

MINUTES

**Whitewater University Technology Park Board Meeting
8:00am on Thursday 30 January 2014
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190**

PRESENT: Stephanie Abbott, Kevin Brunner, John Chenoweth, Cameron Clapper, Jessica Menke (by Webex), Jeff Knight, Bud Gayhart, and Beverly Kopper

GUESTS: Pat Cannon, Denise Ehlen, Roger Gerndt, and Nate Parrish

1. **Call to Order:** Kopper called the meeting to order at 8:03 am. Notice/posting issues were discussed. It was agreed that the meeting would be held with all action items deferred until the February meeting.
2. **Approval of Minutes of 19 December 2013 Meeting:** Kopper presented the minutes for edits. Approval of the minutes will be deferred until the February meeting due to notice/posting issues.
3. **Review/Acceptance of December 2013 Financial Reports:** Clapper and Saubert presented the December financials. The Board discussed/recommended payment on the PILOT, not to exceed \$60,000. Approval of the financial reports will be deferred until the February meeting due to notice/posting delays.
4. **Revised 2014 Innovation Center Budget:** Clapper and Saubert presented the revised 2014 Innovation Center budget. Saubert noted that an additional \$5,000 was added as a City contribution for insurance purposes. Saubert provided an overview of the recent insurance assessment. The final valuation has not been released.
5. **Capital Catalyst Fund Update:** Knight and Cannon indicated a letter of intent has been executed with the WEDC. Knight anticipates the final decision should be made and contract extended in February. Knight expects the WEDC will provide \$250,000 for the next round that will be matched by the CDA. The amount of funding available for grants would be \$83,000. The maximum grant amount would also be increased to \$25,000.
6. **Non-disclosure Agreement and Code of Conduct:** Ehlen continues to work with Cannon to obtain feedback from the CDA attorney so that the documents may be revised to accommodate the CDA concerns, for presentation to the Board for consideration.
7. **Innovation Center Facility Updates / Issues:** Clapper and Ehlen provided an overview of the key facility updates (HVAC, elevator service, mats, conference room usage, and cleaning).
8. **Whitewater Incubation Program (WhIP) Updates:** Ehlen provided an update on applications to the Launch Pad and iHub programs. Selections should be made prior to the next Board meeting. Ehlen will provide client profiles at an upcoming meeting.
9. **Strategic Priorities and Development and Plan Updates:**
 - A. Marketing Plan/Strategy Update—Technology Park, Business Park, and Innovation Center: Ehlen, Cannon, and Gayhart provided an overview of current marketing strategies. Brunner and Knight suggested that community-based events/outreach would be a valuable addition to marketing and promotion activities.
 - B. Policy and Procedure Updates: Ehlen continues to revise the conference room usage policies and rates and continues to negotiate new terms with key user(s). Ehlen will provide an update at a future meeting.
10. **Fiber Update:** Cannon reported that he met with Chenoweth to conduct a comprehensive study to inform a community-wide fiber plan/strategy. Ehlen reported that she and Chenoweth met with Elena Pokot, the

University of Wisconsin-Whitewater CIO, to discuss fiber issues. Ehlen, Chenoweth, and Pokot developed a list of key considerations and questions for WIN that Ehlen sent to the key point of contact. Ehlen will provide an update when a response is received. Clapper also discussed community fiber issues that are being researched and developed.

11. **Accelerator Update:** Gayhart indicated he discussed the accelerator with a developer. Gayhart will continue to provide updates. Cannon spoke with a developer in Milwaukee who indicated that if 50% of a facility were pre-leased, he would be interested “building” the new facility.
12. **501(c)(3) Status:** Clapper and Ehlen provided an overview of the recent filing to reinstate the Board’s 501(c)(3) status. A process has been developed to ensure prompt response to future filings.
13. **Future Agenda Items:** Knight asked the Chancellor to provide an overview of Systemwide economic development funding that might be leveraged to support the Board, Technology Park, and/or Innovation Center.
 - a. **“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.”** Items to be discussed:

Clapper/Gayhart moved to enter closed session. Kopper called for a roll call vote.

Kevin Brunner: Aye, John Chenoweth: Aye, Cameron Clapper: Aye, Jessica Menke: Aye, Jeff Knight: Aye, Bud Gayhart: Aye, and Beverly Kopper: Aye.

- a. Update on Prospective Clients/Tenants: Ehlen and Knight provided an overview of recent prospects for the Innovation Center and the Technology Park.
- b. Update on/Discussion of Current Clients/Tenants and Center IT Infrastructure: Ehlen and Chenoweth provided an overview on IT infrastructure issues.

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

Kevin Brunner: Aye, John Chenoweth: Aye, Cameron Clapper: Aye, Jessica Menke: Aye, Jeff Knight: Aye, Bud Gayhart: Aye, and Beverly Kopper: Aye.

- b. **Future Meeting Dates:** Spring 2014 meetings will occur from 8:00 am to 10:00 am on the fourth Thursday of each month—February 27, March 27, April 24, and May 22.
- c. **Adjournment:** Kopper adjourned the meeting at 9:17am.

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