

MEETING MINUTES

**Whitewater University Technology Park Board Meeting
9:00am on Thursday 19 December 2013
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190**

PRESENT: Stephanie Abbott, Kevin Brunner, John Chenoweth, Cameron Clapper (arrived at 10:11am), Jessica Menke, Jeff Knight, Bud Gayhart, Richard Moyse, and Richard Telfer

GUESTS: Pat Cannon, Denise Ehlen, and Beverly Kopper

1. **Call to Order:** Telfer called the meeting to order at 9:03am.
2. **Approval of Minutes of 21 November 2013 Meeting:** Chenoweth/Gayhart moved to approve the minutes. Unanimous.
3. **Review/Acceptance of November 2013 Financial Reports:** Knight/Gayhart moved to accept the Financial Reports. The motion was approved by unanimous vote. The Board instructs D. Saubert to make the 2013 payment this fiscal year as long as it does not create a cash flow issue. The Board respectfully requests that Cannon and D. Saubert to complete forecasting and report to the Board in January.
4. **2014 Innovation Center / Whitewater Incubation Program Budget:** The Board discussed the proposed budget. Knight/Abbott moved to adopt the new budget. The motion was approved by unanimous vote.
5. **Capital Catalyst Fund Update:** Knight reported that the phase I Capital Catalyst Fund (\$300,000) has been exhausted. Knight provided an update on phase II funding (request and mechanism for making equity investments).
6. **Review/Discuss Non-disclosure Agreement and Code of Conduct:** Ehlen hopes to bring revisions to the January meeting to accommodate feedback from the Community Development Authority.
7. **Innovation Center Facility Updates / Issues:** Ehlen provided an update on the iButtonLink remodeling project.
8. **Whitewater Incubation Program (WhIP) Updates:** Ehlen thanked the Board for their support at the Innovators' Showcase. Ehlen reported plans were progressing on revising the programs for launch in spring 2014. Updates will be provided at (a) future meeting(s).
9. **Strategic Priorities and Development and Plan Updates**
 - A. Marketing Plan/Strategy Update—Technology Park, Business Park, and Innovation Center: Ehlen and Cannon will seek two additional proposals for marketing and will present three proposals to the Board at a future meeting.
 - B. Policy and Procedure Updates: Ehlen sought feedback on the rental rate for the Atrium/Conference Room 105A/B. The Board recommended proceeding with the \$350 posted rate and reducing the number of exceptions.
10. **Fiber Update:** Cannon reported that the City/Community Development Authority have no updates to report. Chenoweth will follow up with Elena Pokot/WIN to review options for Innovation Center and Technology Park Fiber.
11. **Accelerator Update:** Gayhart recommended the Board review funding options for a new building and/or expansion. Chenoweth suggested the Board seek a cost estimate or expanding the building. Gayhart suggested the Board seek a cost estimate for a new building. Knight suggested General Capital be invited to a Board meeting to discuss funding/construction options.

12. Future Agenda Items:

- A. The Board will review/discuss revenue projects within the context of current occupancy rates.
- B. Invite General Capital Group to a spring 2014 meeting (see 11 above).

13. **“Adjourn to Closed Session Not to Reconvene per Wisconsin Statute 19.85(1)(e) Deliberating or negotiating 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.”** Moyse/Abbott moved to enter closed session. Telfer called for a roll call vote.

Stephanie Abbott: Aye, John Chenoweth: Aye, Cameron Clapper: Aye, Jessica Menke: Aye, Richard Moyse: Aye, Jeff Knight: Aye, Bud Gayhart: Aye, and Richard Telfer: Aye.

- A. Update on Prospective Clients/Tenants: Ehlen provided an update on prospective tenants/clients. Cannon provided an update on Capital Catalyst Funding for an Innovation Center client and Bomboard, who is interested in constructing a building in the Business Park.
- B. Update on/Discussion of Current Clients/Tenants and Center IT Infrastructure: Ehlen and Chenoweth will provide an update at a spring 2014 meeting.

Knight/Chenoweth moved to reconvene in open session. Telfer called for a roll call vote.

Stephanie Abbott: Aye, John Chenoweth: Aye, Cameron Clapper: Aye, Jessica Menke: Aye, Richard Moyse: Aye, Jeff Knight: Aye, Bud Gayhart: Aye, and Richard Telfer: Aye.

14. **Future Meeting Dates:** Spring 2014 meetings will occur from 8:00 am to 10:00 am on the fourth Thursday of each month—January 23, February 27, March 27, April 24, and May 22.

15. **Adjournment:** The meeting was adjourned by consensus at 9:56 am.

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