

Whitewater University Technology Park Board  
Whitewater Innovation Center  
1221 Innovation Drive  
Whitewater, WI 53190  
Minutes for December 14, 2011

**1. Call to Order.**

The meeting was called to order at 8:05 a.m. by President Telfer. Members present: Jeff Knight, Kevin Brunner, Ronald Gayhart, Jim Stewart, Peter Zaballos, John Chenoweth and Richard Telfer. Absent: None. Others present: Denise Ehlen, Mike Vandenbosch and Gary Albrecht (CESA 2).

**2. Approval of Minutes from November 9, 2011 Meeting.**

It was moved by Gayhart and seconded by Knight to approve these minutes as read. Approved.

**3. Report from CESA 2 Director Gary Albrecht.**

Albrecht reported that a new receptionist for the front desk at the Innovation Center has been hired and that two part time people from CESA will provide backup assistance to make sure that the front desk is covered from 7:30 a.m. to 4:30 p.m. daily. Albrecht asked questions about snow removal (Brunner informed him that a private contractor, Egnoski Excavating, will be providing all snow removal services this coming winter season and that sidewalks and parking lots will be cleared by 7:30 a.m.). Albrecht reiterated that CESA 2 is very happy with the space at the Innovation Center and that CESA has continued to make great connections with various faculty and staff at UW-Whitewater.

**4. Lab Update.**

Brunner indicated that the labs are now fully completed and that the City would soon be submitting the final payment request to the EDA for its share of the lab construction costs.

**5. Review/Approval of November Financial Report.**

It was moved by Stewart, seconded by Chenoweth to approve the November financial report as submitted. Approved.

**6. Update from the Tenancy and Entrepreneurship Committee.**

Ehlen reported that applications for spring and summer for the I-Mentors and I-Fellows programs are now available. She also indicated that the annual business plan competition at the University is gearing up which will be a feeder to the Launch Pad Program. She also reported that two student businesses were recently removed from Launch Pad and that the closing event of this semester's Launch Pad Program will be conducted on Thursday, December 15<sup>th</sup> from 10:00 a.m. to 2:00 p.m.

During this agenda item there was extensive discussion regarding holding an annual

meeting/presentation of the Innovation Center's first year activities in late February or early March. There was consensus that this should be scheduled. Brunner and Ehlen will work on scheduling this event in the near future.

**7. Johnson Display Dedication/Open House Debriefing.**

All agreed that the Johnson Display Dedication/Open House held on November 18<sup>th</sup> was very successful. Ehlen indicated that she has had some conversations with JCI regarding a connection to the UWW mentorship program and that there will be a follow up meeting with JCI's Mary Dowell, Director of Community Relations.

**8. Resolution of Support for Environmental Impact Analysis of USH 12 Expansion Project (Elkhorn to Whitewater).**

Knight briefed the Board regarding the current efforts underway to have the Wisconsin Department of Transportation commission an Environmental Impact Statement (EIS) for the long planned expansion of US Highway 12 from Elkhorn to Whitewater. Knight explained that this four lane expansion has been on the planning documents since 1967 and that the City of Whitewater, Walworth County and both local Whitewater and Elkhorn citizen groups are currently pushing for further development of this project. Knight emphasized that this would greatly impact on the future economic development of not only Whitewater but the University of Wisconsin-Whitewater.

Knight requested that the Board go on record as supporting this initiative and that a resolution be adopted and sent to the Wisconsin Department of Transportation requesting that the EIS for this project be expedited.

It was then moved by Knight, seconded by Zaballos to approve a resolution of support for the US Highway 12 EIS by the Wisconsin Department of Transportation. Approved.

**9. Discuss University Tech Park MOU.**

Telfer distributed a draft of an updated version of the initial Memorandum of Understanding (MOU) for the management and operation of the Whitewater Innovation Center and Whitewater University Technology Park that expires on December 31<sup>st</sup> of this year. He emphasized that the initial memorandum was for one year with the understanding that a more long term MOU would be negotiated between the three parties- City of Whitewater, Whitewater Community Development Authority and the Whitewater University Technology Park, Inc.

Telfer reviewed the changes that he and Brunner are proposing to the Board. During discussion there were some minor changes that were made to the draft. However, Telfer requested that all Board members submit any requested changes to Brunner by the end of this week so that this document can be shared with the CDA and City Council in the near future.

**10. Convene to Closed Executive Session.** It was then moved by Knight, seconded by Zaballos to convene to closed executive session pursuant to Wisconsin State Statutes

19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(e) to deliberate or negotiate 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. Ayes: Knight, Brunner, Telfer, Gayhart, Stewart, Chenoweth, Zaballos. Noes: None. Absent: None. Meeting convened to closed executive session at 9:10 a.m.

During the closed executive session the Board was updated on the Whitewater University Technology Park Executive Director Search and Screen process.

It was then moved by Gayhart, seconded by Zaballos, to reconvene to open session. Ayes: Knight, Brunner, Telfer, Gayhart, Stewart, Chenoweth, Zaballos. Noes: None. Absent: None. The meeting was reconvened to open session at approximately 9:40 a.m.

**11. Future Agenda Items.**

Peter Zaballos indicated that because of his new anticipated work responsibilities he will need to resign from the Board. Telfer, on behalf of the Board, thanked Zaballos for his service and indicated that his contributions have been invaluable in the nurturing and development of the Innovation Center and Whitewater University Technology Park. Zaballos' resignation and need for a replacement (citizen representative as appointed by the City Council) will be discussed at the next meeting. In addition, discussion of the appropriate term limits for Board members should also be an agenda item.

Brunner also indicated that pursuant to the MOU between the parties that development of a 2012 budget is necessary and needs to be reviewed and adopted by the Board at its next meeting. It was agreed that in future years the budget will need to be developed by the Board in September with presentation to the Common Council and CDA in October of each year.

**12. Next Meeting.**

The next meeting of the Board is scheduled for January 11, 2012, 8:00 a.m., at the Innovation Center.

**13. Adjournment.**

It was then moved by Knight, seconded by Brunner to adjourn. The meeting adjourned at 9:43 a.m.

Respectfully Submitted,

Kevin Brunner, Secretary