

## REVISED MEETING NOTICE

**Whitewater University Technology Park Board Meeting  
Wednesday, July 25, 2013 at 8:00 a.m.  
Whitewater University Technology Park Innovation Center  
1221 Innovation Drive, Whitewater, WI 53190**

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### AGENDA

1. Call to Order [Telfer]
2. Approval of Minutes from June 19, 2013 Meeting [Telfer] ATTACHED
3. Review/Acceptance of June 2013 Financial Reports [Clapper] ATTACHED
4. City of Whitewater Seed Capital Fund Update [Knight and Cannon]
5. Innovation Center Facility Updates / Issues [Clapper and Ehlen]
  - A. Conference Room Usage [Ehlen]
  - B. 2012 Catering Report [Ehlen]
  - C. Facility Updates/Issues [Clapper and Ehlen]
  - D. Conflict of Interest/Duty [Telfer and Zaballos]
6. Strategic Priorities and Development and Plan Updates [Ehlen]
  - A. Marketing Plan/Strategy and Web Updates, if available
  - B. Policy and Procedure Updates/Proposal(s)
7. Whitewater Incubation Program (WhIP) Updates [Ehlen, Basu (invited) and Oldani (invited)]
8. Fiber Update [Clapper and Knight]
9. Accelerator Update [Gayhart and Chenoweth]
10. NEW ITEM—Brokerage Agreement Update and Discussion of New Terms/Options for Marketing the Whitewater University Technology Park and/or Business Park [Knight and Cannon]
11. Future Agenda Items [All]
12. “Adjourn to Closed Session Not To Reconvene per Wisconsin Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”  
Items to be discussed:
  - A. Update on Prospective Clients/Tenants [Ehlen, Gayhart, and Cannon]
13. Future Meeting Dates: August 15, September 19, October 17, November 21, and December 19, [Telfer]
14. Adjournment [Telfer]

**VIRTUAL PARTICIPATION INSTRUCTIONS** (see page two)

Topic: WUTP Board Meeting  
Date: Thursday, July 25, 2013  
Time: 7:45 am, Central Daylight Time (Chicago, GMT-05:00)  
Meeting Number: 801 508 166  
Meeting Password: (This meeting does not require a password.)

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To join the online meeting (Now from mobile devices!)  
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1. Go to <https://uww.webex.com/uww/j.php?ED=210256067&UID=0&RT=MiM3>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: (This meeting does not require a password.)
4. Click "Join".

To view in other time zones or languages, please click the link:  
<https://uww.webex.com/uww/j.php?ED=210256067&UID=0&ORT=MiM3>

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To join the audio conference only  
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To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.

US TOLL FREE: +1-855-749-4750

US TOLL: +1-415-655-0001

Toll-free dialing restrictions: [http://www.webex.com/pdf/tollfree\\_restrictions.pdf](http://www.webex.com/pdf/tollfree_restrictions.pdf)

Access code:801 508 166

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For assistance  
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1. Go to <https://uww.webex.com/uww/mc>
2. On the left navigation bar, click "Support".

You can contact me at:  
[ehlend@uww.edu](mailto:ehlend@uww.edu)

To add this meeting to your calendar program (for example Microsoft Outlook), click this link:  
<https://uww.webex.com/uww/j.php?ED=210256067&UID=0&ICS=MI&LD=1&RD=2&ST=1&SHA2=AAAAAmv4rvNbTiDyyx8sCfEbwmVwyp2QXmVYqucqMUrmN8Yh&RT=MiM3>

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the meeting, please check whether you have the players installed on your computer by going to <https://uww.webex.com/uww/systemdiagnosis.php>.

<http://www.webex.com>

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## MEETING MINUTES

**Whitewater University Technology Park Board Meeting  
Wednesday, June 19, 2013 at 8:00 a.m.  
Whitewater University Technology Park Innovation Center  
1221 Innovation Drive, Whitewater, WI 53190**

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**PRESENT:** Stephanie Abbott, Pat Cannon (by phone), John Chenoweth, Cameron Clapper, Denise Ehlen, Ron Fleischmann (guest), Bud Gayhart, Jeff Knight, Jessica Menke, Michael Montanye (guest), Richard Moyse, Nate Parrish, Mike Van Den Bosch, Richard Telfer, and Pete Zaballos (by phone)

