committed to attending (John).
- Set up dinner meeting with new President of area pharmaceutical company that will attend Biomanufacturing Summit (John).

### **Defense/Aerospace– Defense Logistics**

- **see ADL Associates reports**
- Organized (John) and participated in (John, Len & Mark) conference call with key rep and staff member of McCrory transition team to discuss NCER Defense Logistics Initiative (DLI).
- Provided follow-up to conference call on DLI – providing two concept proposals on implementation plans and existing marketing materials developed by NCER (Mark)
- Solicited and received info on reduction in personnel by occupation at FRC East to use in marketing region to aerospace/metalworking clients considering NCER (John)



### **Value-added agriculture**

- Hosted meeting of Louisiana biofuels company at NCER (including reps from Biofuels Center and NC State) to discuss opportunities for development of biofuels facilities (John and Kathy).
- Met with new GM for West Coast agri-business considering Wayne County for project (John)
- Convened meeting of biofuels site assessment project consultant (forestry company) with local developers to review the process and results and suitability of three selected sites (John and Kathy).
- Set up meeting with key reps of biomass processing company (i.e. wood pellets and/or biofuels producer) during California mission (John).

### **Travel/Tourism**

- Renewed membership on behalf of the Tri-Regional National Heritage Area Initiative to the Alliance of National Heritage Areas (Steven).

### **Prospect coordination and recruitment activity**

- Continued prospect follow-up from events from recent marketing events and current requests information. (Kathy and John).
- Updated various client tracking data on prospects in database (Kathy)
- Organize 2012-2013 Marketing calendar based on budget for presentation to the board (John and Kathy)
- Initial Planning for Client Development Mission in the spring and continued marketing calendar development, finalizing more activities (Kathy).
- Begin to research companies for direct call mission in January to California (Kathy and John)
- Conference calls/meetings with various clients including, Project Block, Strata, and BioDiesel Client (Kathy and John).
- BioFuels site presentation by GFR on three sites in the region for potential Biofuel production facility (Kathy and Steven).
- Conference call with rep of Strata Solar to discuss company's plans to move forward with installing solar facilities in NCER, total investment approaching \$1 billion over 5 years (John and Kathy).

### **Workforce Development**

- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress (Kathy).
- Met with The WRC teams in Craven, Jones and Greene Counties, outlining final details for sign distribution, website and specifics on any additional requirements for WRC status (Kathy).
- Various meetings with East Carolina Workforce Development Board to outline strategies and marketing activities and grants and follow up on all needs (Kathy).
- Launch of WorkReady Communities Website, connecting employers with unemployed workers (Kathy and Steven).
- Reporting on WRC grant to Rural Center (Kathy).

### **Legislative (and Military) Affairs**

- Attended NCEDG Presidents meeting with McCrory transition team for economic development to discuss economic delivery system in NC and provided follow-on info (John)

## **Marketing**

- Updated nceast.org to include information about ASPIRE (Steven).
- Posted several news articles to nceast.org news feed (Steven).
- Posted relevant information through social media outlets including, Facebook and Twitter (Steven).
- Designed and wrote a consultant newsletter and distributed to over 600 site location consultants (John & Steven).
- Coordinated with marketing firm on the development of a theme and design of the 2012 Annual Report (Steven).
- Conducted research for data and built charts to be included in the 2012 Annual Report (Steven).
- Wrote information to be included in the 2012 Annual Report regarding Travel & Tourism (Steven).
- Edited all content to be included in the 2012 Annual Report (John & Steven).
- Wrote a script to be used as narration for an employee focused Career Readiness Certificate video (Steven).
- Continued to refine and make updates to ncworkready.org (Steven).
- Began planning and development of content to be included in a collateral piece on logistics (Steven).

## **STEM East**

- Met with Sara Price and Andrew Lakis of Teach for America - North Carolina to discuss needs of regional school districts and opportunities for collaboration between NCER's STEM East and TFA to serve the needs of schools/students in NCER territory (John).
- Identified Advisory Board members for STEM-East (John, Steve).
- Received confirmation that Wayne County was able to expand the STEM East Network via a \$526,095 Golden LEAF grant. Working with them on logistics for four new STEM Center sites (John).

## **Plan-It East (successor to MGTF)**

- Continued preparation of Final Report for EnvisionEAST-2050 (due 15 January) (Mark).
- Provided multiple EE-2050 results briefs to community groups and local governments (Mark).
- Began Phase II of Sentinel Landscapes / Food & Fuel for the Forces (\$300k through Aug 2013)
- Completed FF4F phase one deliverables (Mark).
- Developed and submitted proposal in response to RFP from NC Commerce to request 'BRAC-preparedness' funding from \$500,000 appropriated by legislature to expand regional approach to land use planning of away spaces (Mark with support from John).
- Prepared final joint MGTF Brief to Department of Defense (OEA) - scheduled for mid-January in DC (Mark).
- Met with civilian liaison of Marine Corps Installations East (MCI East) to discuss region's progress in responding to issues of interest to Marine Corps (and Air Force) and priorities for coming years (John).
- Demobilized MGTF office in Swansboro (Mark).

## **Other**

- Developed information for NCER Annual Report (all staff).

- Various Research requests from counties and local companies (Kathy/Melissa).
- Met with President of the little bank to discuss NCER loan guarantee policy and how it might be improved to leverage bank loans to small target companies (John).
- Conference call with reps of NCSU Institute for Emerging Issues (IEI) regarding NCER section of upcoming meeting (John and Kathy).
- Engaged in planning event to recognize inventors and innovators in ENC with reps from ECU, SBTDC, NC Biotech Center and others (John).
- Convened conference call with other members of NCSU Industrial Extension Service (IES) advisory board to develop strategies to encourage IES engagement with local/regional economic development efforts (John).
- Provided short interview on importance of STEM for Go-Science PSA (John).
- Performed 'walk-through' of NC Commerce development offices to meet with state development staff members - Fleetwood, Bukowski, Torrain, Spratley, and Carroll (John).
- Attended NC Chamber annual State of the Economy briefing in RTP as guest of NC Ports Authority (John)
- Met with Tom Bradshaw, State Director of Logistics, regarding NCER SOR and current port improvement projects (wood pellet handling facility at Morehead City), etc. (John).
- Participated in a debrief with a consultant who attended Ignition East 2012 (John, Kathy & Steven).

## **NCER Staff Activity Report –February 2013**

### **Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John (Melissa).
- Prepared billings for loan payments (Melissa).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia/Melissa).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia/Melissa).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Processed accounts payable and receivables for Envision East (Sylvia).
- Prepared financial reports for December Board meeting (Sylvia).
- Prepared reports for Board meeting (Melissa).
- Submitted Request for Proposal to four agencies to fund-raising campaign (Sylvia).
- Processed budget and expense worksheet for OEA billings (Sylvia).
- Prepared financial reports for February Board meeting (Sylvia).
- Prepared Focus on Wilson County report (Sylvia).
- Prepared Focus on Carteret County report (Sylvia).
- Process contract documents for Rural Jobs Accelerator Grant (Sylvia).
- Prepared State Appropriation request for payment (Sylvia).
- Prepared State Appropriation quarterly report (Sylvia).
- Prepared annual report for Blue Cross/Blue Shield (Sylvia).
- Prepared annual census report for Federal Government (Sylvia).
- Prepared and submitted multiple reports by request from NC Legislative Research Staff for presentation to Legislative NER Committee (Sylvia with support from John and staff).

