

Policy Board of Directors Meeting  
November 17, 2025 Time: 12 p.m.  
CO:LAB 418 W Garden St. Pensacola, FL  
First Floor Conference Room

## AGENDA

- |  |                |
|--|----------------|
| 1. Call to Order   | Kirk Bradley   |
| 2. Public Notice   | Kirk Bradley   |
| 3. Roll Call   | Annie Rose     |
| 4. Public Comment  | Kirk Bradley   |
| 5. Approval of the Agenda                                  | Kirk Bradley   |
| 6. COLAB Updates:  | Patrick Rooney |
| 7.   | Annie Rose     |
| a. Tenant Rate Increase for June 2026*                     |                |
| b. Vote on Tenant and Policy Board Meeting Dates and Times |                |
| 8. Other Business  |                |
| 9. Approval of July 2025 Minutes                           | Kirk Bradley   |
| 10. Other Business   | Kirk Bradley   |
| 11. Adjournment  | name           |

Action Item \*



Policy Board of Directors Meeting  
July 28, 2025 Time: 11 a.m.  
CO:LAB 418 W Garden St. Pensacola, FL  
First Floor Conference Room

## Minutes

1. Call to Order: Chair Kirk Bradley called the meeting to order at 11:10a.m.
2. Public Notice: Annie Rose confirmed public notice was published on July 21, 2025.
3. Attendance:

Board member name: Ryan Tilly	Present
Board member name: Felicia Wynne	Present
Board member name: Dr. Meadows	Absent
Board member name: Dr. Kirk Bradley	Present
Board member name: Veronique Zayas	Present
Board member name: Lloyd Reshard	Present
Board member name: Gerry Goldstein	Present
Board member name: Mohamed Khabou	Absent

Staff and support: Chris Plate, Patrick Rooney, Annie Rose
4. Public Comment John Switzer a CO:LAB tenant and founder of National Energy, Josh Lyons local entrepreneur
5. Approval of the Agenda

Dr. Bradley moved to approve; Gerry Goldstein seconded.  
Passed unanimously.
6. Approval of Minutes - No minutes to approve
7. Office Items:
  - Review of Lease terms regarding eligible subtenants
  - Budget vs Actual Report, 9 Months Ended 6/30/25 Patrick Rooney
  - Budget Overview FYE 9/30/26 Patrick Rooney
  - Policy Board Terms of Service Patrick Rooney
  - Policy Board Roles\* Patrick Rooney
    - i. Chair

Dr. Bradley said he will be bringing in Dr. Micheal Pain from the business department of PSC to replace him as chair of the Policy Board for the next term. He will confirm nomination with Dr. Meadows.
    - ii. Vice Chair

Patrick Rooney proposed adding nominations and voting for Vice Chair at the next Policy Board Meeting to help offset duties and create better structure.

- Flex Desk & Conference Room \* Annie Rose
  - i. Logistics
  - ii. Pricing
  - iii. Membership Details

Annie Rose presented pricing for flex desks and conference rooms approved by FloridaWest staff. Motion to approve with mentioned recommendation and seconded by Gerry Goldstein. The motion was approved unanimously.

- Production Studio\* Annie Rose
  - i. Pricing

With recommendations, Dr. Bradley motioned for approval and Gerry second the motion. Approval was unanimous.

  - ii. Logistics
  - iii. Membership Details

#### 8. Project & Staff Updates:

- Community Collaborations: Annie Rose
  - i. PYP Economic Panel

Annie Rose gave an update the event in collaboration with PYP and because of the success, a series of talks are in the works.

- ii. Ai Builders Meet-Up

Annie Rose shared that CO:LAB will be partnering with AI Builders and implementing it as a CO:LAB program like 1 Million Cups.
- Volunteer & Interns
 

Annie Rose shared CO:LAB has approval for volunteers and interns. CO:LAB will be working on the process for those developments.
- Marketing Activities
 

Annie Rose shared social media statistics and mentioned moving forward will be giving a marketing report at future board meetings.

#### 9. Adjournment: Chair Kirk Bradley adjourned the meeting at 1 p.m.

Respectfully Submitted By:

Annie Rose

CO:LAB

CO:LAB Tenant Rate Comparison Old & New												
Rate increases are based less on square footage, but on estimated number of desks per office due to the increase of program and amenities use as well as ease of rate understanding for tenants and those desiring to be in the program.												
Category	Suite	Old Rate					New Rate					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	
8 to 10 Desks (Large)	101	\$ 500	\$ 650	\$ 800	\$ 1,050	\$ 1,300	\$900	\$1,150	\$1,400	\$1,650	\$1,900	
1 to 2 desks (Sm)	107	\$ 100	\$ 150	\$ 175	\$ 225	\$ 275	\$200	\$350	\$500	\$750	\$1,000	
5 to 6Desks	108	\$ 275	\$ 375	\$ 450	\$ 600	\$ 725	\$500	\$650	\$800	\$1,050	\$1,300	
5 to 6 Desks (Medium)	110	\$ 225	\$ 300	\$ 350	\$ 450	\$ 575	\$500	\$650	\$800	\$1,050	\$1,300	
5 to 6 Desks	111	\$ 225	\$ 275	\$ 325	\$ 450	\$ 550	\$500	\$650	\$800	\$1,050	\$1,300	
3 to 4 Desks	112	\$ 250	\$ 325	\$ 375	\$ 500	\$ 625	\$400	\$550	\$700	\$950	\$1,100	
3 to 4 Desks	201	\$ 425	\$ 575	\$ 675	\$ 900	\$ 1,100						
2 to 3 Desks	202	\$ 125	\$ 150	\$ 200	\$ 250	\$ 300	\$250	\$400	\$550	\$800	\$1,050	
5 to 6 Desks (Medium)	203	\$ 400	\$ 525	\$ 625	\$ 825	\$ 1,000	\$400	\$550	\$700	\$950	\$1,100	
1 to 2 desks (Sm)	204	\$ 125	\$ 150	\$ 200	\$ 250	\$ 300	\$200	\$350	\$500	\$750	\$1,000	
6 to 8 Desks	205	\$ 450	\$ 625	\$ 725	\$ 950	\$ 1,200	\$900	\$1,150	\$1,400	\$1,650	\$1,900	
3 to 4 Desks	206	\$ 175	\$ 225	\$ 250	\$ 325	\$ 400	\$400	\$550	\$700	\$950	\$1,100	
6 Desks	209	\$ 475	\$ 675	\$ 800	\$ 1,000	\$ 1,275	\$500	\$650	\$800	\$1,050	\$1,300	
4 to 5 Desks	210	\$ 450	\$ 625	\$ 750	\$ 975	\$ 1,200	\$400	\$550	\$700	\$950	\$1,100	
1 to 2 desks (Sm)	211	\$ 100	\$ 150	\$ 175	\$ 225	\$ 275	\$200	\$350	\$500	\$750	\$1,000	
1 to 2 desks (Sm)	212	\$ 125	\$ 150	\$ 175	\$ 250	\$ 300	\$200	\$350	\$500	\$750	\$1,000	
4 desks	215	\$ 200	\$ 275	\$ 325	\$ 450	\$ 550	\$400	\$550	\$700	\$950	\$1,050	
1 to 2 desks (Sm)	306	\$ 100	\$ 125	\$ 150	\$ 200	\$ 250	\$200	\$350	\$500	\$750	\$1,000	
8 Desks or 4 sets of 2	307A	\$ 625	\$ 850	\$ 1,000	\$ 1,300	\$ 1,600	\$200	\$350	\$500	\$750	\$1,000	
9 to 10 Desks	308	\$ 1,000	\$ 1,375	\$ 1,625	\$ 2,125	\$ 2,625	\$900	\$1,150	\$1,400	\$1,650	\$1,900	
9 desks	309	\$ 1,000	\$ 1,375	\$ 1,625	\$ 2,125	\$ 2,625	\$900	\$1,150	\$1,400	\$1,650	\$1,900	
7 Desks	310	\$ 1,000	\$ 1,375	\$ 1,625	\$ 2,125	\$ 2,625	\$900	\$1,150	\$1,400	\$1,650	\$1,900	
2 to 3 Desks	311	\$ 200	\$ 275	\$ 325	\$ 400	\$ 500	\$250	\$400	\$550	\$800	\$1,050	
2 to 3 Desks	312	\$ 200	\$ 250	\$ 300	\$ 375	\$ 475	\$250	\$400	\$550	\$800	\$1,050	
2 to 3 Desks	313	\$ 150	\$ 200	\$ 225	\$ 300	\$ 375	\$250	\$400	\$550	\$800	\$1,050	
Total: Per Month		\$ 8,900	\$ 12,025	\$ 14,250	\$ 18,625	\$ 23,025	\$ 10,700	\$ 14,800	\$ 18,900	\$ 24,900	\$ 30,350	
Total: Per Year		\$ 106,800	\$ 144,300	\$ 171,000	\$ 223,500	\$ 276,300	\$ 128,400	\$ 177,600	\$ 226,800	\$ 298,800	\$ 364,200	
% Increase							20%	23%	33%	34%	32%	
PSC Master Annual Lease		\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	\$ 93,750	\$ 93,750	\$ 93,750	\$ 93,750	\$ 93,750	
							67%	67%	67%	67%	67%	
Average	Rounded Rate											
* 1 to 2 desks= \$125	\$200											
2 to 3 Desks = \$ 168.75	\$250											
4 to 5 desks = \$268.75	\$400											
5 to 6 desks = \$ 320	\$500											
7 to 10 = \$875	\$900											
Next Year \$90,000	Rental Income: \$40,000											
* 2.0% Tax Rate for Escambia County												