### AGENDA

1. **Call to Order:** Telfer called the meeting to order at 8:08 am.
2. **Approval of Minutes from May 8, 2013 Meeting:** Telfer presented the minutes. Gayhart/Clapper moved to approve the minutes. The Board reviewed the minutes. The Chancellor called for a vote. The minutes were approved by unanimous vote.
3. **Review/Acceptance of May 2013 Financial Reports:** Clapper presented the financial reports. Chenoweth/Gayhart moved to accept the Reports. The Board reviewed and discussed the minutes. The Chancellor called for a vote. The minutes were approved by unanimous vote.
4. **City of Whitewater Seed Capital Fund Update:** Knight and Cannon provided an overview of recent grant requests/award. Cannon provided additional information on efforts to manage loans that involve an equity stake. Zaballos inquired about the Community Development Authority's timeline for recovering the initial \$100,000 investment. Cannon indicated the target for return was ten years. Zaballos indicated the current average timeline for return nationwide is ten years (minimum).
5. **Final Review of WUTP Covenants:** Clapper informed the Board that he is working on scheduling the first joint meeting of the Planning and Architectural Review Commission and the City Council to review zoning. Neither Clapper nor Ehlen received feedback from the Board members on the covenants. Clapper suggested the Board defer further discussion until the Planning Commission and City Council complete zoning reviews. Telfer suggested the discussion of the covenants be deferred until September 2013.
6. **Strategic Priorities and Development and Plan Updates:**
  - A. **Marketing Plan/Strategy [Technology Park]:** Ehlen, Gayhart, and Van Den Bosch provided an update on plans to market the Technology Park (real estate). Ehlen will take the lead in updating the tri-fold brochure for the Park and Innovation Center and the marketing materials for the Park (previously developed by eu:a). New marketing strategies and material will focus on the value proposition of proximity to, talent at, and services/support provided by the University and the Whitewater Incubation Program.

Access to and cost to access fiber remains a critical issue. Clapper indicated he and Cannon have been researching costs for trenching and location of hubs. The City will develop a plan for fiber development in 2014. Knight indicated the CDA is also researching how to trench fiber to TIFs 5, 6, and 7 (and potentially 4). The City and the CDA will continue to research this issue; resolving fiber access/hub location will be a priority in 2013.

Chenoweth asked if it might be prudent to target a realtor who would be interested in building an accelerator in the park and collaborating with the Board to develop prospects/fill the building. Knight indicated this approach could be challenging given the number of vacancies downtown and the cost savings of leasing rather than building. Gayhart indicated that Strang would be

interested in this type of development and suggested a small group or the Board (Telfer, Chenoweth, Gayhart, Cannon, and Ehlen) meet with Strang to learn more about their Madison Research Park experience.

- B. **Marketing Plan/Strategy [Innovation Center and WhiP]:** Ehlen provided an overview of strategies to increase the visibility of the Innovation Center and Whitewater Incubation Program including attending MeetUps (i.e., Stateline Small Business Network, Small Business Expo in Racine County, Grow Your Business Networking Group), having a booth at regional events (WEDA conference in fall) and interacting via social media (increased Twitter followers and Facebook “Likes” by 25% in May/June).
- C. **Prezi:** Montanye shared the draft Prezi to showcase the general framework for the presentation. The final image, text (message), and organization will be developed in collaboration with the experts in public relations, sales, and graphic design.
- D. **Web Updates:** Ehlen presented a mockup of the revised Whitewater University Technology Park website. Feedback on the new web design should be sent to Ehlen.

7. **Whitewater Incubation Program (WhiP):** Ehlen shared a copy of the WhiP summary. Details on WhiP participants’ challenges, opportunities, and successes will be presented at the next meeting.

8. **Future Agenda Items:**

- WUTP Covenants will be discussed at the September meeting
- Chenoweth and Gayhart suggested that Strang be invited to meet with a small group to discuss Technology Park mission/vision so that they could lead a discussion with the full Board on options/experiences.

9. “Adjourn to **Closed Session** Not To Reconvene per Wisconsin Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Knight/Cameron moved to enter closed session. The Chancellor called for a vote. The Board convened in closed session by unanimous vote.

- A. **Update on Prospective Clients/Tenants:** Ehlen, Gayhart, and Cannon provided an overview on the status of negotiations with clients/tenants.

Knight suggested that a Technology Park Board member should attend the next CDA meeting to provide updates. Zaballos suggested we convene for an annual briefing with/for the CDA and City Council to provide updates on goals, objectives, and market conditions impacting the Board plans/strategies. The next CDA meeting will be held at 4:30 pm in the Innovation Center (105A/105B) on Thursday 27 June 2013.

Clapper moved to allow Gayhart, Cannon, and Ehlen to continue negotiations with prospect A. Local funds would be identified to support facility improvements only. Tenant improvements would be the responsibility of the tenant. The Chancellor called for a vote. The motion was approved by unanimous vote.