### **Life science**

- Coordinated final details of NCER (Wilson and Pitt) participation in Biomanufacturing Summit with Bill Bullock of NC Biotechnology Center (John)
- Met with new site/engineering manager for major biopharma company in region (John/Len)
- Met with Brody Medical School committee regarding gaining financial resources (John)
- Worked out arrangement with Mark Phillips and NE and SE Development Partnerships for Eastern NC participation in NC Pavilion at BIO Annual World Congress (John)
- Developed ad content for Biotech Daily News distributed at BIO that will feature BioEast Alliance, NCER Biopharma industry cluster and Carteret assets in Marine Bio-technologies COI (John and Steven)
- Met with Bill Bullock of NC Biotechnology Center regarding California trip and meetings at Biomanufacturing Summit in San Diego for debrief on success of meetings (John)

### **Defense/Aerospace– Defense Logistics**

- **see ADL Associates reports**
- Coordinated NCER participation in Emerging Issues Forum for breakout session focused on NCER Defense Cluster (and it's connections to aerospace, life science, and value-added agriculture) and secured panel members and led panel discussion and audience participation (John with support from Kathy)
- Participated in conference call regarding plans to propose Super JLUS project for funding from US DoD Office of Economic Adjustment to expand 'away space' planning activities from 9 counties to 40+ counties in ENC – desired by Marine Corps and Air Force (John and Mark)
- Planning meeting with British American Business Council East regarding hosting quarterly meeting at GTP with Aerospace focus (John and others)\
- Served as panel member for Emerging Issues Forum breakout session on NCER (Mark)

- Met with Ray Jones (President of NC Aerospace Alliance) regarding BABC meeting and desire of Alliance to work with us to support regional defense/aerospace conference (John and Len)

#### **Value-added agriculture**

- Met with Jed McMillan of NCDOT regarding project working in conjunction with NC Department of Agriculture to recruit ag-based companies and develop infrastructure capacity to assist existing agribusiness with exporting products (John)

#### **Travel/Tourism**

- Participated in eco-tourism planning meeting with Vann Rogerson of NE ED Commission and ECU faculty regarding funding and coordination with ENC Heritage Tourism initiative (John)
- Distributed Association of National Heritage Areas (ANHA) Congressional Reception invites to Eastern NC congressional delegation (John)
- Distributed press release for NC Coast Host on behalf of our NCER tourism authorities (Steven)

#### **Prospect coordination and recruitment activity**

- Conference call with Nash County and NC Dept of Commerce reps regarding expansion project (John)
- Continued prospect follow-up from events from recent marketing events and current requests information. (Kathy and John).
- Updated various client tracking data on prospects in database (Kathy).
- Organize 2012-2013 Marketing calendar based on budget for presentation to EDAG (Kathy).
- Conference calls/meetings with various clients including, Project Block, Strata Solar.
- (Kathy and John).
- Prepared Regional Year End and Quarterly Dashboard report (Kathy with design help from Steven). Participated in project conference call with Carteret County and NC Biotech Center (John)

#### **Workforce Development**

- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress (Kathy).
- Met with The WRC teams in Pitt, Lenoir, and Wayne, outlining final details for sign distribution, website and specifics on any additional requirements for WRC status. (Kathy).
- Various meetings with East Carolina Workforce Development Board and WRC consultant to outline strategies and marketing activities and grants and follow up on all needs (Kathy).
- Communicated regularly with leaders of WRC teams about website, etc. (Kathy).
- Reallocation of budget funds for WRC (Kathy).
- Worked closely with WRC teams to determine how additional funds are going to be spent (Kathy).
- Reporting on WRC grant to Rural Center (Kathy).
- Presentation to Advantage West Economic Development Partnership and Western NC Workforce Development boards on Work Ready Communities (Kathy).

#### **Legislative (and Military) Affairs**

- Attended Greenville/Pitt County chamber luncheon for regional legislators (John)
- Met with NCEDG regarding upcoming NC legislative items (John)
- Met with Dr. Jim Kleckley of ECU Bureau of Business Research regarding regional economic regions study update for NCEDG (John)

#### **Marketing**

**STEM East**

- Education Talk Radio Interview discussing STEM East Initiative in the Region (Steve).
- Multiple meetings as a IEI committee member for conference development (Steve).
- Multiple meetings with Lenoir 2020 planning committee (Steve).
- Multiple planning meetings with Golden LEAF administration and regional representatives (Steve).
- Served as panel member for Emerging Issues Forum breakout session for NCER (Steve).

**Plan-It East (successor to MGTF)**

- Multiple meetings regarding Project related to DLI in Carteret County (Mark).
- Presented EE-2050 Results to Jacksonville-Onslow EDC (Mark).
- Multiple meetings in Lenoir to promote "Biodiesel-4-Schools" - a necessary component of Food & Fuel for the Forces (Mark).
- Final MGTF briefing to OEA in Washington, DC (Mark).
- Began planning in Raleigh and DC for the NC "Super JLUS" which NCER will administer (Mark).
- Led consultant team (for Super JLUS) workshop in Charlotte (Mark).
- Demobilized the Swansboro office permanently (Mark with support from staff).
- Completed EnvisionEAST-2050 Final Report (Mark).
- Multiple website revisions (Mark and Steven).

**Other**

- Participated in NCSU Industrial Extension Service E3 meeting at Hatteras Yachts (John)
- Continued is assisting in planning for IEI forum in February (John and Kathy).
- Various Research requests from counties and local companies (Kathy).
- Submitted information for NCER Annual Report (Kathy).
- Preparation of IES proposal for RFP for Make it in America Grant (Kathy and John).
- Meetings/phone conversations with consultants assisting New Bern and Greenville with branding and Craven County regarding economic development opportunities and NCER activities (John)
- Presentation to Wilson County Board of Commissioners about NCER activities and support for Wilson County economic development efforts (John)

Subject: Activity Report, Week of 4 to 8 February, 2013

Memo to: J. Chaffee, S. Nesbitt, M. Grady

From: L. Kulik, Senior Advisor – Aerospace, Defense & Logistics

Date: 2/10/13

- At the request of the President/CEO, I registered to attend the NC Railroad's March 5-6, 2013 Progress In Motion Logistics event in Raleigh, NC
- Requested update from Jason Semple/NC DOC on Eaton's request for a tube bending & work cart assembly source in eastern NC. For cost reasons, Eaton opted to purchase formed tube components and to do the final cart assembly in-house
- Exchanged emails with A. King/GTP regards details of her offer of free registrations at the March 4 – 6, 2013 SpeedNews Commercial Aviation Industry Suppliers conference in Los Angeles and the April 16 -18, 2013 Aviation Week MRO Americas event in Atlanta, GA.
- Discussed the GTP Conference Registration offer with the President/CEO. He decided that I should plan to attend the Avn Week Atlanta, GA event and he would cover the SpeedNews Los Angeles event, other events on his calendar permitting. I notified A. King/GTP and S. Nesbitt/NCER of our plans to participate in the SpeedNews and Aviation Week events in March and April, respectively
- Requested update on participants in the NC Dept of Commerce Pavilion at the 2013 Paris Air Show from S. Bernart and forwarded the information to Chaffee and Pearce
- Working with J. Semple/NC DOC, finalized list of Known and Potential Aerospace companies in the RJA Grant target counties, then forwarded the data to J. Semple/NC DOC and to EDC's in Edgecombe, Greene, Lenoir, Pitt, Wayne & Wilson for review, confirmations, corrections, additions, deletions and comments as soon as practical
- With assistance from J. Semple/NC DOC, began finalizing the list of Known and Potential Aerospace companies in counties not targeted by the RJA grant
- Joined President/CEO in a meeting in New Bern with R. Jones/President NC Aerospace Alliance and L. Carver/President CMW to discuss revitalization of the NC Aerospace Alliance and the planning for the May 22, 2013 British America Business Council – BABC meeting at the GTP
- Reviewed and commented on the Aerospace-Defense segment of the Draft 2012 Annual Report
- Coordinated my participation in the Emerging Issues Forum with Don Mills

