

MINUTES

Whitewater University Technology Park

Board of Directors Meeting

Wednesday, January 28, 2015

Whitewater University Technology Park Innovation Center

1221 Innovation Drive, Whitewater, WI 53190

PRESENT: Richard Telfer, Jessica Bonjour, Sarah Bregant, Kevin Brunner, John Chenoweth, Cameron Clapper, Jeff Knight, Richard Moyses, Nate Parrish, and Crystal Singer

EXCUSED: Ronald "Bud" Gayhart

GUESTS: Len Hotz, Pat Cannon, Mark Johnson, Doug Saubert, Kristen Burton, Kristina Koslosky, Derek D'Auria, and Roger Gerndt

1. **Call to Order:** With a Quorum present, Telfer called the meeting to order at 8:01 am.
2. **Guest Speaker:** Johnson introduced the latest tenant of the Whitewater Innovation Center, Len Hotz, Founder and CEO of Extended Care Professional (ECP). Len spoke about the history of ECP, why they chose to move part of their business here, and some of their plans for the future. If we would have had more space available in the Innovation Center, he would have liked to move his whole staff here. He is excited to work together with UW-Whitewater, having already hired one student; and to collaborate with fellow tenants. With ECP signing their lease, the Whitewater Innovation Center is 100% occupied.
3. **Approval of Minutes of December 28, 2014 Meeting:** Chenoweth/Singer moved to approve the December meeting minutes as presented. The motion was approved by a unanimous vote.
4. **Review/Acceptance of December 2014 Financial Reports:** Brunner/Bonjour moved to approve the December 2014 Financial Reports. Saubert stated that the \$92,500 PILOT payment was made in full, and the account balance at the end of 2014 was \$9,500, with only minor changes expected, if any. Telfer asked what changed from the deficit reported last month. Saubert stated that it was mostly a timing issue, with rents coming in between running the reports and exceeding projections. The motion was approved by a unanimous vote.
5. **Director's Report:**
 - A. **Innovation Center Facility Updates/Issues:** Johnson stated that the rent revenue now is approximately \$20,000 per month, which includes ECP and tenant rent increases. The projected amount for 2015 is approximately \$240,000. iButtonLink's lowered rent to pay for improvements continues until March 2016, but their COLA rent adjustments are made yearly. The keyless MAC installation was in progress, with his office distributing the new fobs and required paperwork. Telfer asked who will have

access to the new physical keys. Johnson stated that they will have 22 new physical exterior keys made, with strict limits on who will be given those keys. In emergencies, the doors will have a 4-6 hour battery backup, and will also be able to be unlocked from the inside via the current Allen wrench procedure. Johnson also stated that there was a new projector screen installed in the Drouillard Memorial Room 202, courtesy of Gayhart's SBDC office obtaining it from a different one that was closing.

B. Innovation Center Operational Review and Strategic Plan: Johnson stated that the Innovation Center will be hosting their *Elements for Success* speaker series again, beginning on February 26. Johnson also stated that he is working with the UWW ICIT department to determine the best way to satisfy CESA 2 and Blackthorne's deeper IT needs. Investigating a plan to bypass the UWW system, and go directly to the WIN network. Clapper asked what impact that would have on rents. Telfer stated that the WUTP is to provide basic services as agreed upon on the lease, but if companies need to go beyond that, that is where most likely they need to outsource that, as CESA 2 and Blackthorne already have begun to do with KC Computing.

C. Notable Contacts: Johnson updated the Board that the following notable contacts were made since the last Board meeting: John Degraff, UWW/Acuity Insurance; Cannon, staff – event/conference for developers, interested parties – Telfer asked when that would occur, Johnson stated it was still unknown. Working to determine which of two different paths to take, developers, or other interested UW system parties. Working with Ron Bucholz on identifying the companies that recruit students, and work with them on a pre-commitment to leasing space in a new building. This spring would be a reasonable goal. Johnson also involved with an economic development meeting with SBDC's Gayhart, WCEDA's D'Auria, and Whitewater CDA's Cannon on a local company seeking to build a bigger building. Also gave a building tour to a representative from the new chancellor search committee, Dr. Jessica Kozloff.

6. Development Plan Updates:

A. Innovation Center: Johnson stated that his office is looking at other Accelerator properties, and will discuss in the Closed Session.

B. Technology Park: Johnson to discuss items in Closed Session.

C. Business Park: Johnson stated there is nothing new to report here.

7. Report on WUTP Development Costs: Saubert handed out documentation regarding the costs of the WUTP development costs, breaking out the costs. There are 97 acres total, not including Moraine Park, with the net acre cost at \$24,169, but after subtracting the EDA grant the cost was reduced to \$14,184 per acre. Knight stated that the original estimated cost was close to \$65,000 per acre when they originally

planned the Park. Saubert stated that the total purchase price of the land was \$415,650 (\$4,285.05/acre) from the purchase of three parcels in 1990 and 1997. Telfer stated that it would be nice to have an Executive Summary of this report, asking Gerndt to complete for the next Board meeting. Discussion held on determining a pricing strategy of selling the land, with more work forthcoming.

8. Development of Workforce Development Funding/Partnership: Knight stated that Blackthorne had received a Fast Forward grant for \$82,000 from the WI Workforce Development agency, double their initial request. CESA 2 also working on a grant proposal. Knight suggested it might be good to hold a Fast Forward informational conference at the Whitewater Innovation Center. Knight, Cannon, and Johnson to meet separately to discuss.

9. Annual commitment to Code of Conduct and Non-Disclosure Agreements: Johnson passed out updated Code of Conduct and Non-Disclosure Agreement forms for the Board for final review and signature. Telfer asked to Board to review and sign both documents individually. Johnson's office to collect and file the completed forms. (Gayhart?)

10. 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."

Bonjour moved, Bregant seconded to enter into closed session. Telfer called for a roll call vote to enter into closed session.

Telfer: Aye; Bonjour: Aye; Bregant: Aye; Brunner: Aye; Chenoweth: Aye; Clapper: Aye; Knight: Aye; Moyse: Aye; Parrish: Aye; and Singer, Aye. The motion passed unanimously, and the Board went into Closed Session. Items discussed:

- A. **Update on Prospective Clients/Tenants:**
Cannon and Johnson gave updates on prospective clients and tenants.
- B. **Innovation Center surge capacity for Business Incubation:**
Cannon and Johnson gave updates on the surge capacity plans.
- C. **Accelerator Update:**
Cannon and Johnson gave updates on the new Accelerator building.

Parrish moved, Clapper seconded to return to open session with the intent/option to take action. Telfer called for a roll call vote to return to open session.

Telfer: Aye; Bonjour: Aye; Bregant: Aye; Brunner: Aye; Chenoweth: Aye; Clapper: Aye; Knight: Aye; Moyse: Aye; Parrish: Aye; and Singer, Aye. The motion passed unanimously. The Board returned to open session with the intent/option to take action.

11. Future Agenda Items:

12. Future Meeting Dates: The 2015 Board meeting dates have been set, with the next Board meeting on February 25, 2015. The rest are scheduled for March 25, April 23, and May 27, 2015.

13. Adjournment: Bregant/Moyse moved to adjourn. The meeting was adjourned at 9:18 am.

Respectively submitted,
Roger Gerndt for Cameron Clapper
Secretary of the Whitewater University Technology Park Board