

MEETING NOTICE

**Whitewater University Technology Park Board Meeting
8:00am on Thursday 29 May 2014
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190**

AGENDA

1. Call to Order [Telfer]
 2. Approval of Minutes of 24 April 2014 Meeting [Telfer] ATTACHED
 3. Review/Acceptance of April 2014 Financial Reports [Clapper] ATTACHED
 - A. 2014 PILOT Payment Report / Forecast
 - B. 2013 Revenue and Expenditure Comparison
 4. Review of Updated Board Membership [Telfer] ATTACHED
 5. Innovation Center Facility Updates / Issues [Clapper and Ehlen]
 - A. Elevator Repair
 6. Thermodata Announcement and Celebration
 7. Whitewater Incubation Program (WhIP) Updates [Ehlen]
 8. Strategic Priorities and Development and Plan Updates [Ehlen]
 - A. Marketing Plan/Strategy Update - Technology Park, Business Park, and Innovation Center [Ehlen, Gayhart, and Cannon]
 9. Future Presentation to Council [Clapper and Telfer]
 10. Capital Catalyst Fund Celebration Updates [Cannon]
 11. Future Agenda Items [All]
 12. Adjourn to Closed Session 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]
 - B. Accelerator Update [Gayhart, Cannon, and Ehlen]
- Return to Open Session with the Intent/Option to Take Action
13. Future Meeting Dates: The summer 2014 meetings will occur from 8:00am to 10:00am on Thursday 26 June, 24 July, and 28 August. (tentative) [Telfer]
 14. Adjournment [Telfer]

Topic: WUTP Board Meeting
Date: Thursday, May 29, 2014
Time: 7:45 am, Central Daylight Time (Chicago, GMT-05:00)
Meeting Number: 809 041 527
Meeting Password: (This meeting does not require a password.)

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(Note – the TOLL FREE option is no longer available.)

Access code: 809 041 527

For assistance

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

1-262-4725212

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<http://www.webex.com>

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MINUTES

**Whitewater University Technology Park Board Meeting
8:00am on Thursday 24 April 2014
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190**

PRESENT: Richard Telfer, Jeff Knight, Richard Moyse, Ronald "Bud" Gayhart, Sarah Bregant, John Chenoweth, Nate Parrish, Crystal Singer, Kevin Brunner

GUESTS: Pat Cannon, Denise Ehlen, Beverly Kopper

1. **Call to Order:** Telfer called the meeting to order at 8:04 am. Telfer organized member/guest introductions and welcomed Sarah Bregant, the newest member of the Board.
2. **Approval of Minutes of 27 February 2014 Meeting:** Knight/Chenoweth moved to approve the meeting minutes. The motion was approved by consensus.
3. **Review/Acceptance of February 2014 and March 2014 Financial Reports:** Moyse/Gayhart moved to approve the Financial Reports for both months. Clapper will prepare a report/forecast of the 2014 PILOT payment amount. The Board requested that the City/Doug Saubert prepare a comparison of the 2013 revenues and expenditures as part of the April Financial Report. The motion was approved by unanimous vote.
4. **Board Members to Sign Approved Non-disclosure Agreement and Code of Conduct:** Ehlen/Telfer respectfully requested all members of the Board sign the non-disclosure agreement and code of conduct and return to Ehlen.
5. **Innovation Center Facility Updates/Issues:**
 - A. Thermodata Update: Ehlen provided an update on Thermodata's relocation. The formal announcement and celebration will occur at the May Board meeting.
 - B. Annual Smoke Detector Testing: The annual smoke detector testing/inspection was completed in April, and no deficiencies were noted.
 - C. HVAC Repairs: The HVAC repairs have been completed and the system is again fully operational.
 - D. USASBE Public Forum on Entrepreneurship Excellence: The Whitewater University Technology Park Board is a sponsor of the Forum. All Board members are invited to attend.
6. **Whitewater Incubation Program (WhIP) Updates:** Ehlen reminded all Board Members to attend the Innovators' Showcase on Friday 2 May 2014 at 5:00 pm in the Innovation Center.
7. **Strategic Priorities and Development and Plan Updates:**
 - A. Marketing Plan/Strategy Update - Technology Park, Business Park, and Innovation Center: Telfer announced that Mike Van Den Bosch had resigned from the Walworth County Economic Development Authority. Cannon provided an update on the community marketing plan and strategies. Cannon provided an update on dark fiber. City/CDA representatives met with a telecommunications attorney and learned the City/CDA have some flexibility in installing and managing fiber. The City will likely develop a set of ordinances in collaboration with the CDA, the Whitewater University Technology Park Board, and the attorney. Cannon suggested a joint meeting be held with the Technology Park Board, City, CDA and the Attorney to discuss the project and ask questions of the Attorney.