Subject: Activity Report, Weeks of February 18 to 22 and February 25 to March 1

Memo To: J. Chaffee, S. Nesbitt & M. Grady

From: L. Kulik, Senior Advisory – Aerospace, Defense & Logistics

Date: 3/3/13

- Represented NCER at ECU Career Fair at Mingis Coliseum. Networked with leadership faculty from the Dept of Engineering, Industrial Distribution & Logistics and College of Technology and Computer Sciences Public Relations; representatives from FRC East (National IMC and H-53 IMC Logistics, IMC – Integrated Logistics Concept); Spirit AeroSystems HR and Training Coordinator; H & A Scientific HR; AAR Training & HR; Caterpillar HR; ASMO HR; Keihin HR and others
- Hosted Bernard Torain – NC Dept of Commerce B&I Div Liaison to NCER on a unexpected visit to the NCER office
- Accepted invitation from former Greenville Mayor, Pat Dunn, to speak to the Noon Greenville Rotary about the growth of Aerospace in the NCER and the east coast. Likely date, 3 June 2013
- Provided information on Dept of Defense Manufacturing Centers of Excellence to President/CEO
- Opted in to the NC Dept of Commerce block of rooms for the Paris Air Show
- Requested information from D. Rhodes on the number of registrations NCER gets with its sponsorship of the Aviation Week Civil Aviation Manufacturers conference in May 2013
- Responded to request for information from President/CEO on Intelligence, Surveillance & Reconnaissance relative to high altitude large area surveillance UAV's
- At the request of the President & CEO, provided background study on Joint Light Tactical Vehicle – JLTV; Engineering, Manufacturing and Development – EMD winning contractors and program schedule to S. Pearce for further development by our ECU intern
- Participated in multiple conference calls initiated by Kyle Snyder-North Carolina UAS Program Leader, regards North Carolina's proposal to capture one of six UAV tests sites to be designated by the FAA for Research, Development and Identification/Resolution of operational issues.
- Received confirmation from Economic Developers in Carteret, Lenoir, Duplin, Pitt, Greene, Pamlico, Nash, Edgecombe, and Onslow on our research regards Know/Potential Aerospace assets. Provided summary report to Chaffee, Howard & Semple
- Sent congratulations to Gabriele Borsoi - Dema for the installation of P & W geared turbofan engines on the first flight article of the Bombardier C-Series Commuter aircraft
- Joined Chaffee, Howard and other team members in a RJA Grant Conference call to discuss agenda, content and format of the RJA Regional Kick-Off meeting, tentatively 25 March 2013
- Joined K. Howard to participate in the NC Northeast State of the Region event. Networked with, S. Decker-NC Sec of Commerce, T. Lord-GLF, B. Schulkin-SBTDC, Representatives from the offices of Senator's Burr & Hagan, N. Tolson-NC Biotech Ctr, D. Herman-Vidant, R. Canalas-NC DOT, A. Delia-Brody School of Medicine, K. Snyder & R. Breedlove-NCSU NGAT/UAS Office
- Provided a list of Tier 1 Aerospace assets in RJA Designated area to Pres/CEO. List was approved with the suggestion that we had LORD in Cary and GE Aviation in Wilmington and Durham



## **NCER Staff Activity Report –March 2013**

### **Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John (Melissa).
- Prepared billings for loan payments (Melissa).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia/Melissa).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia/Melissa).
- Prepared reports for Board meeting (Melissa).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Processed budget and expense worksheet for OEA billings (Sylvia).
- Prepared financial reports for Board meeting (Sylvia).
- Prepared Focus on Pamlico County report (Sylvia).
- Updated Focus on Carteret County report (Sylvia).
- Updated Focus on Craven County report (Sylvia).
- Prepared State Appropriation request for payment (Sylvia).
- Worked with Mark Sutherland on Sentinel Landscapes agreement (Sylvia).
- Submitted invoices to participants in Global Innovation Network (Sylvia).
- Prepared additional response for Legislative NER Committee (Sylvia).
- Prepared final payroll documents for MGTF employee (Sylvia).
- Began review of funding campaign proposals (staff).

### **Life science**

- Secured partnership with Mark Phillips of NCBC Eastern Office to sponsor kiosk in NC pavilion at BIO International World Congress in Chicago (John) and organized assemblage of marketing material to be sent for display (John, Steven, Melissa)
- Met with Bill Bullock of NCBC for debrief on Biomanufacturing Summit in San Diego (John)
- Attended CED Life Science Conference in Raleigh (John)
- Met with Francis Lamberti, CTO of Pioneer Surgical Technologies regarding exporting to EU (John)
- Teamed with local developers in BioEast Alliance (led by Jennifer Lantz) to convene a meeting of area biopharma companies (John)
- Prepared (Sylvia) and sent (John) invoices to GIN partners and connected Spanish GIN partner to NC Commerce and NCBC delegation attending EuroBio Conference in Barcelona (John)
- Communicated with attorney representing medical device company out of Boston interested in new facility and connecting to European life science community (Len and John)

### **Defense/Aerospace– Defense Logistics**

- see ADL Associates reports
- organized and moderated panel on defense sector and DLI at Emerging Issues Forum (John with support from Kathy and participation by Mark)
- organized logistics panel for SOR, secured panel moderator, and solicited membership for a NCER Logistics Committee/Task Force (John)
- participated in, and presented at, NC Biotech Center Eastern Office Advisory Committee (John)
- participated in conference calls regarding North Carolina drone test site application for Hyde County Airport in ENC (John, Mark & Len)
- Met with Wayne Commissioner and Transportation Committee Chair Joe Dougherty regarding Wayne County interest in and video about DLI (John)

- Met with Lenoir Commissioner and Transportation Committee Chair Mac Daughtey regarding DLI and Interstate Loop concept (John)
- met with Don Black and Sen. Norm Sanderson regarding ENC CubeSat project (John)
- met with City of Havelock team to evaluate and discuss new industrial park near entrance to MCAS Cherry Point that could serve as defense logistics location (John)

#### **Value-added agriculture**

- met with John Nelms of Duke Energy regarding connecting Chemtex officials (biorefinery in Sampson County) with new pellet plant to be constructed in Sims/Wilson County (John)

#### **Travel/Tourism**

- Attended the NC Governor's Conference on Tourism (Steven).

#### **Prospect coordination and recruitment activity**

- Continued prospect follow-up from events from recent marketing events and current requests information (Kathy and John).
- Updated various client tracking data on prospects in database (Kathy).
- Attended Site Selectors Guild Conference meeting with leaders in site selection process (Kathy).
- Planned direct call mission to western PA and Eastern Ohio for April. 12 company direct calls are planned during the week (Kathy).
- Worked with local developers and allies on planning EDAG meeting after SOR (Kathy).
- Responded to requests from Local Developers, prospective clients and consultants (Kathy).
- Prepared Legislative reporting information to be presented on behalf of NCPED (Kathy).
- Continued to plan for Certified WRC programs (Kathy).
- Meeting with NCER WRC team to plan next steps and new marketing ideas (Kathy).