- B. **Discuss Strategies for Potential Lease Negotiation—parameters, person(s) responsible, etc.:** Ehlen, Gayhart, and Cannon will develop a proposal for the Board that includes rate parameters requiring Board review.

Abbott/Gayhart moved to reconvene in open session. The Chancellor called for a vote. The motion was approved by unanimous vote.

10. **Future Meeting Dates:** July 25, August 15, September 19, October 17, November 21, and December 19

11. **Adjournment:** The meeting was adjourned at 10:07 am by acclamation.

Respectfully submitted,  
Denise Ehlen for Cameron Clapper  
Secretary of the Whitewater University Technology Park Board

**CITY OF WHITEWATER  
BALANCE SHEET  
JUNE 30, 2013**

**INNOVATION CTR-OPERATIONS**

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
920-11100	CASH	61,910.26	3,743.90	14,744.19	76,654.45
920-11300	INVESTMENTS	.00	110.00	5,860.00	5,860.00
920-13180	A/R-FACILITY RENTAL	200.00	100.00	.00	200.00
TOTAL ASSETS		62,110.26	3,953.90	20,604.19	82,714.45
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
920-21100	VOUCHERS PAYABLE	2,989.37	.00	( 2,989.37)	.00
920-25401	DUE TO TID #4	42,000.00	3,500.00	21,000.00	63,000.00
TOTAL LIABILITIES		44,989.37	3,500.00	18,010.63	63,000.00
<u>FUND EQUITY</u>					
920-34300	FUND BALANCE	17,120.89	.00	725.00	17,845.89
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		.00	453.90	1,868.56	1,868.56
BALANCE - CURRENT DATE		.00	453.90	1,868.56	1,868.56
TOTAL FUND EQUITY		17,120.89	453.90	2,593.56	19,714.45
TOTAL LIABILITIES AND EQUITY		62,110.26	3,953.90	20,604.19	82,714.45

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2013**

**INNOVATION CTR-OPERATIONS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MISCELLANEOUS REVENUE</u>						
920-48100-56	INTEREST INCOME	.00	.00	50.00	50.00	.0
920-48300-56	ENERGY INCOME-SOLAR	.00	7,681.53	.00 (	7,681.53)	.0
920-48410-56	DONATIONS-DROULLARD MEMORIAL	110.00	135.00	.00 (	135.00)	.0
920-48610-56	MEDIA-SHARING-SUITES	.00	.00	6,000.00	6,000.00	.0
920-48620-56	FACILITY RENTAL REVENUE	100.00	675.00	2,500.00	1,825.00	27.0
920-48631-56	RENT-CESA #2	6,500.00	39,000.00	78,000.00	39,000.00	50.0
920-48632-56	RENT-JEDI	.00	4,275.00	10,260.00	5,985.00	41.7
920-48633-56	RENT-BLACKTHORNE CAPITAL LLC	4,247.00	23,751.00	44,430.00	20,679.00	53.5
	TOTAL MISCELLANEOUS REVENUE	10,957.00	75,517.53	141,240.00	65,722.47	53.5
<u>OTHER FINANCING SOURCES</u>						
920-49200-56	IN-KIND-REV-CITY-INSURANCE	.00	.00	3,600.00	3,600.00	.0
920-49202-56	IN-KIND-CITY-FINANCE/ADMIN	667.00	4,002.00	8,000.00	3,998.00	50.0
920-49205-56	IN-KIND-CITY-GROUNDS-DPW	667.00	4,002.00	8,000.00	3,998.00	50.0
920-49215-56	IN-KIND-CITY-BUILDING MAINT.	667.00	4,002.00	8,000.00	3,998.00	50.0
920-49300-56	FUND BALANCE APPLIED	.00	.00	56,295.00	56,295.00	.0
920-49410-56	I-K-REV-UNIV-MANAGER SUPPORT	87,094.00	215,762.00	535,000.00	319,238.00	40.3
920-49415-56	I-K-REV-UNIV-TECH SUPPORT	76.00	737.00	27,000.00	26,263.00	2.7
	TOTAL OTHER FINANCING SOURCES	89,171.00	228,505.00	645,895.00	417,390.00	35.4
	TOTAL FUND REVENUE	100,128.00	304,022.53	787,135.00	483,112.47	38.6