B. Policy and Procedure Updates - Revised Innovation Center Conference Room Reservation Form, Rules, and Rates: Ehlen provided an update on the revised pricing and format of the reservation form.

- 8. Future Presentation to Council:** Ehlen will work with Clapper to develop a highlights document that could be shared with the Council. Clapper will also share the Financials. Clapper will take the lead in identifying the appropriate meeting date.
- 9. Future Agenda Items:** Knight and Cannon are organizing a celebration event to showcase the new Capital Catalyst Fund loan/grant recipients. Additional updates will be provided at the May meeting. Telfer instructed members should forward additional items to Ehlen or to Telfer (via Liz Woolever).
- 10. Adjourn to Closed Session** 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:

Chenoweth/Brunner moved to convene in closed session. Telfer called for a roll call vote.

Sarah Bergant: Aye, Kevin Brunner: Aye, John Chenoweth: Aye, Ronald "Bud" Gayhart: Aye, Jeff Knight: Aye, Richard Moyses: Aye, Nate Parrish: Aye, Crystal Singer: Aye, and Richard Telfer: Aye.

- a. Update on Prospective Clients/Tenants: Ehlen provided an update on new affiliates/associates and other prospects.
- b. Accelerator Update: Gayhart, Cannon, and Ehlen provided an update on meetings with developers for the accelerator.

Richard Moyses/Gayhart moved to reconvene in open session. Telfer called for a roll call vote.

Sarah Bergant: Aye, Kevin Brunner: Aye, John Chenoweth: Aye, Ronald "Bud" Gayhart: Aye, Jeff Knight: Aye, Richard Moyses: Aye, Nate Parrish: Aye, Crystal Singer: Aye, and Richard Telfer: Aye.

- 11. Future Meeting Dates:** The final spring 2014 meeting will occur from 8:00am to 10:00am on Thursday 29 May. Telfer disseminated a list of potential meeting dates.
- 12. Adjournment:** The meeting was adjourned by consensus at 9:03 am.

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

**City of Whitewater
Innovation Center-Fund 920**

	ACTUAL YTD thru April	BUDGET FISCAL YEAR
2014 PILOT	\$ 16,000	\$ 92,500
REVENUES		
<i>Rents</i>	\$ 54,833	\$ 165,666
<i>In-Kind</i>	\$ 225,296	\$ 638,670
EXPENDITURES		
<i>Expenses</i>	\$ 37,876	\$ 110,850
<i>In-Kind</i>	\$ 225,296	\$ 600,986
<i>Transfer-Pilot-Tid #4</i>	\$ 16,000	\$ 92,500
CASH BALANCE	\$ 59,807	
LIABILITY-PILOT-TID #4	\$ 40,000	
Fund Equity	\$ 26,937	

2013 PILOT	\$ 16,000	\$ 92,500
REVENUES		
<i>Rents</i>	\$ 54,414	\$ 141,240
<i>In-Kind</i>	\$ 107,011	\$ 645,895
EXPENDITURES		
<i>Expenses</i>	\$ 37,898	\$ 105,035
<i>In-Kind</i>	\$ 111,660	\$ 589,600
<i>Transfer-Pilot-Tid #4</i>	\$ 14,000	\$ 92,500
CASH BALANCE	\$ 76,377	
LIABILITY-PILOT-TID #4	\$ 56,000	
Fund Equity	\$ 20,377	

Note: \$40,000 payment was made in January 2014 on the PILOT.

With the I-Button net lease payments of \$2,385 starting on July 1,2014 the estimated PILOT payment for 2014 should be the budgetted amount of \$92,500.

This should leave the Cash balance at the end of the year at approximately \$41,600.