#### **Workforce Development**

- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress (Kathy).
- Met with The WRC teams in Pitt, Lenoir, Wayne, Craven outlining final details certification needs, marketing info distribution, website and specifics on any additional requirements for WRC status (Kathy).
- Various meetings with East Carolina Workforce Development Board and WRC consultant to outline strategies and marketing activities and grants and follow up on all needs (Kathy).
- Communicated regularly with leaders of WRC teams about website, etc. (Kathy).
- Reporting on WRC grant to Rural Center (Kathy).
- Presentation to Wayne County Commissioners and WRC Team for Wayne County WRC Certification presentation (Kathy).
- WorkReady Communities Presentation to Tarboro Rotary and meeting with Edgecombe County Leader to determine next steps in Employer Commitment process (Kathy).
- Employer Commitment meeting at Pitt Community College with local employers (Kathy).
- Conference call with NC Rural Center leaders to begin planning for next steps in the Certified WorkReady Community Program (Kathy).
- Met with Craven Community College and Craven County Schools to develop Employer Commitment list plans and connecting employers to STEM and CRC (Kathy).
- Prepared presentation for Wilson County leaders and employer WRC meeting in March (Kathy).
- Continued to plan for Certified WRC programs around the region, working with local leadership (Kathy).
- Meeting with NCER WRC team to plan next steps and new marketing ideas (Kathy).
- Made a presentation to Pitt County industry leaders regarding the WorkReady Communities Job Portal (Steven).

- Participated in STEM East marketing meeting (Steve, Kathy & Steven).
- Participated in STEM East Advisory Council meeting (John, Kathy, Steve & Steven).

### **Legislative (and Military) Affairs**

- Joined Chambers of Commerce of NCER for Legislative Event at General Assembly to present their legislative agenda (John)
- Met with NC Economic Development Group and Commerce Secretary Decker to discuss engagement with legislators regarding issues associated with regional economic development and state economic development strategies (John)
- Met with OEA regarding funding for Super JLUS project for eastern NC (Mark)
- Prepared materials, met with, and wrote/distributed minutes of NCER Legislative Affairs Committee meeting (John)

### **Marketing**

- Wrote content for and distributed February 2013 newsletter for consultants (John & Steven).
- Explored renewal of Vocus subscription for PR and marketing purposes (Steven).
- Aided Business NC Magazine in planning for Eastern NC Roundtable (John & Steven) and participated in Roundtable (John).
- Met with Chef & the Farmer Restaurant to learn about national PBS TV show and explore marketing and sponsorship opportunities (John & Steven).
- Worked with intern to develop a list of logistics companies and assets in NCER and created maps displaying those assets (John & Steven).
- Worked with marketing firm on finalizing design, layout and editing of annual report (Steven).
- Developed website for State of the Region event for registration and promotional purposes (Steven).
- Created PowerPoint presentation for John to give at State of the Region (John & Steven).
- Secured speakers (John) and facilitated organization of speakers for State of the Region (John & Steven).
- Wrote and distributed a press release regarding Secretary Decker's keynote address at the State of the Region (Steven).
- Developed and distributed a press regarding visit of NC Lottery Delegation in NCER (Steven).
- Wrote and distributed press release regarding announcement of Wayne County as a Certified WorkReady Community (Steven).
- Distributed announcements regarding Rural Job Accelerator Grant to potential Advisory Council members (Steven).
- Wrote and distributed press release regarding announcement of NC's Electric Cooperatives SOR sponsorship and State of the Region details (John & Steven).
- Designed and distributed email announcement to State of the Region invitees regarding Secretary Decker's Keynote Address (Steven).
- Sent out a follow up invitation to State of the Region invitees (Steven).
- Coordinated marketing plans for State of the Region with marketing firm (Steven).
- Posted updates to social networking sites, Facebook and Twitter (Steven).
- Posted news releases on news feed on nceast.org (Steven).
- Participated in interview for article in upcoming edition of the Economic Development Review (Steven).
- Wrote and distributed an announcement regarding the Rural Jobs Accelerator Grant (John & Steven).

### **STEM East**

- Hosted meeting and visit to STEM Center for Senator Louis Pate, NC Lottery Executive Director Alice Garland and NC Lottery Commission Member Jody Tyson (Steve Hill).
- Secured members and hosted first meeting of STEM East Advisory Committee (Steve Hill)

- Met with SIS regarding their interest in partnering with NCER/STEM East in providing sustainable consulting services to manufacturers (John and Steve)

#### **Plan-It East (successor to MGTF)**

- Attended NC Working Lands Group, Quarterly meeting at DENR (Mark).
- Multiple workshops with GreenCircleNC and other stakeholders regarding biodiesel project in the region (Mark).
- Participant in the Hofmann Forest Working Group (wrote concept paper for use of all) (Mark).
- Participant in the statewide UAS Partnership - several workshops (Mark).
- Briefed State and Federal officials in Raleigh and DC on the NC "Super JLUS" project (Mark).
- Attended two-day strategy-based management conference (Ascendants, LLC) (Mark).
- Participant in several workshops related to "iproject" in Carteret County (Mark and John [conf calls]).
- Briefed DoD (OEA) Senior Leadership on multiple ongoing NC initiatives aimed at protecting the utility of military bases (Mark).

#### **Other**

- Submitted information for NCER Annual Report (staff).
- Assisted in SOR planning (Staff).
- Met with Eddie Miller of NC Electric Cooperatives and secured prime sponsorship for SOR (John)
- Conference call with Journal Communications Staff for Workforce articles (Kathy).
- Worked with NC Rural Center, IES and SBTDC on planning for kick-off meeting for the Rural Accelerator Grant (John and Kathy with Len providing content on aerospace companies).
- Assisted in preparing of information for Fiscal Research Division information request (Sylvia and Kathy).
- Attended North Carolina's Northeast State of the Region (Kathy).
- Presented overview of NCER and its activities/programs and support for county to Carteret and Pamlico Counties (John)
- Attended Pitt County Industry Appreciation event (John)
- Met with Ben Knight and Ms. Howard of Chef & The Farmer re PBS special on 'farm to table' series (John and Steven)
- Participated in Wayne County NCSU IES E3 coordinating meeting in Goldsboro (John)
- Attended SBTDC Statewide Advisory Board Meeting in Raleigh (John)
- Attended Manufacturing Makes It Real NCSU IES event at NACCO Materials Handling Group in Pitt County (John)
- Attended Carolinas Gateway Partnership meeting at which Paige Webster of Foote Consulting (one of participants in NCER Ignition East consultants event) presented on trends in industrial location (John)
- Participated in a walkthrough of the Hilton in preparation for the 2012 State of the Region (Melissa & Steven).
- Hosted NCSU Industrial Extension Service Advisory Board and presented overview of NCER and our cluster marketing and workforce development programs (John)
- Participated in GoScience Board Meeting (John)