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2013**

**INNOVATION CTR-OPERATIONS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INNOVATION CENTER</u>					
920-56500-215	.00	.00	500.00	500.00	.0
920-56500-221	382.44	1,848.41	4,000.00	2,151.59	46.2
920-56500-222	3,857.86	27,349.00	43,000.00	15,651.00	63.6
920-56500-225	252.78	1,264.02	3,000.00	1,735.98	42.1
920-56500-226	121.79	606.10	1,020.00	413.90	59.4
920-56500-243	.00	2,100.00	4,200.00	2,100.00	50.0
920-56500-245	.00	1,875.73	3,059.00	1,183.27	61.3
920-56500-246	1,500.00	3,750.00	8,073.00	4,323.00	46.5
920-56500-250	888.23	3,142.20	16,320.00	13,177.80	19.3
920-56500-294	.00	6,180.00	5,600.00	( 580.00)	110.4
920-56500-310	.00	.00	380.00	380.00	.0
920-56500-323	.00	.00	14,169.00	14,169.00	.0
920-56500-341	.00	275.00	1,714.00	1,439.00	16.0
920-56500-500	.00	4,258.51	3,600.00	( 658.51)	118.3
920-56500-502	667.00	4,002.00	8,000.00	3,998.00	50.0
920-56500-505	667.00	4,002.00	8,000.00	3,998.00	50.0
920-56500-515	667.00	4,002.00	8,000.00	3,998.00	50.0
920-56500-520	87,094.00	215,762.00	535,000.00	319,238.00	40.3
920-56500-530	76.00	737.00	27,000.00	26,263.00	2.7
920-56500-650	3,500.00	21,000.00	92,500.00	71,500.00	22.7
<b>TOTAL INNOVATION CENTER</b>	<b>99,674.10</b>	<b>302,153.97</b>	<b>787,135.00</b>	<b>484,981.03</b>	<b>38.4</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>99,674.10</b>	<b>302,153.97</b>	<b>787,135.00</b>	<b>484,981.03</b>	<b>38.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>453.90</b>	<b>1,868.56</b>	<b>.00</b>	<b>( 1,868.56)</b>	<b>.0</b>

Report Criteria:

- Actual Amounts
- Only Accounts With Balances
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include FUNDS: 920
- Page and Total by FUND
- Include ACCOUNTS: None
- All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			05/31/2013 (05/13) Balance	920-48300-56			7,681.53-
			06/30/2013 (06/13) Period Totals and Balance		.00 *	.00 *	7,681.53-
YTD Encumbrance	.00	YTD Actual	-7,681.53 Total	-7,681.53 YTD Budget	.00 Unearned	(7,681.53)	
			05/31/2013 (05/13) Balance	920-48410-56			25.00-
06/10/2013	JE	20	ROGAN DROULLARD DONATION			100.00-	
06/17/2013	JE	36	DONATION FOR CLAYTON DROULLARD - LAWR			10.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	110.00- *	135.00-
YTD Encumbrance	.00	YTD Actual	-135.00 Total	-135.00 YTD Budget	.00 Unearned	(135.00)	
			05/31/2013 (05/13) Balance	920-48620-56			575.00-
06/30/2013	AR	17	Billings			100.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	100.00- *	675.00-
YTD Encumbrance	.00	YTD Actual	-675.00 Total	-675.00 YTD Budget	-2,500.00 Unearned	1,825.00	
			05/31/2013 (05/13) Balance	920-48631-56			32,500.00-
06/05/2013	CR	1057785	CESA 2 JUNE RENT - CESA 2			6,500.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	6,500.00- *	39,000.00-
YTD Encumbrance	.00	YTD Actual	-39,000.00 Total	-39,000.00 YTD Budget	-78,000.00 Unearned	39,000.00	
			05/31/2013 (05/13) Balance	920-48632-56			4,275.00-
			06/30/2013 (06/13) Period Totals and Balance		.00 *	.00 *	4,275.00-
YTD Encumbrance	.00	YTD Actual	-4,275.00 Total	-4,275.00 YTD Budget	-10,260.00 Unearned	5,985.00	
			05/31/2013 (05/13) Balance	920-48633-56			19,504.00-
06/04/2013	CR	4003978	BLACKTHORNE - BLACKTHORNE			577.00-	
06/04/2013	CR	4003979	BLACKTHORNE - BLACKTHORNE			3,670.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	4,247.00- *	23,751.00-
YTD Encumbrance	.00	YTD Actual	-23,751.00 Total	-23,751.00 YTD Budget	-44,430.00 Unearned	20,679.00	
			05/31/2013 (05/13) Balance	920-49202-56			3,335.00-
06/30/2013	JE	184	JUNE-2013-IN-KIND-CITY-ADMIN			667.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	667.00- *	4,002.00-
YTD Encumbrance	.00	YTD Actual	-4,002.00 Total	-4,002.00 YTD Budget	-8,000.00 Unearned	3,998.00	
			05/31/2013 (05/13) Balance	920-49205-56			3,335.00-
06/30/2013	JE	186	JUNE-2013-IN-KIND-CITY-GROUNDS			667.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	667.00- *	4,002.00-
YTD Encumbrance	.00	YTD Actual	-4,002.00 Total	-4,002.00 YTD Budget	-8,000.00 Unearned	3,998.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
IN-KIND-CITY-BUILDING MAINT.			05/31/2013 (05/13) Balance	920-49215-56			3,335.00-
06/30/2013	JE	188	JUNE-2013-IN-KIND-CITY-BUILDING RELATED			667.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	667.00- *	4,002.00-
YTD Encumbrance		.00	YTD Actual	-4,002.00 Total	-4,002.00	YTD Budget	-8,000.00 Unearned 3,998.00
I-K-REV-UNIV-MANAGER SUPPORT			05/31/2013 (05/13) Balance	920-49410-56			128,668.00-
06/30/2013	JE	180	JUNE-2013-IN-KIND-UNIV-PERSONAL/MENTORS			87,094.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	87,094.00- *	215,762.00-
YTD Encumbrance		.00	YTD Actual	-215,762.00 Total	-215,762.00	YTD Budget	-535,000.00 Unearned 319,238.00
I-K-REV-UNIV-TECH SUPPORT			05/31/2013 (05/13) Balance	920-49415-56			661.00-
06/30/2013	JE	182	JUNE-2013-IN-KIND-UNIV-TECH RELATED			76.00-	
			06/30/2013 (06/13) Period Totals and Balance		.00 *	76.00- *	737.00-
YTD Encumbrance		.00	YTD Actual	-737.00 Total	-737.00	YTD Budget	-27,000.00 Unearned 26,263.00
UTILITIES-CITY-H2O/SEWER/STORM			05/31/2013 (05/13) Balance	920-56500-221			1,465.97
06/16/2013	AP	84	DEPT OF UTILITIES		382.44		
			06/30/2013 (06/13) Period Totals and Balance		382.44 *	.00 *	1,848.41
YTD Encumbrance		.00	YTD Actual	1,848.41 Total	1,848.41	YTD Budget	4,000.00 Unexpended 2,151.59
ELECTRIC UTILITIES			05/31/2013 (05/13) Balance	920-56500-222			23,491.14
06/27/2013	AP	710	WE ENERGIES		3,857.86		
			06/30/2013 (06/13) Period Totals and Balance		3,857.86 *	.00 *	27,349.00
YTD Encumbrance		.00	YTD Actual	27,349.00 Total	27,349.00	YTD Budget	43,000.00 Unexpended 15,651.00
COMMUNICATIONS-LINES-MOBILE			05/31/2013 (05/13) Balance	920-56500-225			1,011.24
06/13/2013	AP	318	AT&T		252.78		
			06/30/2013 (06/13) Period Totals and Balance		252.78 *	.00 *	1,264.02
YTD Encumbrance		.00	YTD Actual	1,264.02 Total	1,264.02	YTD Budget	3,000.00 Unexpended 1,735.98
