

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

1. Call to Order.

The meeting was called to order at 8:05 a.m. by President Telfer. Members present: Jeff Knight, Peter Zaballos, Kevin Brunner, Richard Telfer, Ronald Gayhart, Jim Stewart and John Chenoweth. Absent: None. Others present: Gary Lengyel, Denise Ehlen and Mike Van den Bosch. Neil Day of JC Cullen attended the meeting briefly to give a report.

2. Approval of Minutes from August 16, 2011 Meeting.

It was moved by Stewart and seconded by Zaballos to approve these minutes as read. Approved.

3. Report from CESA 2 Director Gary Albrecht.

Director Gary Albrecht was unable to attend the meeting.

4. Report from Interim Innovation Manager Gary Lengyel.

Lengyel reported on various building related issues; he noted that the IT wiring and port activation for the Blackthorne Suite is now active; he distributed a conference room usage and collected fees report and also reviewed the WhitewaterTechPark.org website updates.

5. Lab Build-Out Update.

Brunner indicated that the general contractor, Magill Construction, is on target to complete the lab space on the first floor by the first week of October. There have been several minor change orders but nothing over \$2,000. Brunner also indicated that we will be working with Magill on installation of a door between Suites 225 and 223 to accommodate Blackthorne's additional leasing of Suite 223.

6. Budget Update.

Telfer indicated there was no budget update at this time, however, at a future meeting the 2012 budget should be presented for consideration by the Board.

7. VAI (Network) Training.

Ehlen indicated that she would be giving a brief tutorial on how to access the VAI Network after the meeting.

8. Review/Approval of August Financial Report.

Brunner indicated that the report still had not been completed by the City Finance Department, however, it will be distributed electronically to the Board next meeting. Our goal in the future is to produce this report for consideration at each monthly Board meeting.

9. Update from the Tenancy and Entrepreneurship Committee.

Ehlen reported that the Policies and Procedures Manual was still being completed and that progress was being made on a number of other items by the committee, however, there was nothing for Board action this month.

10. Conceal and Carry Law and the Innovation Center.

Telfer asked what action the City Council might have taken on the possible banning of concealed weapons in municipal buildings. Brunner and Stewart indicated that the Council had adopted an initial resolution that would prohibit concealed carry of weapons in all municipal buildings with adoption scheduled for later in September. Since the Innovation Center is owned by the Community Development Authority, an arm of the City, the Technology Park Board does not need to take action on this issue.

11. Discuss Possible Northwestern Traffic Institute (2012) Police Staff and Command Training Use of Innovation Center.

Brunner indicated that he had received a request from Interim City Police Chief Otterbacher and UW-Whitewater Police Chief Kiederlen to possibly host the Northwestern Traffic Institute, which is a police staff and command training program at the Innovation Center next year. This is a ten week intensive course that is geared toward command level police personnel and each class typically has between 30 and 40 participants. The Institute is held at various locations around the Midwest. There are three local police command staff members, two at the City and one at the University, who would like to attend this coming year. Typically, in exchange for hosting, the tuition is waived for the host agency. The primary interest in this request is for the City and University Personnel to be able to attend without having to pay the \$3,000 per individual tuition charge. After discussion, it was moved by Gayhart and seconded by Zaballos to approve the periodic use of suites for educational purposes. Working out the details for hosting the Northwestern Traffic Institute was left to Brunner and Lengyel. Approved.

12. Review of Department of Commerce Visit.

Telfer indicated that he was pleased that Deputy Undersecretary of Commerce Tom Guevara, Chicago Regional EDA Director Jeannette Tomayo and members of their respective staffs visited the Innovation Center late last month. The Department of Commerce officials seemed pleased by what Whitewater has done with the Innovation Center and the future plans for the Technology Park.

13. Convene to Closed Session.

It was then moved by Gayhart and seconded by Chenoweth to convene to closed executive session pursuant to Wisconsin State Statute Statute 19.85(1)(c) to consider employment, promotion, compensation, performance evaluation data over any public employee over which the governmental body has jurisdiction or exercises responsibility. Ayes: Knight, Zaballos, Brunner, Telfer, Gayhart, Stewart, Chenoweth. Noes: None. Absent: None. The Board convened into Closed Executive Session at 8:45 a.m.

During the Closed Executive Session the Innovation Manager position search and screen process was reviewed as well as a review of potential candidates. Also, lease of Suite 223 by Blackthorne Capital was reviewed.

It was moved by Gayhart, seconded by Zaballos to convene to open session. Ayes: Knight, Zaballos, Brunner, Telfer, Gayhart, Stewart, Chenoweth. Noes: None. Absent: None. Meeting was reconvened to open session at 9:27 a.m.

14. Future Agenda Items.

It was requested that at a future meeting of the Board the following items be reviewed:
1) Invitation to Robert W Baird to review bonding requirements for the financing of the Innovation Center and Technology Park construction; 2) review of MOU between the City, CDA

and University for the operation of the Technology Park and Innovation Center; 3) Discuss marketing plan for Technology Park, and 4) Review terms of Board members and corporation bylaws.

15. Future Meetings.

It was noted that the next meeting of the Board will take place on September 14th.

16. Adjournment.

It was then moved by Zaballos, seconded by Gayhart to adjourn. The meeting adjourned at 9:32 a.m.

Respectfully Submitted,

Kevin Brunner, Secretary