Subject: ADL Associates Activity Rpt, 18 - 22 March, 2013

To: J. Chaffee, S. Nesbitt, and M. Grady

From: L. Kulik, Senior Advisor – Aerospace, Defense & Logistics

Date: 3/24/13

- Represented NCER as a Gold Rock Test Site – GRTS Team Member on the twice weekly Conference Call regards North Carolina's Proposal to the FAA for a UAV test site in Hyde Co
- Coordinated with A. King, GTP to select NCER – GTP position in the NC Department of Commerce Pavilion at the 2013 Paris Air Show
- Followed up with Pam Patterson, Vice President, International Service Div, BB&T to lay ground work for a future meeting to discuss support for our aerospace/defense initiatives
- Made multiple contacts with our colleagues at Eaton, Honeywell, AAR, Spirit and FRC East to encourage their participation in the March 25, 2013 RJA Grant Kick-Off meeting in Wilson
- Sent copies of NCER 2012 Annual Report to Commanding Office, MCAS New River with our thanks for assisting us in getting aviation maintenance photos for the report
- Participated with staff in coordinating conference call for RJA Kick Off meeting
- Prepared Information Paper on USMC plans for Retrograde, Reset and Distribution of its Mine Resistant Ambush Protected – MRAP vehicles and sent it to J. Chaffee & M. Sutherland
- Provided DAAC Charter to J. Chaffee and K. Howard as requested
- Provided information on new Spirit Aerosystems CEO (former Lockheed – Martin Exec) and possible sale of Spirit's St. Nazaire facility to Airbus to J. Chaffee
- Met with Richard J. Martin, President & CEO, Defense Holdings, Inc. for 2.5hrs to discuss the past and future plans for the DHi facility in Trenton. Developed MFR from the meeting and sent to J. Chaffee and K. Howard
- Reached out to R. Jones, Chairman NC Aerospace Alliance, to do some due diligence checking on my meeting with Richard Martin of DHi
- Provided information from the FAA on proposed airport control tower closings (April 7<sup>th</sup>) in the region –Coastal Carolina Regional, New Bern and Kinston Regional Jetport, Kinston
- With assistance from J. Semple, NC DOC, scheduled 3/25/13 AM meeting with IAS in Wilson

Subject: Activity Report, 1 – 5 April, 2013

To: J. Chaffee, S. Nesbitt, M. Grady

From: L. Kulik, Senior Advisor – Aerospace, Defense & Logistics

Date: 4/7/13

- Reached out to Richard Walls, Deputy Secretary – Transit, NC Dept of Transportation (key GRTS POC) offering congratulations on promotion and requesting new contact information
- Reached out to POC's at Advaco Technologies, Inc. in Winston Salem and Durr Systems, Inc. in Auburn Hills MI, regards my attempts to set up meetings with Spirit on their behalf
- Finalized my discussion points for the Mon 8 April Aerospace Radio Interview
- Discussed Lenoir Community College representatives reaction to the 25 March Rural Jobs Accelerator Grant Kickoff meeting in Wilson with J. Chaffee
- Completed connecting R. Martin, President DHI in Trenton to Neuse River Development Authority – NRDA
- Worked with Kallman representatives to complete the NCER Data Entry into the 2013 Kallman and Paris Air Show Directories, Air Show Organizes had sent bad Access and Password Data
- Requested update from the NC Dept of Commerce on the availability of Exhibitor Badges for the Paris Air Show
- Represented NCER on weekly conference call for the Gold Rock Test Site – GRTS UAV proposal to the FAA
- Discussed updates of Aerospace collateral material for the Paris Air Show with S. Pearce
- Reviewed and provided comments on Volume III of the GRTS proposal to the FAA too K. Snyder, North Carolina Proposal Director
- Reached out to Ray Jones, Chair of the NC Aerospace Alliance for an update on Alliance plans for 2013. Briefed J. Chaffee on the feedback
- Provided Aviation Week article on the announcement of Larry Lawson, former Northrup-Grumman VP to CEO of Spirit AeroSystems
- Reached out to J. Lemire, Global Business Manager - Aerospace Aftermarket, LORD Corp in Raleigh to schedule a meeting prior to the Aviation Week MRO Americas Conference in Atlanta and/or the Paris Air Show in June
- Met with A. King, GTP to discuss participation in Aviation Week MRO Conference and the PAS, Received Registration Bar Code for AvnWk MRO Conference
- Asked Don Mills to determine if IMAF could/would fund operating capital, DHI?
- At the request of J. Chaffee and S. Nesbitt, researched and identified Time Sheet data regards the Rural Jobs Accelerator Grant

Subject: Activity Report, 8 - 12 April, 2013

To: J. Chaffee, S. Nesbitt & M. Grady

From: L. Kulik, Senior Advisor – Aerospace, Defense & Logistics

Date: 4/13/13

- Participated in a 30+ minute “Aerospace in Eastern North Carolina” interview on Greenville Station WECU with former Greenville Mayor Pat Dunn and Mark Woodson, President of The Five Prime Group
- Reached out to Brian Hammond, Honeywell Aerospace in Rocky Mount to setup a plant visit later in the week
- Contacted S. Bernart and D. Rhoads NC DOC regards details on Paris Air Show Pavilion graphics and participation. Determined that DOC’s previous pavilion contractor had considerably jacked up the price and NC DOC was in negotiations with a new provider. Details on graphics and participation will be delayed accordingly
- Advised President/CEO that the GRTS UAV Proposal Volume VII Economic Impact section would not be available for review until the end of the week, at the earliest
- Reached out to Jacques Lemire, Global Business Manager, Aerospace Aftermarket at LORD. We will meet at the Aviation Week MRO Americas Event next week in Atlanta
- Provided information to President/CEO on Boeing \$1.0 billion expansion at its Charleston, SC 787 Dreamliner production facility. The expansion is projected to create 2,000 jobs over 8 years and draw \$120 million in Upfront state incentives
- Provided information to President/CEO on EADS Ground Breaking Ceremony for its new A320 NEO family of aircraft final assembly plant in Mobile, AL
- Met with T. Greenwood, Spirit Aerosystems. Current employment is 400+, production rate is currently one Section 15 per month – will go to two per month in 2014. Discussed Spirits continued interest in Durr Inc. NA’s Edge Painting/Sealing Technology. I will convey details to D. Maynell, President Durr NA. I asked if Airbus dictated suppliers for Spirit. His answer was, Yes and No. Airbus does have a list of preferred suppliers, especially when the procured items go across multiple models. Airbus also passes along a certain percentage of offset requirements to Spirit, but Spirit does have some discretion, but not total
- Reached out again to Ray Mayo NC Manufacturing regarding continued issues with the company’s website. At Ray’s request, connected him with S. Pearce for assistance

- Registered for two hour 21 May "ITAR Export Controls/Licensing for Aerospace Exporters" Webinar sponsored by the U.S. International Trade Administration and Kallman Global
- Answered questions from President/CEO regards Kaman Industrial Technologies in Wilson
- Started reaching out to possible appointment during the Paris Air Show
- Met for two hours with Brian Hammond and Tim Weeks at Honeywell Aerospace in Rocky Mount to gather data for our aerospace cluster, Rural Jobs Accelerator – RJA initiative and to learn about the company's new in-house Training Center and movement into the Maintenance, Repair and Overhaul – MRO business sector
- Closed the loop with M. Stahl, Honeywell Aerospace Facility Manager in Rocky Mount, regarding my briefing and plant tour and took the opportunity to explore opportunities for NC Manufacturing, interest in ECU Interns and a visit by H. Griffin and G. Dixon



