

## MINUTES

### Whitewater University Technology Park

#### Board of Directors Meeting

Wednesday, April 27, 2016

Whitewater University Technology Park Innovation Center

1221 Innovation Drive, Whitewater, WI 53190

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**PRESENT:** Mark Johnson, Beverly Kopper, Stephanie Goettl, Richard Moyle, John Chenoweth, Jessica Bonjour, Bud Gayhart, Jeff Knight, Kevin Brunner, Cameron Clapper, Nate Parrish

**ABSENT:** Crystal Singer

**GUESTS:** Pat Cannon, Derek D'Auria, Tom Harrigan, Kristen Burton

1. **Call to Order:** With a quorum present, Kopper called the meeting to order at 8:00 am.
2. **Approval of Minutes of March 30, 2016 Meeting:** Knight/Chenoweth moved to approve the March meeting minutes. The motion was approved by a unanimous vote.
3. **Review/Acceptance of March 2016 Financial Reports:** Gayhart/Moyle moved to approve the March financial reports. Johnson reported that the budget is on track, and there is nothing out of the ordinary other than delinquent rents. The motion to approve the March 2016 financial reports was approved by unanimous vote.
4. **Proposal to Create a 920 Account for a Maintenance Fund:** At the March Tech Park Board Meeting, Doug Saubert reported there was \$12,000 in reserve and recommended transferring \$6000 to a maintenance fund for the Innovation Center. Brunner/Knight moved to approve the creation of a new line in the 920 account for the Innovation Center maintenance fund. The motion was approved by a unanimous vote.
5. **Review/Acceptance of Director's Report:** Chenoweth/Moyle moved to approve the Director's Report.
  - Johnson reached out to Steve Bertagnolli and Kerry Katovich regarding prairie maintenance by UW-Whitewater students.
  - The innovation Center is still tracking to budget.
  - Johnson met with the Lake Geneva Coffee Roasters; he suggests considering bringing them in to the open lab. They have a unique model and comprehensive business plan. There is a science angle to their roasting technique and may be a franchise opportunity. He has asked them to contact the county health officials to learn what would be required, and if it is feasible, to locate in the Innovation Center lab space. Knight commented regarding the environmental impact of the roasting fumes and also the impact on current innovation center tenants and the need for venting. Johnson said that they may apply to the CDA for funding. Knight commented that they may not be eligible since they do not intend to remain in Whitewater. Gayhart indicated they are wholesalers,

not retailers. Johnson added their intention is to open their first business in Lake Geneva. He will provide more information at the next meeting.

- Caldwell and Scanlin brought in a new potential client, POLCO. The company is developing a software platform for Municipal polling.

The motion to accept the Director's Report was approved by a unanimous vote.

**6. Review of Tech Park Board of Trustees Terms:** The Tech Park Board bylaws state that the fiscal year will be January to January. To coincide with the new fiscal year, officer elections should be held in December. The Tech Park Board will revisit the current officer and Board member appointments in December 2016.

**7. Establishment of Subcommittees recommendation:**

- A. Lease and Rents Review Committee:** The proposed members of the Lease and Rents Review subcommittee are John Chenoweth, Nate Parrish, Pat Cannon, Tom Harrigan, and Mark Johnson.
- B. Joint Marketing Strategy:** The Joint Marketing Strategy will develop the plan and make recommendations to the Board. The members of the subcommittee have not yet been determined. Johnson will reach out to Sara Kuhl about assisting with marketing strategy. He also contacted Jimmy Peltier; if funds were available, he would be able to assist. Knight recommended using other resources. Chenoweth indicated the subcommittee's charge, function, and authority need to be established; Johnson will draft this information.

**8. Tech Park Development Update:**

- A. Certified Sites update:** Cannon reported Deloitte performed the site visit two weeks ago. There are a few things that need to be done to obtain certification. There is an easement that bisects the property and divides eight acres from the thirty-three acres. Cannon has begun the process for abandoning the easement to ensure that the full thirty-three acres can be certified. They have approval from the City Council to transfer it to the CDA. A few soil borings need to be done, but the archaeological studies had already been completed. Tom Harrigan noted they have a deadline of June 24<sup>th</sup> to submit all pending requirements. He estimates certification will take a month after that.
- B. DP Recycling:** DP Recycling should be receiving funding in the next two weeks. The ground breaking is set for May 27<sup>th</sup> and the governor is planning on attending. Johnson asked Cannon to let him know if he needs any assistance from the Tech Park for the event. DP Recycling will have to present the site plans to the Tech Park Board for approval. They will come to the next meeting for the Board to take official action. Prior to the Board Meeting, the Architectural Review Committee will meet with Planning staff to review the site plans and discuss any issues. The committee will consist of Mark Johnson, Stephanie Goettl, Jeff Knight, and Beverly Kopper. Cameron Clapper will also be in attendance as part of his duties as City Manager. The committee will provide its recommendations at the May 25<sup>th</sup> Tech Park Board Meeting. Gayhart/Brunner moved to approve the membership of the Architectural Review Committee. The motion was approved by a unanimous vote.

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/Brunner moved to enter into closed session. Kopper called for a roll call vote to enter into closed session. Bonjour: Aye; Brunner: Aye; Chenoweth: Aye; Clapper: Aye; Gayhart: Aye; Goettl: Aye; Kopper: Aye; Moyses: Aye; Parrish: Aye. The motion passed unanimously, and the Board went into Closed Session. Items discussed:

- A. Blackthorne
  - i Request early termination of lease Suite 221
- B. iButtonLink
  - i Request to lease Lab Suite 124
  - ii Request for 2 yr. Lease Extension
- C. Thermodata
  - i Delinquency

Knight/Moyse moved to return to open session with the intent/option to take action. The motion passed unanimously. The Board returned to open session with the intent/option to take action.

**Future Agenda Items:** Future agenda items include: succession planning for Board positions, business incubation progress standards and graduation/exit policies, CDA funding.

10. **Future Meeting Dates:** Spring dates are May 25<sup>th</sup> and June 22<sup>nd</sup>

11. **Adjournment:** Parrish/Knight moved to adjourn. The meeting was adjourned at 9:54 am.

Respectfully submitted,

Kristen Burton for Cameron Clapper

Secretary of the Whitewater University Technology Park Board