MEDIA-MONTHLY			05/31/2013 (05/13) Balance	920-56500-226			484.31
06/26/2013	AP	645	JP MORGAN CHASE BANK NA		121.79		
			06/30/2013 (06/13) Period Totals and Balance		121.79 *	.00 *	606.10
YTD Encumbrance		.00	YTD Actual	606.10 Total	606.10	YTD Budget	1,020.00 Unexpended 413.90
CONTRACT-PREVENTIVE MAINT			05/31/2013 (05/13) Balance	920-56500-243			2,100.00
			06/30/2013 (06/13) Period Totals and Balance		.00 *	.00 *	2,100.00
YTD Encumbrance		.00	YTD Actual	2,100.00 Total	2,100.00	YTD Budget	4,200.00 Unexpended 2,100.00
BUILDING MAINTENANCE			05/31/2013 (05/13) Balance	920-56500-245			1,875.73
			06/30/2013 (06/13) Period Totals and Balance		.00 *	.00 *	1,875.73
YTD Encumbrance		.00	YTD Actual	1,875.73 Total	1,875.73	YTD Budget	3,059.00 Unexpended 1,183.27
JANITORIAL SERVICES			05/31/2013 (05/13) Balance	920-56500-246			2,250.00
06/05/2013	AP	47	K.A.S. CUSTOM CLEANING		750.00		
06/27/2013	AP	876	K.A.S. CUSTOM CLEANING		750.00		
			06/30/2013 (06/13) Period Totals and Balance		1,500.00 *	.00 *	3,750.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	3,750.00 Total	3,750.00 YTD Budget	8,073.00 Unexpended	4,323.00	
BLDG MAINT SUPPLIES		05/31/2013 (05/13) Balance		920-56500-250			2,253.97
06/05/2013	AP	7	UW WHITEWATER		8.66		
06/19/2013	AP	97	UW WHITEWATER		25.98		
06/20/2013	AP	355	HOME LUMBER CO		1.29		
06/27/2013	AP	699	UW WHITEWATER		57.75		
06/27/2013	AP	701	UW WHITEWATER		495.18		
06/27/2013	AP	702	UW WHITEWATER		101.58		
06/27/2013	AP	703	UW WHITEWATER		21.24		
06/27/2013	AP	800	BALL, RICHARD		176.55		
		06/30/2013 (06/13) Period Totals and Balance			888.23 *	.00 *	3,142.20
YTD Encumbrance		.00 YTD Actual	3,142.20 Total	3,142.20 YTD Budget	16,320.00 Unexpended	13,177.80	
GROUNDS MAINTENANCE/SNOW/ICE		05/31/2013 (05/13) Balance		920-56500-294			6,180.00
		06/30/2013 (06/13) Period Totals and Balance			.00 *	.00 *	6,180.00
YTD Encumbrance		.00 YTD Actual	6,180.00 Total	6,180.00 YTD Budget	5,600.00 Unexpended	(580.00)	
MISC EXPENSE		05/31/2013 (05/13) Balance		920-56500-341			275.00
		06/30/2013 (06/13) Period Totals and Balance			.00 *	.00 *	275.00
YTD Encumbrance		.00 YTD Actual	275.00 Total	275.00 YTD Budget	1,714.00 Unexpended	1,439.00	
IN-KIND EXP-CITY-INSURANCE		05/31/2013 (05/13) Balance		920-56500-500			4,258.51
		06/30/2013 (06/13) Period Totals and Balance			.00 *	.00 *	4,258.51
YTD Encumbrance		.00 YTD Actual	4,258.51 Total	4,258.51 YTD Budget	3,600.00 Unexpended	(658.51)	
IN-KIND-CITY-FINANCE/ADMIN		05/31/2013 (05/13) Balance		920-56500-502			3,335.00
06/30/2013	JE	183	JUNE-2013-IN-KIND-CITY-ADMIN		667.00		
		06/30/2013 (06/13) Period Totals and Balance			667.00 *	.00 *	4,002.00
YTD Encumbrance		.00 YTD Actual	4,002.00 Total	4,002.00 YTD Budget	8,000.00 Unexpended	3,998.00	
IN-KIND EXP-CITY-GROUNDS-DPW		05/31/2013 (05/13) Balance		920-56500-505			3,335.00
06/30/2013	JE	185	JUNE-2013-IN-KIND-CITY-GROUNDS		667.00		
		06/30/2013 (06/13) Period Totals and Balance			667.00 *	.00 *	4,002.00
YTD Encumbrance		.00 YTD Actual	4,002.00 Total	4,002.00 YTD Budget	8,000.00 Unexpended	3,998.00	
IN-KIND-EXP-CITY-BLDING MAINT		05/31/2013 (05/13) Balance		920-56500-515			3,335.00
06/30/2013	JE	187	JUNE-2013-IN-KIND-CITY-BUILDING RELATED		667.00		
		06/30/2013 (06/13) Period Totals and Balance			667.00 *	.00 *	4,002.00
YTD Encumbrance		.00 YTD Actual	4,002.00 Total	4,002.00 YTD Budget	8,000.00 Unexpended	3,998.00	
IN-KIND-UNIV MANAGE SERVICES		05/31/2013 (05/13) Balance		920-56500-520			128,668.00
06/30/2013	JE	179	JUNE-2013-IN-KIND-UNIV-PERSONAL/MENTORS		87,094.00		
		06/30/2013 (06/13) Period Totals and Balance			87,094.00 *	.00 *	215,762.00
YTD Encumbrance		.00 YTD Actual	215,762.00 Total	215,762.00 YTD Budget	535,000.00 Unexpended	319,238.00	
IN-KIND-UNIV TECH SUPPORT		05/31/2013 (05/13) Balance		920-56500-530			661.00
06/30/2013	JE	181	JUNE-2013-IN-KIND-UNIV-TECH RELATED		76.00		
		06/30/2013 (06/13) Period Totals and Balance			76.00 *	.00 *	737.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	737.00 Total	737.00 YTD Budget	27,000.00 Unexpended	26,263.00	
TRANSFER-PILOT-TID#4			05/31/2013 (05/13) Balance	920-56500-650			17,500.00
06/30/2013	JE	189	JUNE-2013-PILOT-DUE TO TID #4		3,500.00		
			06/30/2013 (06/13) Period Totals and Balance		3,500.00 *	.00 *	21,000.00
YTD Encumbrance		.00 YTD Actual	21,000.00 Total	21,000.00 YTD Budget	92,500.00 Unexpended	71,500.00	