The balance of \$41,600 assumes that the entire Marketing Budget for 2014 will be utilized-(\$14,000)

Report Criteria:

Accounts to include: With balances
 Include FUNDS: 920
 Print FUND Titles
 Page and Total by FUND
 Include ACCOUNTs: None
 Print SOURCE Titles
 Total by SOURCE
 Print COST CATEGORY Titles
 Total by COST CATEGORY
 All Segments Tested for Total Breaks

Account Number	Account Title	2014-14 Current year Actual	2014 Current year Budget	2013-13 Prior year Actual
INNOVATION CTR-OPERATIONS				
MISCELLANEOUS REVENUE				
920-48300-56	ENERGY INCOME-SOLAR	.00	.00	7,681.53
920-48410-56	DONATIONS-DROULLARD MEMORIAL	.00	.00	725.00
920-48610-56	MEDIA-SHARING-SUITES	.00	1,000.00	.00
920-48620-56	FACILITY RENTAL REVENUE	587.50	1,000.00	475.00
920-48631-56	RENT-CESA #2	33,500.00	80,500.00	26,000.00
920-48632-56	RENT-JEDI	3,498.00	10,510.00	4,275.00
920-48633-56	RENT-BLACKTHORNE CAPITAL LLC	17,248.00	52,344.00	15,257.00
920-48636-56	RENT-I-BUTTON	.00	20,312.00	.00
Total MISCELLANEOUS REVENUE:		54,833.50	165,666.00	54,413.53
OTHER FINANCING SOURCES				
920-49200-56	IN-KIND-REV-CITY-INSURANCE	5,691.57	5,100.00	.00
920-49202-56	IN-KIND-CITY-FINANCE/ADMIN	2,668.00	8,004.00	2,668.00
920-49205-56	IN-KIND-CITY-GROUNDS-DPW	2,668.00	8,004.00	2,668.00
920-49215-56	IN-KIND-CITY-BUILDING MAINT.	2,668.00	8,004.00	2,668.00
920-49300-56	FUND BALANCE APPLIED	.00	42,984.00	.00
920-49410-56	I-K-REV-UNIV-MANAGER SUPPORT	211,600.27	540,574.00	98,885.00
920-49415-56	I-K-REV-UNIV-TECH SUPPORT	.00	26,000.00	512.00
Total OTHER FINANCING SOURCES:		225,295.84	638,670.00	107,401.00
INNOVATION CENTER				
920-56500-215-000	PROFESSIONAL SERVICES	400.00	2,200.00	.00
920-56500-221-000	UTILITIES-CITY-H2O/SEWER/STORM	1,183.41	4,100.00	1,072.60
920-56500-222-000	ELECTRIC UTILITIES	18,199.70	54,000.00	19,793.53
920-56500-225-000	COMMUNICATIONS-LINES-MOBILE	793.81	3,000.00	758.68
920-56500-226-000	MEDIA-MONTHLY	361.95	1,350.00	362.52
920-56500-243-000	CONTRACT-PREVENTIVE MAINT	.00	4,200.00	.00
920-56500-245-000	BUILDING MAINTENANCE	8,554.68	4,000.00	1,287.55
920-56500-246-000	JANITORIAL SERVICES	1,500.00	9,000.00	2,250.00
920-56500-250-000	BLDG MAINT SUPPLIES	1,772.07	7,500.00	1,543.61
920-56500-294-000	GROUNDS MAINTENANCE/SNOW/ICE	2,610.00	7,000.00	5,830.00
920-56500-323-000	MARKETING EXPENSES	2,500.00	14,000.00	.00
920-56500-341-000	MISC EXPENSE	.00	500.00	.00
920-56500-500-000	IN-KIND-INSURANCE EXPENSE-BLDG	5,691.57	10,400.00	4,258.51
920-56500-502-000	IN-KIND-CITY-FINANCE/ADMIN	2,668.00	8,004.00	2,668.00
920-56500-505-000	IN-KIND EXP-CITY-GROUNDS-DPW	2,668.00	8,004.00	2,668.00
920-56500-515-000	IN-KIND-EXP-CITY-BLDING MAINT	2,668.00	8,004.00	2,668.00
920-56500-520-000	IN-KIND-UNIV MANAGE SERVICES	211,600.27	540,574.00	98,885.00
920-56500-530-000	IN-KIND-UNIV TECH SUPPORT	.00	26,000.00	512.00

