

MINUTES

Whitewater University Technology Park

Board of Directors Meeting

Wednesday, July 20, 2016

Whitewater University Technology Park Innovation Center

1221 Innovation Drive, Whitewater, WI 53190

PRESENT: Beverly Kopper, Jessica Bonjour, John Chenoweth, Cameron Clapper, Stephanie Goettl, Mark Johnson, Nate Parrish, Crystal Singer

GUESTS: Dylan Cooper, Kristen Burton

1. **Call to Order:** With a quorum present, Kopper called the meeting to order at 8:01 am.
2. **Guest: POLCO:** Mark Johnson introduced Dylan Cooper of POLCO. POLCO is a mobile voting and online polling application. It provides a platform for city and municipal organizations to collect policy input from a wider range of their constituents.
3. **Approval of Minutes of June 22, 2016 Meeting:** Chenoweth/Goettl moved to approve the June meeting minutes. The motion was approved by a unanimous vote.
4. **Review/Acceptance of June 2016 Financial Reports:** Goettl/Parrish moved to approve the June financial reports. Johnson noted the Innovation Center is at 54% revenue, and building expenses are lower than expected at 44%. There are overages in janitorial services because of the higher rates being paid to the new contracted janitorial company. Chenoweth inquired about the lack of rents for EdViewRate and ABL Technology; Johnson explained those companies were included in the projections when the budget was done in October, but they have since left. The motion to approve the June 2016 financial reports was approved by unanimous vote.
5. **Review/Acceptance of Director's Report:** Bonjour/Goettl moved to approve the Director's Report. Johnson will correct the month from June to July in the list of upcoming scheduled events. The motion to accept the Director's Report was approved by a unanimous vote.
6. **Tech Park Board of Trustees Appointment of Vacant Positions:** Kevin Kaufman, the new Director of the Small Business Development Center, will fill Bud Gayhart's vacancy on August 1st. Kopper noted the President and Vice President should not both come from the university and recommended City Manager Cameron Clapper serve as Vice President. Goettl/Parrish moved to nominate Clapper for Vice President. The motion was approved by a unanimous vote. With Clapper as Vice President, there is a vacancy at the Secretary level. The bylaws allow for the Secretary and Treasurer offices to be filled by the same board member. Singer/Goettl moved to nominate Chenoweth for Secretary. The motion was approved by a unanimous vote. Bonjour recommended building into the bylaws the policy that President and Vice President cannot be from the same organization. Johnson will bring language to that effect to the Board for approval.

7. **Joint Marketing Strategy Committee Update:** Upon further review of the MOU, Johnson noted sections 2.02 and 3.02 state the Tech Park Board shall market the Innovation Center (section 2.02) and the Technology Park lots (section 3.02). He recommended the Tech Park Board focus on marketing the Tech Park and the Innovation Center, and the city be marketed separately by another entity. The Board agreed.

Johnson also discussed the upcoming SiteLink Conference, September 14-16, during which all site selectors converge in western Kentucky. Registration is \$995.00, and the hotel rate is \$65.00 per night. Johnson proposed he attend the conference and asked for funds from the Tech Park Marketing budget to cover the costs. He will start forming those relationships with the site selectors and learn what they are looking for in a site. There is also an educational portion of the conference. The Board supports his proposal.

8. **Tech Park Development Update:** Johnson does not have any additional information on DP Recycling. They are working on funding.

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."

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

- a. Thermodata
- b. iButtonLink lease extension

Clapper/Goettl 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: bylaw modification.

Announcements: Kopper proposed canceling the August 24th Tech Park Board Meeting as many board members will be out of town. The Board agreed and will convene again in September.

10. **Future Meeting Dates:** Meeting dates for the remainder of 2016 are September 28th, October 26th, November 16th, and December 14th.

11. **Adjournment:** Parrish/Goettl moved to adjourn. The meeting was adjourned at 9:13 am.

Respectfully submitted,
Kristen Burton for Cameron Clapper
Secretary of the Whitewater University Technology Park Board