Number of Transactions: 31		Number of Accounts: 28		Debit	Credit	Proof
Total INNOVATION CTR-OPERATIONS:				99,674.10	100,128.00-	453.90-
Number of Transactions: 31		Number of Accounts: 28		Debit	Credit	Proof
Grand Totals:				99,674.10	100,128.00-	453.90-

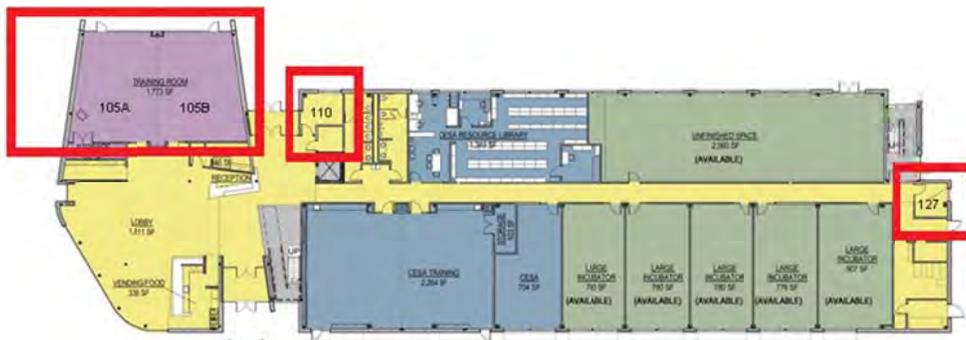
Report Criteria:

- Actual Amounts
- Only Accounts With Balances
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include FUNDS: 920
- Page and Total by FUND
- Include ACCOUNTS: None
- All Segments Tested for Total Breaks

**CONFERENCE ROOM USAGE REPORT  
1 JANUARY – 30 JUNE 2013**

The Whitewater University Technology Park Innovation Center possesses five conference rooms available for use by reservation. Figure 1 and Figure 2 below highlight these rooms. Tenants are not required to reserve conference rooms for periods of less than one hour, and tenants often do not place reservations for use of the small conference rooms (rooms 110, 127, and 202). Atrium reservations are not billable and are not included in this report. For these reasons, actual conference room usage is higher than reported through the tracking of reservations. Additional data are provided for conference rooms 105A and 105B given the extensive use of these rooms compared to the small conference rooms.

**Figure 1: First Floor Conference Rooms Available for Use by Reservation**



**Figure 2: Second Floor Conference Room Available for Use by Reservation**



Table 1 summarizes usage for all five Whitewater University Technology Park Innovation Center conference rooms. Usage is determined by the number of hours for which conference rooms are reserved. For the reporting period, conference rooms were reserved 10.5% of the time they were available. Monthly availability is calculated at 9 hours per business day per month. Billed time is a subset of reserved time—time for which tenants/clients were directly billed for conference room reservations.

<b>TABLE 1: TOTAL CONFERENCE ROOM USAGE*</b>								
<b>1 January - 30 June 2013</b>								
<b>Measure</b>	<b>Total</b>	<b>Monthly Average</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Available Time [Hours]**	<b>5,715</b>	<b>953</b>	990	900	945	990	990	900
Reserved Time [Hours]	<b>598</b>	<b>100</b>	58	141	84	128	120	68
Percentage of Available Time Reserved	<b>10.5%</b>	<b>10.5%</b>	5.9%	15.7%	8.8%	12.9%	12.1%	7.5%
Billed Time [Hours]	<b>57</b>	<b>10</b>	8	5	8	10	8	18
Percentage of Available Time Billed	<b>1.0%</b>	<b>1.0%</b>	0.8%	0.6%	0.8%	1.0%	0.8%	2.0%

\* Conference rooms 105A, 105B, 110, 127, and 202.