Subject: Activity Report, 8 - 12 & 22 – 26 April, 2013

To: J. Chaffee, S. Nesbitt & M. Grady

From: L. Kulik, Senior Advisor – Aerospace, Defense & Logistics

Date: 4/26/13

- Partnered with A. King of the GTP to market the region at the Aviation Week MRO America's Conference in Atlanta, GA
- Networking and Intelligence Gathering at the MRO Conference with:
  - ✓ Tom Captain, Vice Chairman, Principal, Global and US Aerospace & Defense Industry Sector Leader, Deloitte LLP
  - ✓ Gregory Hamilton, President Aviation Week & Space Technology
  - ✓ Nigel Howarth, Senior Analyst – Fleets, Aviation Week
  - ✓ Dawn Bolden-Shaw, Vice President Global Sales DB Schenker
  - ✓ Tanguy Largeau, Director Business Development Aerospace, DB Schenker
  - ✓ Michael Keck, Director Contract Logistics, DB Schenker
  - ✓ Jeff Tomei, Director Business Development, Spirit Aero, Wichita, KS,
  - ✓ Rafaela Faustina, Brand Management Office, Embraer, S.J. dos Campos, BZ, *advised Boeing is establishing a Research & Technology Ctr in S.J. dos Campos*
  - ✓ Bill Norman, President Timco Aviation Services, Greensboro, NC
  - ✓ Keith Metzler, Asst Executive Director, Southern California Logistics Airport
  - ✓ Janes Capital Partners, Aero/Def Investment Bankers, Irvine, CA
  - ✓ Jeffrey Wood, Strategic and Operational Growth Partners, OH
  - ✓ Jacques Lemire, Global Business Manager, Aero/Def Aftermarket, Lord Inc.
  - ✓ Rodolphe Leroy, OEM Sales Manager Americas, Lord Inc.
  - ✓ Charles Creech, President North State Aviation, Winston-Salem
  - ✓ Stella Lamp'l, EP Team Logistics, Manager, SE Region USA, Atlanta, GA
  - ✓ Tod Wulff, Dir Govt Services, Constant Aviation, Cleveland, OH
- Provided Aviation Week MRO Americas contact info to G. Grady for input into ACT
- Followed up on Aviation Week MRO Americas contacts
- Reviewed GRTS Proposal Volume VII Economic Impact Section and provided comments to Kyle Snyder, Proposal Director
- Reached out to Ray Jones, Chair of the NC Aerospace Alliance regards NCER hosting the revamped Alliance Office

- Conveyed T. Greenwood's comments to J. Singman, Durr NA, reference Spirits continued interest in an automated edge sealing process for A350 XWB panels. Singman will attempt to schedule an appointment with Greenwood
- Reached out to Spirit Aerosystems, Eaton, FRC East, Honeywell, Mountain Air Cargo, NC Aerospace Alliance, Global TransPark and Community Colleges with Aviation Curriculum (Wayne, Lenoir, Craven) requesting a Letter of Support for the North Carolina UAV GRTS proposal to the Federal Aviation Administration
- Forwarded a copy of my GRTS Letter of Support Template to J. Chaffee & K. Snyder
- By weeks end:
  - ✓ Craven, Wayne and Lenoir CC's, the Global TransPark and the NC Aerospace Alliance had said YES
  - ✓ Eaton and Honeywell had forwarded our request to their corporate offices
  - ✓ Spirit was still discussing whether or not to forward to Wichita. Requested that I check back on 5/1/13
  - ✓ There was no response from Mountain Air Cargo
  - ✓ FRC East lawyers had said no to our request
- Mike Stahl - Honeywell has been promoted to Vice President Procurement and is moving back to Phoenix. His replacement has been identified, but not announced
- Mary Beth Fennell - FRC East has moved from Director Industrial Business Operations Office to Director Industrial Integrated Product Team (IPT) (Phone/email unchanged). Diana Wade has taken Fennell's place
- Angela Padgett heads the VLCOE Office, responsible for new technology issues and partnerships with the universities, community colleges and local industries
- Arranged to stand-in for J. Chaffee at the 5.2.13 FRC East Change of Command Ceremony
- Met with A. King – GTP to discuss revised NC DOC pavilion design for the 2013 PAS
- Provided preliminary comments to Pres/CEO on potential opportunities resulting from Fenmeccanica's reorganization of its Selex Group
- Assisted K. Howard & M. Grady in responding to a request from Carteret County for Transportation photos
- Advised Pres/CEO of pending Dept of Defense order for 60-71 F-35 aircraft
- Reached out to V. Misciagna & T. Lynch-AAR, J. Morgan-AGC Equity Financing, A. Rybka-Poland's Aviation Valley Association, R. Bruinsma-ATC Aerospace and G. Hamilton-Aviation Week regards 2013 Paris Air Show appointments

## **NCER Staff Activity Report –May2013**

### **Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John (Melissa).
- Prepared billings for loan payments (Melissa).
- Prepared minutes from March Board meeting (Sylvia).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia).
- Processed accounts payable, receivables, and payroll for MGTF (Sylvia).
- Prepared financial reports for Military Growth Task Force (Sylvia).
- Prepared financial reports for Board meeting (Sylvia).
- Prepared budget amendment for Board meeting (Sylvia).
- Prepared State Appropriation request for payment (Sylvia).
- Prepared State Appropriation quarterly report (Sylvia).
- Began preliminary preparation of budget for FY 13/14 (Sylvia).

### **Life science**

- Pulled and sent marketing material and development PowerPoint presentation as well as arranged appointments with current biopharma prospects while attending the annual Biotechnology Industry Organization World Congress in Chicago (John with support from Kathy, Steven and Melissa)
- Attended BIO in Chicago and met with two existing prospects, developed one new prospect and reconnected with technology transfer organization from Norway to discuss company they wanted to connect to NC (John)
- Orchestrated and convened meeting of the Life Science Global Innovation Network while at BIO and met with representations from two new potential regional partners from Scotland and Germany (John)

### **Defense/Aerospace– Defense Logistics**

- **see ADL Associates reports**
- met with Tony Almeida (Gov's economic advisor) and Commerce Secretary Decker regarding DLI and set plans to convene meeting with multiple Cabinet Secretaries to discuss DLI (John)
- met with company considering location in ENC to provide overview of NCER and discuss STEM and workforce development initiatives (John, Steve and Kathy)
- Continued input and provision of support letters for UAS Test Site Initiative (Mark, Len & John).
- assisted in hosting location consultant invited to region by GTP (John) and provided briefing on NCER and STEM/workforce development initiatives (John, Kathy and Steve)

### **Value-added agriculture**

- attended Advanced Biofuels Leadership Conference in DC and met with current prospect and connected with two other company reps that may have active projects and would consider NCER (John)
- participated in strategic planning session for FF4F (John, George and Mark) with Marine Corps and food distribution company reps

### **Travel/Tourism**

- Attended the Spring Meeting of the Southeast office of the National Park Service relating to National Heritage Areas (Steven).
- Attended the Spring Meeting of the Alliance of National Heritage Areas (Steven).

### **Prospect coordination and recruitment activity**

- Worked to organize direct calls with companies with 310, LTD. for calls in May (Kathy).

- Worked with local developers and allies on planning EDAG meeting for marketing plan(Kathy).
- Worked with 5 New prospects and follow-up (Kathy and John).
- Marketing Calendar planning for 2013-2014 (Kathy).
- Prepared data for Quarterly dashboard report to NCPED and NCER board (Kathy).
- Participated in the Craven County Economic Development strategy meeting in New Bern (Kathy).
- Attended Beer Army industry ribbon cutting in Jones County (Kathy).
- Participated in consultant visit to region (Kathy and John).
- Participated in client visit with Project Carbon (Kathy and John).
- Participated in conference call with Project Coast (Kathy and John).

