

MEETING MINUTES

Whitewater University Technology Park Board Meeting
8:00 am on Thursday 27 February 2014
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190

PRESENT: Kevin Brunner, John Chenoweth, Cameron Clapper, Denise Ehlen, Ronald "Bud" Gayhart, Jeff Knight, Jessica Menke (via Web-ex), Richard Moyse, Nate Parrish, Crystal Singer, Richard Telfer

GUESTS: Roger Gerndt, Beverly Kopper

1. **Call to Order:** Richard Telfer called the meeting to order at 8:03 am.
2. **Approval of Minutes of 19 December 2013 and 30 January 2014 Meetings:** Ronald "Bud" Gayhart/ Crystal Singer moved to accept the December 2013 and January 2013 minutes. Telfer called for a vote. The motion was passed by a unanimous vote.
3. **Review/Acceptance of December 2013 and January 2014 Financial Reports:** John Chenoweth/Kevin Brunner moved to accept the December 2013 and January 2014 Financial Reports. Telfer called for a vote. The motion was passed by a unanimous vote.
4. **Review Revised Innovation Center Conference Room Reservation Form, Rules, and Rates:** A rough draft was presented for feedback. The form will be updated to include any educational discount, not just UW-Whitewater, hourly rates, clarification that rates are based on standard business hours, and specification that a prepaid discount is for a series of 6 or more events. Telfer requested that the form include City and CDA use to be free of charge. The Board discussed potential increases/decreases in rates and decided to keep rates constant. The Board discussed conflicts with overuse of the Atrium. CESA #2 has space upstairs to use at times to lesson conflicts. Additions/corrections will be submitted for review at the March 2014 Board meeting.
5. **Review/Discuss Proposed Revisions to Non-disclosure Agreement and Code of Conduct:** Denise Ehlen reviewed new updates and changes in the Non-disclosure Agreement and the Code of Conduct. Allows CDA to retain copies of documents. WUTP Board signatures will be gathered at March 2014 Board meeting for the new NDA and the new Code of Conduct. Singer/Cameron Clapper moved to adopt new NDA. Telfer called for a vote. The motion was passed by a unanimous vote. Kevin Brunner/Gayhart moved to accept new Code of Conduct. Telfer called for a vote. The motion was passed by a unanimous vote.
6. **Innovation Center Facility Updates / Issues:** Ehlen discussed Innovation Center updates and issues. HVAC issues were reviewed. There is a leak in the AC system, with an estimated repair of \$600 required. Ehlen asked NAMI for cost estimate to replace failing compressor as it is no longer under warranty. Brad at NAMI will submit replacement cost. Parking lot/external lighting issues continue, negotiating down from \$600/unit, without labor. Four units need replacement. Lighting is not a safety issue yet but needs to be addressed before becoming one. The manufacturer went out of business, so the contractor is helping to address issues. Gayhart requested information on lighting for follow-up. Ehlen expressed her thanks to city for keeping facility clear throughout cold winter. iButtonLink added an air compressor for its space.
7. **Whitewater Incubation Program (WHIP) Updates:** Nine students are participating in the Launch Pad. Scholar Austin Kadulski is on to the 2nd round of the WI Governor's Business Plan Competition, along with iHub iFellow Henry Schwartz. Twenty-one students signed up for iWHIP (formerly PreFlight). There are ten different teams in the spring cohort of iHub iFellow group. The Royal Purple story on the Whitewater Incubation Program generated much interest.
8. **Future Agenda Items**
Members should forward additional items to Ehlen or to Telfer (via Liz Woolever).

9. **“Adjourn to Closed Session 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.” Chenoweth/Gayhart moved to enter closed session. Telfer called for a roll call vote.

Kevin Brunner: Aye, John Chenoweth: Aye, Cameron Clapper: Aye, Denise Ehlen: Aye, Ronald “Bud” Gayhart: Aye, Jeff Knight: Aye, Jessica Meinke: Aye, Richard Moyses: Aye, Nate Parrish: Aye, Crystal Singer: Aye, and Richard Telfer: Aye.

- A. Update on Prospective Clients/Tenants:
Ehlen updated on prospective tenants.

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

Kevin Brunner: Aye, John Chenoweth: Aye, Cameron Clapper: Aye, Denise Ehlen: Aye, Ronald “Bud” Gayhart: Aye, Jeff Knight: Aye, Jessica Meinke: Aye, Richard Moyses: Aye, Nate Parrish: Aye, Crystal Singer: Aye, and Richard Telfer: Aye.

10. **Future WUTP Board Meeting Dates:** Spring 2014 WUTP Board Meetings will occur from 8:00 am to 10:00 am on the fourth Thursday of each month—March 27, April 24, and May 22. Spring break is the week of the March 27 meeting; Telfer will look to move meeting to March 20. Liz Woolever will send a survey to facilitate scheduling of the March meeting. Telfer suggested moving May 22 meeting to Tuesday May 20 to eliminate conflict. Ehlen shared an updated membership list.

11. **Adjournment:** The meeting was adjourned by consensus at 8:46 am.

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