

Whitewater University Technology Park Board  
Whitewater Innovation Center  
1221 Innovation Drive  
Whitewater, WI 53190  
Minutes for August 16, 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 (participating electronically), Kevin Brunner, Richard Telfer, Ronald Gayhart, Jim Stewart and John Chenoweth. Absent: None. Others present: Gary Lengyel, Denise Ehlen and Dale Helgeson.

2. **Approval of Minutes from July 13, 2011 Meeting.**

It was moved by Gayhart and seconded by Chenoweth to approve these minutes as read. Brunner noted that there was one error in the minutes in that the September meeting of the Board will actually take place on September 14<sup>th</sup> rather than September 11<sup>th</sup>. Approved.

3. **It was then moved by Gayhart, seconded by Knight to convene to closed executive session**

pursuant to Wisconsin State Statute 18.15(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 (e) to deliberate or negotiate the purchasing of public properties, invest in public funds and conducting other specified public business whenever competitive or collective bargaining reasons require a closed session. Ayes: Knight, Zaballos, Brunner, Telfer, Gayhart, Stewart, Chenoweth. Noes: None. Absent: None. The meeting was then closed beginning at 8:09 a.m.

During the closed executive session a potential building for the Technology Park was reviewed with a representative of the business. A lease was discussed with a potential tenant and the Innovation Center Manager position search and screen process was reviewed.

It was then moved by Stewart, seconded by Chenoweth to reconvene to open session. Ayes: Knight, Zaballos, Brunner, Telfer, Gayhart, Stewart, Chenoweth. Noes: None. Absent: None. The meeting was reconvened to open session at 9:36 a.m. It was at this time that Zaballos left the meeting.

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

Director Gary Albrecht was unable to attend the meeting.

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

Lengyel reported on various HVAC issues at the Innovation Center building; IT wiring/port activation; an update on the lab build-out project as well as the resolution of several punch list items for the Innovation Center.

Lengyel also distributed a report on conference room usage and collected fees and also gave an update on recent visitors and prospective tenants to the Innovation Center. He also noted that Room 220 will be set up as a future tenant resource room that will have information on services and leases as well as an office layout display.

Updating the Whitewater Tech Park. Org website was also discussed. Both Lengyel and Ehlen

assured the Board that the website would be updated with more current information in the very near future.

**6. Building Usage Policy.**

Brunner distributed a draft policy that has been developed by Lengyel and the Tenancy and Entrepreneurship Committee. The Board deferred action on adoption of the policy to its next meeting.

**7. Lab Build-Out Update.**

Brunner informed the Board that the lab build-out project is going according to schedule and is scheduled for completion on or about October 7. There has been a minimal amount of change orders to date. One change order has been for a new acid waste vent required by the plan reviewer. The second change order has been to make some changes to the fume hood in Lab 3 to Lab 4 as well as to change the floor finish in Lab 4 from vinyl tile to sealed concrete. The total cost of the change orders to date is less than \$9,000.

Brunner also invited the Board to take a quick tour of the lab build-out area after the meeting.

**8. Budget Update.**

Brunner distributed an August 1 financial report for the Innovation Center that includes in kind services provided by the University to date. The report also contained an annual budget for the Innovation Center. The Board was appreciative of the work that Denise Ehlen and Doug Saubert have done on producing this report. A monthly financial report based upon the August 1 format will be distributed before each Board meeting.

**9. VAI (Network) Training.**

Ehlen distributed an introduction to the VAI Training Network and encouraged Board members to begin using it.

**10. Report of July UW-Whitewater Expenses.**

Ehlen briefly highlighted the UW-Whitewater expenses to date in support of the Innovation Center on the financial report.

**11. Phones for Public Spaces (105A and other meeting rooms).**

Ehlen indicated that all phones in the Innovation Center meeting rooms will soon have telephonic capabilities as provided by the University's ICiT team.

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

There was no report from the Committee this month.

**13. Conceal and Carry Law and Application to the Innovation Center.**

Telfer indicated that the University currently bans guns on campus and will likely display signs continuing such designation once the new State concealed carry law goes into effect on October 1. Telfer asked if the City has taken any similar action for its buildings. Brunner stated that while the Common Council has discussed such a policy they are waiting until other municipalities weigh in on this issue.

This policy will be discussed at a future meeting of the Board.

**14. Future Agenda Items.**

Telfer asked the Innovation Center landscaping and marketing plans be future agenda items. Stewart also reminded the Board that he would like a flag pole to be installed at the Innovation Center.

**15. Future Meetings.**

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

**16. Adjournment.**

It was then moved by Chenoweth, seconded by Stewart to adjourn. The meeting adjourned at 10:20 a.m.

Respectfully Submitted,

Kevin Brunner, Secretary