### **Workforce Development**

- Participated in a discussion with ACT regarding the curriculum profiling project relating to STEM Centers (Steve & Steven).
- Worked with marketing firm to solve issues with the ncworkready.org website (Steven).
- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress (Kathy).
- Met with The WRC teams in counties to determine next steps in process (Kathy).
- Began lessons learned reporting for Rural Center (Kathy).
- Worked to finalize dollars and spending for NC Rural Center (Kathy and Sylvia).
- Assisted in planning WRC celebration events in 2 of the four certified counties (Kathy).
- Presented at the NC Workforce and Training Conference in Asheville on NCER's WRC efforts and WFD strategies (Kathy).
- Continued to meet with various leaders about benefits of WRC and WFD programs(Kathy and John).
- Planning meeting with ACT director of WRC to see how program may can expand (Kathy).
- Presented to the Pitt-Greenville Chamber of Commerce Board on WRC certification (Kathy).

### **Legislative (and Military) Affairs**

- Attended Governor's announcement regarding reorganization of economic development structure in North Carolina in Burlington (John)
- Participated in multiple meetings related to reorganization of economic development
- Attended meeting with Commerce Secretary Decker and Rep. Tom Murry regarding proposed legislation to reorganize economic development in NC by creating a statewide private-public partnership (John)
- Participated in meeting with reps of Marine Corps Installations East, Governor's Military Advisor and Brad Ives (and Chris Russo) of NC Department of Environment & Natural Resources for discussion of Super JLUS concept and his (Brad's) role as Chair of coordinating committee (Mark and John)

### **Marketing**

- Development of a graphic to show the connectivity between NCER's workforce development initiatives (Steve & Steven)
- Meeting with marketing firm to discuss design of workforce graphic (Steven)
- Edited articles for the next addition of regional economic review magazine (Steven)
- Distributed a press release regarding Inaugural Transportation Impact Small Business Forum (Steven)
- Wrote and distributed 2 articles for placement in BioTech Daily News during Bio 2013 (Steven)
- Developed a presentation to be given at Bio 2013 (John & Steven)
- Developed a presentation for a consultant visit (John & Steven)
- Developed a presentation for a client visit (John & Steven)

- Developed a presentation for John to deliver at MEDAC (John & Steven)
- Posted press releases to news feed on nceast.org (Steven)
- Posted information on NCER's social media sites (Steven)
- Various updates and corrections to nceast.org (Steven)
- Worked with NCER intern to develop electronic maps to for posting on nceast.org (Steven)
- Worked with marketing firm to develop a new regional map (Steven)

#### **STEM East**

- NC Science Summit Planning Committee member – Event held April 11 at the James B. Hunt, Jr Library (NCSU)
- Company recruitment presentation (Steve Hill).
- Assisted the facilitation of Duplin school administration visit to Havelock Middle School (Steve Hill).
- Attended STEM Scorecard Meeting in Raleigh with SMT (John & Steve H)
- Hosted Eisenhower Fellow education research visit (Representative of China Ministry of Science & Technology) at STEM Center in Lenoir County and with ECU research and technology transfer officials (John and Steve Hill).
- Presented and invited to continue work with NC Pathways to Prosperity Partnership (Members include: SAS, Caterpillar, Duke Progress, Burroughs Welcome Fund, NC Dept. Public Instruction, New Schools Project, NC Community Colleges, etc.) (Steve Hill).
- Attended SMT Annual Awards Dinner in Cary (John and Steve H)
- Initiated research for partnership with Onslow Schools (Steve Hill).
- Collaborated with multi-county partners at Sustainability in Mfg event, Nomaco business site (Steve Hill).

#### **Plan-It East (successor to MGTF)**

- Final close-out of Military Growth Task Force (Mark and Sylvia).
- Briefed NCDOT Secretary Tata on Defense Logistics Initiative Implementation Plan (Mark).
- Attended SERPPAS Annual Forum at Camp Lejeune (Mark).
- Luncheon speaker - NCEDA (Raleigh) (Mark).
- Appointed to "Museum of the Marine" Board of Directors (Mark).
- Prepared preliminary grant application for Super JLUS for OEA within DoD (Mark).
- Completed FF4F Phase One Final Report - sent to publisher (Mark and George).

#### **Other**

- Provided annual report and NCER Economic Development Review publications (John, Melissa), developed (John/Steven) and made presentation to the GTP Foundation Board on major happenings with NCER (Steven).
- Met with City of Greenville regarding their new branding effort (John)
- Attended NCEDG meeting in Raleigh (John and Calvin) and NCPED meeting with Commerce Secretary Decker (John)
- Met with C-level leaders of Japanese company with local plant to discuss plans for US (John)
- Participated in two conference calls with marketing firms who will be submitting a proposal in response to RFP for Marketing Services (Steven).
- Met with former Egyptian Prime Minister, NC Attorney General and NC Treasurer and key advisor to NC Transportation Sec. Tata to discuss major economic/transportation project and development of NC Global TransPark (John)

- Participated in a strategy session with Duplin County economic developer (John, Kathy & Steven).
- Participated in a conference call regarding the upcoming BABCNC meeting (Steven).
- Participated in fundraising firm interviews (staff).
- Reviewed Fundraising Proposals for interviews (staff).
- Gave modified NCER SOR presentation to Greenville Mayor's Economic Development Advisory Committee (John)
- Attended NCSU Industrial Extension Service Advisory Board meeting in Charlotte and toured new Electrolux Corp HQ and met VP for Manufacturing (John)

## **NCER Staff Activity Report –June2013**

### **Administration/Accounting**

- Prepared minutes and Board packages (Melissa).
- Made arrangements for staff travel – flights, hotels, etc. for John (Melissa).
- Prepared billings for loan payments (Melissa).
- Met with attorney to discuss possible transition issues (Sylvia).
- Prepared report for distribution to key legislators of region assistance to Edgecombe County (Sylvia).
- Prepared report for distribution to key legislators of region assistance to Onslow County (Sylvia).
- Prepared report for distribution to key legislators of region assistance to Nash County (Sylvia).
- Prepared report for distribution to key legislators of region assistance to Wilson County (Sylvia).
- Responded to Legislative Fiscal Research inquiries (Sylvia).
- Prepared report of loan rates on all region loans (Sylvia).
- Met with Biofuels Center of NC staff for audit on Woody Biomass grant (Sylvia).
- Met with Mount Olive College Agribusiness Center director on ADFP Grant (Sylvia).
- Prepared progress report, budget report, and payment request for ADFP grant (Sylvia).
- Processed accounts payable, receivables, and payroll for NCER (Sylvia).
- Prepared financial reports for Board meeting (Sylvia).
- Prepared budget amendment for Board meeting (Sylvia).
- Prepared State Appropriation request for payment (Sylvia).
- Prepared FY 13/14 budget for NCER (Sylvia).
- Prepared FY 13/14 budget for NC's Eastern Alliance (Sylvia).
- Reviewed fund raising prospectus (Sylvia).
- Contacted each outstanding NCER grant recipient to determine status (Sylvia).
- Updated benefits reports for staff (Sylvia).