Period: 04/14

May 15, 2014 09:12AM

Account Number	Account Title	2014-14 Current year Actual	2014 Current year Budget	2013-13 Prior year Actual
920-56500-650-000	TRANSFER-PILOT-TID#4	16,000.00	92,500.00	14,000.00
	Total INNOVATION CENTER:	279,171.46	804,336.00	158,558.00
	INNOVATION CTR-OPERATIONS Revenue Total:	280,129.34	804,336.00	161,814.53
	INNOVATION CTR-OPERATIONS Expenditure Total:	279,171.46	804,336.00	158,558.00
	Net Total INNOVATION CTR-OPERATIONS:	957.88	.00	3,256.53
	Net Grand Totals:	957.88	.00	3,256.53

Report Criteria:

Accounts to include: With balances
Include FUNDS: 920
Print FUND Titles
Page and Total by FUND
Include ACCOUNTs: None
Print SOURCE Titles
Total by SOURCE
Print COST CATEGORY Titles
Total by COST CATEGORY
All Segments Tested for Total Breaks

**CITY OF WHITEWATER
BALANCE SHEET
APRIL 30, 2014**

INNOVATION CTR-OPERATIONS

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
920-11100	CASH	86,623.07	9,543.74	(26,816.41)	59,806.66
920-11300	INVESTMENTS	7,130.00	.00	.00	7,130.00
TOTAL ASSETS		93,753.07	9,543.74	(26,816.41)	66,936.66
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
920-21100	VOUCHERS PAYABLE	3,774.29	.00	(3,774.29)	.00
920-25401	DUE TO TID #4	64,000.00	4,000.00	(24,000.00)	40,000.00
TOTAL LIABILITIES		67,774.29	4,000.00	(27,774.29)	40,000.00
<u>FUND EQUITY</u>					
920-34300	FUND BALANCE	25,978.78	.00	.00	25,978.78
UNAPPROPRIATED FUND BALANCE:					
REVENUE OVER EXPENDITURES - YTD		.00	5,543.74	957.88	957.88
BALANCE - CURRENT DATE		.00	5,543.74	957.88	957.88
TOTAL FUND EQUITY		25,978.78	5,543.74	957.88	26,936.66
TOTAL LIABILITIES AND EQUITY		93,753.07	9,543.74	(26,816.41)	66,936.66

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2014

INNOVATION CTR-OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MISCELLANEOUS REVENUE</u>						
920-48610-56	MEDIA-SHARING-SUITES	.00	.00	1,000.00	1,000.00	.0
920-48620-56	FACILITY RENTAL REVENUE	.00	587.50	1,000.00	412.50	58.8
920-48631-56	RENT-CESA #2	13,500.00	33,500.00	80,500.00	47,000.00	41.6
920-48632-56	RENT-JEDI	881.00	3,498.00	10,510.00	7,012.00	33.3
920-48633-56	RENT-BLACKTHORNE CAPITAL LLC	4,312.00	17,248.00	52,344.00	35,096.00	33.0
920-48636-56	RENT-I-BUTTON	.00	.00	20,312.00	20,312.00	.0
	TOTAL MISCELLANEOUS REVENUE	18,693.00	54,833.50	165,666.00	110,832.50	33.1
<u>OTHER FINANCING SOURCES</u>						
920-49200-56	IN-KIND-REV-CITY-INSURANCE	5,691.57	5,691.57	5,100.00	(591.57)	111.6
920-49202-56	IN-KIND-CITY-FINANCE/ADMIN	667.00	2,668.00	8,004.00	5,336.00	33.3
920-49205-56	IN-KIND-CITY-GROUNDS-DPW	667.00	2,668.00	8,004.00	5,336.00	33.3
920-49215-56	IN-KIND-CITY-BUILDING MAINT.	667.00	2,668.00	8,004.00	5,336.00	33.3
920-49300-56	FUND BALANCE APPLIED	.00	.00	42,984.00	42,984.00	.0
920-49410-56	I-K-REV-UNIV-MANAGER SUPPORT	41,906.62	211,600.27	540,574.00	328,973.73	39.1
920-49415-56	I-K-REV-UNIV-TECH SUPPORT	.00	.00	26,000.00	26,000.00	.0
	TOTAL OTHER FINANCING SOURCES	49,599.19	225,295.84	638,670.00	413,374.16	35.3
	TOTAL FUND REVENUE	68,292.19	280,129.34	804,336.00	524,206.66	34.8

