

Whitewater University Technology Park Board  
Whitewater Innovation Center  
1221 Innovation Drive  
Whitewater, WI 53190  
Minutes for October 12, 2011

**1. Call to Order.**

The meeting was called to order at 8:06 a.m. by President Telfer. Members present: Jeff Knight, Kevin Brunner, Richard Telfer, Ronald Gayhart, Jim Stewart and John Chenoweth. Absent: Peter Zaballos. Others present: Gary Lengyel, Denise Ehlen and Gary Albrecht.

**2. Approval of Minutes from September 14, 2011 Meeting.**

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

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

Albrecht briefly reviewed the recent activities of CESA 2 indicating that CESA 2 continues to be very happy with the Innovation Center facility and noted that CESA 2 is very healthy financially at the current time. Albrecht also mentioned that he is dealing with the Wisconsin Association of School District Administrators in marketing not only the use of CESA 2 facilities at the Innovation Center but the Innovation Center itself.

**4. Report from Interim Innovation Manager Gary Lengyel.**

Lengyel reported on a number of facility issues that have been addressed in the last month. A major issue discussed was the CESA 2 copy room linoleum and we are awaiting word from J. P. Cullen and the subcontractor on final tile for this room. He also noted that the Warren Johnson tribute installation is scheduled for October 13<sup>th</sup>. Lengyel also distributed a conference room usage and associated fee report for the Innovation Center.

**5. Lab Build-Out Update.**

Brunner gave a brief report indicating that the construction of the four wet labs is substantially complete with a walk through to establish a punch list to take place on October 13<sup>th</sup>. It was noted that Professor Dan McGuire is scheduled to move in soon to one of the labs, with the second lab also slated for use by UWW faculty subject to final agreements being executed with the University.

**6. Review/Approval of August and September Financial Reports.**

It was moved by Gayhart, seconded by Stewart to approve the August and September financial reports for the Innovation Center. Approved.

**7. Update from the Tenancy and Entrepreneurship Committee (IHub and Business Incubation programs/services update).**

Ehlen and Chenoweth gave a report from the Tenancy and Entrepreneurship

Committee. Of the items discussed in the report were the following: 1) conference room phones have been received and will be installed soon; 2) there are three parties interested in leasing space in the Innovation Center; 3) work has begun on a future speaker series to be held at the Innovation Center; 4) the focus of the IHub is on marketing of the Innovation Center and its programs; and 5) Permission to purchase another thirty chairs for the conference room.

After discussion of the last item it was moved by Knight, seconded by Telfer to authorize purchase of an additional thirty-two chairs for the main conference room. Approved.

**8. Appointment of Two Members to CDA Study Committee.**

It was moved by Stewart, seconded by Knight to appoint Brunner and Telfer to serve on the CDA Study Committee. Approved.

**9. Scheduling of Johnson Display Dedication.** Brunner noted that there will be a dedication of the Warren Johnson display on Friday, November 18<sup>th</sup> at 1:00 pm. Members of the Johnson family as well as representatives from Johnson Controls will be in attendance. Brunner further suggested that an open house for the new lab space be held following the display dedication. The Board agreed with scheduling that open house.

Brunner and Ehlen will be responsible for coordinating the dedication and open house on November 18<sup>th</sup>.

**10. Convene to Closed Session.**

It was then moved by Chenoweth and seconded by Gayhart 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 and (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. Noes: None. Absent: Zaballos. The meeting convened into Closed Executive Session at 8:52 a.m.

During the closed executive session the Board reviewed Whitewater University Technology Park Executive Director candidates as well as the search and screen process. The Board also reviewed potential building and conference room naming rights and discussed two potential parties interested in such naming rights.

It was then moved by Gayhart, seconded by Knight to reconvene to open session. Ayes: Knight, Brunner, Telfer, Gayhart, Stewart, Chenoweth. Noes: None. Absent: Zaballos. The meeting convened into Open Executive Session at 9:13 a.m.

**11. Future Agenda Items.**

Brunner noted that the Memorandum of Understanding (MOU) between the City, CDA and the University for the operation of the Innovation Center and the University Technology Park needs to be updated and should be discussed at the next meeting.

**12. Future Meetings.**

The next meeting was scheduled for November 9<sup>th</sup>, 2011. Telfer also indicated that he wished to move the June 13, 2012 meeting to June 20<sup>th</sup> to accommodate his future schedule.

**13. Adjournment.**

It was then moved by Gayhart, seconded by Knight to adjourn. The meeting adjourned at 9:18 a.m.

Respectfully Submitted,

Kevin Brunner, Secretary