### **Life science**

- Met with Mark Phillips regarding NCBC membership in life science GIN, joined (John)
- Conference call with new life science prospect (John & Kathy)

### **Defense/Aerospace– Defense Logistics**

- **see ADL Associates reports**
- Attended Aviation Week Commercial Aviation Conference in Charlotte (John)
- Coordinated/hosted Triangle/ENC British American Business Council meeting at GTP focused on growing aerospace industry in eastern NC (John with assistance from Len/Steven)
- Coordinated and hosted defense-related visitors at NCER for tour of GTP (John with Mark)

### **Value-added agriculture**

- Met with NCSU Extension Forestry staff regarding biomass/biofuels assessments for ENC (John)
- Participated in NC Working Lands Group meeting (John and George)

### **Prospect coordination and recruitment activity**

- Coordinated (Kathy) and participated in (John) local Economic Developers Advisory Group meeting
- Participated in four prospect conference calls (John & Kathy).
- Inquired about available 200,000+ sf buildings with local developers (John).
- Followed up with German aerospace supplier interested in acquisition or JV in NC (John).

- Worked to organize direct calls with companies with 310, LTD. for calls (Kathy).
- Worked with local developers and allies on planning EDAG meeting. (Kathy).
- Client Visit with Project Casper to Craven and Wayne Counties (Kathy).
- Participated in four client calls with potential clients (Kathy and John).
- Conference Call with NC Dept. of Commerce and Carteret County on ED Project (Kathy).
- Met with existing industry to connect with Military resources and potential expansion (Kathy and Mark Southerland).
- Hosted EDAG meeting (Kathy and John).

### **Workforce Development**

- Presented on the WorkReady Communities program and the ncworkready.org job portal to Wayne and Duplin County employers (Kathy & Steven).
- Presented WorkReady Communities Certification Plaque to Lenoir County Commissioners (John).
- Conference Call to begin planning panel discussion for NCEDA Annual Conference (Kathy).
- Communicated regularly with WRC members on updates and details needed for reporting to NC Rural Center on progress (Kathy).
- Worked to finalize dollars and spending for NC Rural Center. (Kathy and Sylvia).
- Presented WRC status to Pitt County in Greenville at their WRC event (Kathy).
- Continued to meet with various leaders about benefits of WRC and WFD programs (Kathy and John).
- Conference call and continued assistance with Rural Jobs Accelerator Project as needed during month (Kathy).
- Worked with to develop new ideas for WRC Site and marketing (Kathy and Steven).
- Presented WRC and the new WRC web portal at Wayne County Lunch and Learn event (Kathy and Steven).
- Developed application for Governor's Innovation Award with WRC consultant (Kathy).
- Worked with Wilson and Craven County to determine next steps for certification, hopefully officially being certified in June 2013 (Kathy).
- Various WRC reports (Kathy).

### **Legislative (Government and Military) Affairs**

- Developed legislative talking points (John).
- Served on state economic development transition team to develop concept for new public/private partnership (John).
- Developed Fact Sheet on NCER (John), distribution of Fact Sheet regarding NCER activities (Steven).
- Communicated with regional legislators regarding specific information about region (John with support from Sylvia).
- Development and distribution of NCER Fact vs Fiction sheet (John, Sylvia, Kathy, Melissa & Steven).
- Prepared remarks and made presentation to NC House Finance Committee related to HB107 (John).
- Attended NC House Commerce Committee meeting where Commerce Secretary Decker presented overview of plan to convert economic development functions to private, non-profit entity (John).
- In association with NCPED, met with Commerce Secretary Decker regarding new public/private partnership to be created by state (John).
- Met with Senator Harry Brown regarding status of ED Partnerships then followed up with information requested (John).



## **Marketing**

- Attended the British-American Business Council Aerospace Forum at the GTP and took photographs of the event (John & Steven).
- Participated in meeting regarding marketing for the Paris Air Show (Steven).
- Updates and blog posts to [ncworkready.org](http://ncworkready.org) (Steven).
- Updates and news feed posts to [nceast.org](http://nceast.org) (Steven).
- Submission of ad for the Eastern Region ED Review (Steven).
- Wrote and distributed a press release regarding the BABC Aerospace Forum (Steven).
- Wrote and distributed a press release regarding Pitt County becoming a certified WorkReady Community (Steven).
- Wrote and distributed a press release regarding the Southeast Regional Partnership for Planning & Sustainability (SERPPAS) event at Camp Lejeune (Steven and George).
- Design and development of a new Aerospace Assets Map (John & Steven).
- Development of an Aerospace themed presentation for the BABC Aerospace Forum (John & Steven).
- Worked with interns to develop digital versions of Aerospace, Logistics and Life Science Maps (Steven).
- Worked with marketing firm to develop and order business cards for Mark Sutherland (Steven).
- Social media posts (Steven).

## **STEM East**

- Implementation work for the first of seven STEM Centers in Duplin County (Steve).
- Jones County Career and Technical Education Advisory Board Update (Steve).
- NCSU Biomass Workshop hosted (Steve).
- Lenoir County Schools Task Force Presentation (Steve).
- Met with Paula Fryland (Carolina's President) and John Leighton of PNC regarding regional economic development activities, particularly STEM East Initiative (John).
- Meeting & Tour with Dr. Linda Patriarca, ECU Dean of the College of Education (Steve).
- Attended Teach for America event in Clinton regarding placement of teachers in our schools (John/Steve).
- Facilitated a Project Lead the Way (Pre-Engineering program at high schools) student capstone project competition judged by Lenoir Mfg. Association (Steve).
- NC Pathways to Prosperity Committee member planning meeting (Steve).
- Facilitated a full day STEM East planning workshop with key manufacturing leaders at Fleet Readiness Center East, Craven County (Steve).

## **Plan-It East (successor to MGTF)**

- Continued to work public-private venture for community-based biofuels project in support of the military (Mark).
- Detailed coordination for kickoff of NCER-led "Super JLUS" in July and development of grant application products (Mark).
- Completion of Food & Fuel for the Forces year-one deliverables (Mark).
- Establishment of work plan for FF4F year-two deliverables. (Co-manage project with George Miller through 31 August) (Mark).
- Participation in SERPPAS annual conference (Mark).
- Continued participation in NC Working Lands Group (Mark).
- Attended Working Lands Group meeting in Raleigh (John & George).
- Attendance at National Military Logistics Conference (Mark).

## Other

- Participated in SBTDC Statewide Board Meeting (John).
- Participated in roundtable discussion about needs of entrepreneurs and then planning session for 2<sup>nd</sup> Annual Entrepreneurship Summit (John).
- Interviewed by ENC Public Radio, Daily Reflector and Rocky Mount Telegram for stories on transition of state/regional economic development activities from public to private (John).
- Met with Pitt County Development Commission staff regarding projects, etc. (John).
- Participated in GTP Tenant Meeting and met new State Logistics Director, Rudy Lupton (John).
- Met with former Commerce Secretary Jim Fain (John).
- Contributed to list of potential investors in NC's Eastern Alliance (John, Sylvia, Kathy, Melissa, Mark & Steven).
- Attended Go-Science Board meeting (John).
- Development of NCER Prospectus (John, Sylvia, Kathy, Melissa, Mark & Steven).
- Development of Pave the Way Letter for fundraising effort (John, Sylvia & Steven).
- Sent info and connected initial fundraising interviewees with Tom Micelotta (John).
- Attended Carolina Gateways Partnership event in Rocky Mount featuring Commerce Secretary Decker (John).
- Attended Go Science! Groundbreaking in Pitt County (Kathy).