

MEETING MINUTES

**Whitewater University Technology Park Board Meeting
Wednesday, Feb 13, 2013 at 8:00 a.m.
Whitewater Innovation Center
1221 Innovation Drive
Whitewater, WI 53190**

PRESENT: Stephanie Abbott, Kevin Brunner, Cameron Clapper, John Chenoweth, Denise Ehlen, Bud Gayhart, Wally McDonell, Jessica Menke, Richard Moyse, Doug Saubert, Richard Telfer, and Mike Van Den Bosch

1. **Call to Order:** Richard Telfer called the meeting to order at 8:02 am.
2. **Approval of Minutes from Jan. 16, 2013 Meeting:** Kevin Brunner / Bud Gayhart moved approval of the minutes as written. The minutes were approved by consensus.
3. **Review/Acceptance of Jan. 2013 Financial Reports:** Doug Saubert provided an overview of the January financial reports. John Chenoweth / Gayhart moved to accept the Financial Reports. The reports were accepted by unanimous vote.
4. **WUTP Architectural Review Committee Discussion:** Cameron Clapper presented an overview of the rules of the zoning ordinance (19.38.020 Creating of Architectural Review Committee) and the draft Whitewater University Technology Park District Architectural Review Committee Rules of Governance. Article III Section 1 of the Rules of Governance includes a listing of Committee Members. Wally McDonell clarified the rules of governance as outlined in the draft. McDonnell recommended the Board review the covenants (again) prior to adopting Architectural Review Committee Rules of Governance. McDonell/Clapper sought clarification on a) the size of the Committee and b) the procedure that will be implemented/should an individual/company proposes building in the Technology Park (who receives/reviews plans). Kevin Brunner suggested, based upon Madison's Research Park experience, that the process be expeditious in order to be nimble and responsive to business needs. Gayhart suggested Latisha Birkeland serve as the recipient of the plans and be responsible for the primary/preliminary review and coordination of additional reviews. Telfer suggested a Committee comprised of three representatives—one each from the City, Community Development Authority, and the University. McDonell asked if the Board members should receive copies of plans. The Board recommended that members simply be notified that plans have been submitted for review and provide access.
5. **Innovation Center Facility / Security Discussion:** Ehlen presented an overview of the recent security issue and the proposal developed by Matt Amundson, Nicole Barlass, and Gary Albrecht. The group respectfully requests support to install a telephone and lock on the mail room door as well as a convex mirror enabling a view of the Innovation Street entrance from the reception area of the Center. The Board unanimously approved the request. The Board also encouraged the group to consider installing a window on the mail room door and to obtain cost estimates for installing cameras at all entrances. Ehlen will research options and provide cost estimates at a future meeting.
6. **City of Whitewater Seed Capital Fund Update:** Telfer provided an overview of the recent event launching the Whitewater Capital Catalyst Campaign Fund, featuring the Governor, Scott Walker, and the Vice President for the Wisconsin Economic Development Corporation, Lisa Johnson. Jeff Knight and/or Pat Cannon will provide an update on the fund at a future meeting.
7. **Whitewater Incubation Program (WhIP) Updates:** Ehlen provided an overview on WhIP and will provide a list of spring 2013 participants at the next meeting.

- 8. Strategic Priorities and Development and Plan:** Ehlen provided an overview of the reassignment of the Executive Director responsibilities; short-term improvement strategies, action plans, and status updates; and the rough draft of the Whitewater University Technology Park and Innovation Center evaluation guides and action plan. Ehlen will route the drafts to all Board members via email. Updates will be provided via email and/or at each Board meeting during the transition.
- 9. Future Agenda Items:** Board members should forward additional agenda items to Ehlen (copy to Liz Woolever and Telfer).
 - a. The Board will review the Whitewater University Technology Park Covenants at the next meeting.
 - b. A revised version of the Architectural Review Committee Rules of Governance will be presented at a future meeting.
 - c. Ehlen will provide cost estimates for security options at a future meeting.
 - d. Knight will provide Capital Catalyst Campaign Fund (seed fund) update(s) at a future meeting.
- 10. Future Meeting Dates:** Mar. 20, Apr. 10, May 8, June 19
- 11. Adjournment:** The meeting adjourned at 9:40 am by acclimation.

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