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2014

INNOVATION CTR-OPERATIONS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>INNOVATION CENTER</u>					
920-56500-215-000	.00	400.00	2,200.00	1,800.00	18.2
920-56500-221-000	419.10	1,183.41	4,100.00	2,916.59	28.9
920-56500-222-000	5,218.68	18,199.70	54,000.00	35,800.30	33.7
920-56500-225-000	264.09	793.81	3,000.00	2,206.19	26.5
920-56500-226-000	122.98	361.95	1,350.00	988.05	26.8
920-56500-243-000	.00	.00	4,200.00	4,200.00	.0
920-56500-245-000	1,100.00	8,554.68	4,000.00	(4,554.68)	213.9
920-56500-246-000	750.00	1,500.00	9,000.00	7,500.00	16.7
920-56500-250-000	574.41	1,772.07	7,500.00	5,727.93	23.6
920-56500-294-000	700.00	2,610.00	7,000.00	4,390.00	37.3
920-56500-323-000	.00	2,500.00	14,000.00	11,500.00	17.9
920-56500-341-000	.00	.00	500.00	500.00	.0
920-56500-500-000	5,691.57	5,691.57	10,400.00	4,708.43	54.7
920-56500-502-000	667.00	2,668.00	8,004.00	5,336.00	33.3
920-56500-505-000	667.00	2,668.00	8,004.00	5,336.00	33.3
920-56500-515-000	667.00	2,668.00	8,004.00	5,336.00	33.3
920-56500-520-000	41,906.62	211,600.27	540,574.00	328,973.73	39.1
920-56500-530-000	.00	.00	26,000.00	26,000.00	.0
920-56500-650-000	4,000.00	16,000.00	92,500.00	76,500.00	17.3
	<u>62,748.45</u>	<u>279,171.46</u>	<u>804,336.00</u>	<u>525,164.54</u>	<u>34.7</u>
TOTAL INNOVATION CENTER					
	<u>62,748.45</u>	<u>279,171.46</u>	<u>804,336.00</u>	<u>525,164.54</u>	<u>34.7</u>
TOTAL FUND EXPENDITURES					
	<u>5,543.74</u>	<u>957.88</u>	<u>.00</u>	<u>(957.88)</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES					

BOARD MEMBERSHIP
9 MAY 2014

NAME	CONSTITUENCY	MEMBERSHIP TERM (APPOINTMENT YEAR, if relevant, AND DEFINITION)	OFFICE AND TERM (APPOINTMENT YEAR, if relevant, AND DEFINITION)
Sarah Bregant bregantsk16@uww.edu	Common Council Member	Until replaced by the Common Council and as long as a member of the Common Council	2013 Treasurer: annually elected to one year term
Kevin Brunner kbrunner@co.walworth.wi.us	City of Whitewater community member (appointed by the City Council)	2012: Two year terms up to a maximum of four consecutive terms	
John Chenoweth chenowej@uww.edu	Appointee of the Chancellor	Until replaced by the Chancellor	
Cameron Clapper cclapper@whitewater-wi.gov	City Manager (or his/her designee)	As long as such person remains the City Manager	2013 Secretary: annually elected to one year term
Denise Ehlen ehlend@uww.edu	Executive Director of the Whitewater Incubation Program	As long as such person remains the Executive Director	
Ronald "Bud" Gayhart gayhartr@uww.edu	Appointee of the Chancellor	Until replaced by the Chancellor	2013 Vice President: annually elected to one year term.
Jeff Knight jpk@knightpublicaffairs.com	Community Development Authority (CDA)	Until replaced by the Common Council and as long as a member of the CDA	
Jessica Menke menkej@uww.edu	Appointee of the Chancellor	Until replaced by the Chancellor	
Richard Moyse rlmwhitewater@gmail.com	Appointee of the Chancellor	Until replaced by the Chancellor	
Nate Parrish nparrish@firstcitizensww.com	City of Whitewater community member (appointed by the City Council)	2014: Two year terms up to a maximum of four consecutive terms	
Crystal Singer crystal@whitewatermfg.com	City of Whitewater community member (appointed by the City Council)	2012: Two year terms up to a maximum of four consecutive terms	
Richard Telfer telferr@uww.edu	Chancellor (or his/her designee)	As long as such person remains the Chancellor	2013 President: annually elected to one year term
Vacant	Executive Director of the Whitewater University Technology Park Board of Directors	As long as such person remains the Executive Director	Ex officio (non-voting)