\*\* Available time based on business days/month x 9 hours/day for 5 conference rooms.

Table 2 provides usage data for conference rooms 105A and 105B. Conference rooms 105A and 105B account for the greatest number of room reservations and are often reserved simultaneously for one event or meeting. These conference rooms are the only rooms for which reservation revenue was generated during the reporting period. Conference rooms 105A and 105B were reserved 22.0% of the time they were available from 1 January through 30 June 2013.

<b>TABLE 2: CONFERENCE ROOM 105A AND 105B USAGE</b>								
<b>1 January - 30 June 2013</b>								
<b>Measure</b>	<b>Total</b>	<b>Monthly Average</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Available Time [Hours]*	<b>2,286</b>	<b>381</b>	396	360	378	396	396	360
Reserved Time [Hours]	<b>504</b>	<b>84</b>	49	129	81	104	96	45
Percentage of Available Time Reserved	<b>22.0%</b>	<b>22.0%</b>	12.4%	35.8%	21.4%	26.3%	24.2%	12.5%
Billed Time [Hours]	<b>57</b>	<b>10</b>	8	5	8	10	8	18
Percentage of Available Time Billed	<b>2.5%</b>	<b>2.5%</b>	2.0%	1.4%	2.1%	2.5%	2.0%	5.0%

\* Available time based on business days/month x 9 hours/day.

Revenue generated from conference room reservations during the reporting period is displayed in Table 3. Also shown are discounts applied to conference room reservation billing. Only conference rooms 105A and 105B generated revenue during the reporting period. Through 30 June 2013, \$875.00 has been invoiced for reservations after applied discounts. Discounted room reservation rates are scheduled to remain constant through December 2013.

<b>TABLE 3: CONFERENCE ROOM RESERVATION REVENUE</b>								
<b>1 January - 30 June 2013</b>								
	<b>Year to Date</b>	<b>Monthly Average</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Total Reservation Billing	<b>\$1,497.72</b>	<b>\$249.62</b>	\$175.04	\$131.28	\$360.00	\$218.80	\$175.00	\$437.60
Less: Discounts	<b>\$622.72</b>	<b>\$103.79</b>	\$75.04	\$31.28	\$185.00	\$118.80	\$75.00	\$137.60
Total Reservation Revenue	<b>\$875.00</b>	<b>\$145.83</b>	\$100.00	\$100.00	\$175.00	\$100.00	\$100.00	\$300.00

Table 4 presents usage of conference rooms 105A and 105B for each organization that placed a reservation during the reporting period. Cooperative Educational Service Agency (CESA) #2 accounted for over 40% of reservations during the period—reserving 129 hours more than any other organization. Generac Power Systems and J.P. Cullen were the only organizations invoiced for reservations during the reporting period, for a total of \$875.00.

<b>TABLE 4: CONFERENCE ROOM 105A AND 105B USAGE BY ORGANIZATION</b>			
<b>1 January - 30 June 2013</b>			
<b>Organization Name</b>	<b>Hours Reserved</b>	<b>% of Hours Reserved</b>	<b>Amount Invoiced</b>
Cooperative Educational Service Agency (CESA) #2	218	43%	
Whitewater Incubation Program	89	18%	
Whitewater Innovation Center Management	51	10%	
Generac Power Systems	49	10%	\$700.00
City of Whitewater Community Development Authority	34	7%	
J.P. Cullen	24	5%	\$175.00
State of Ingenuity	18	4%	
Blackthorne Capital Management	15	3%	
Slipstream, LLC	6	1%	
<b>Total</b>	<b>504</b>	<b>100%</b>	<b>\$875.00</b>



# WHITEWATER UNIVERSITY TECHNOLOGY PARK

## Innovation Center

### 2012 CATERING EXPENDITURES

The following table summarizes monthly catering expenditures incurred by the Whitewater Incubation Program (WhIP) and Cooperative Educational Service Agency (CESA) #2 during the period 1 January 2012 through 31 December 2012. Catering expenditures for other Whitewater University Technology Park Innovation Center tenants are not readily available.

#### 2012 CATERING EXPENDITURES BY MONTH AND VENDOR

Month	Expenditures
January	\$ 3,045.71
February	\$ 2,265.67
March	\$ 2,775.83
April	\$ 4,417.98
May	\$ 3,596.41
June	\$ 1,600.45
July	\$ 1,219.84
August	\$ 2,806.23
September	\$ 3,060.41
October	\$ 3,846.18
November	\$ 3,522.73
December	\$ 6,299.41
<b>TOTAL</b>	<b>\$ 38,456.85</b>

