

MEETING NOTICE

**Whitewater University Technology Park Board Meeting
8:00am on Thursday 24 July 2014
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190**

AGENDA

1. Call to Order [Telfer]
 2. Approval of Minutes of 26 June 2014 Meeting [Telfer] ATTACHED
 3. Review/Acceptance of June 2014 Financial Reports [Saubert] ATTACHED
 4. Review/Acceptance of Updated Board Membership [Telfer] ATTACHED
 5. Innovation Center Facility Updates/Issues [Johnson]
 6. Riemer Systems Announcement [Johnson]
 7. Whitewater Incubation Program (WhIP) Updates [Johnson]
 8. Strategic Priorities and Development and Plan Updates [Johnson]
 - A. Marketing Plan/Strategy Update - Technology Park, Business Park, and Innovation Center [Johnson, Gayhart, and Cannon]
 9. Future Presentation to City Council [Telfer]
 10. Development of Workforce Development Funding/Partnership [Knight]
 11. Dark Fiber/Broadband Update [Cannon]
 12. Future Agenda Items [All]
 13. 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. Items to be discussed:
 - A. Update on Prospective Clients/Tenants [Johnson, Gayhart, and Cannon]
 - B. Accelerator Update [Gayhart, Cannon, and Johnson]
- Return to Open Session with the Intent/Option to Take Action
14. Future Meeting Dates: The final summer 2014 meeting will occur from 8:00am to 10:00am on 28 August, with the fall/winter 2014 meetings scheduled for 25 September, 30 October, 19 November, and 18 December.
 15. Adjournment [Telfer]

WEBEX ACCESS INSTRUCTIONS

Topic: WUTP Board Meeting
Date: Thursday, July 24, 2014
Time: 8:00 am, Central Daylight Time (Chicago, GMT-05:00)
Meeting Number: 807 399 367
Meeting Password: (This meeting does not require a password.)

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US TOLL: +1-415-655-0001

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<https://uww.webex.com/uww/j.php?MTID=m0051d4a12b822cb0fd4aa3ed723c2e1e>

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MINUTES

Whitewater University Technology Park Board Meeting
8:00am on Thursday 26 June 2014
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190

PRESENT: Richard Telfer, Jeff Knight, Richard Moyse, Ronald "Bud" Gayhart, Sarah Bregant, John Chenoweth, Nate Parrish (8:03 am), Kevin Brunner, Jessica Menke-Bonjour, and Cameron Clapper

GUESTS: Beverly Kopper, Denise Ehlen, and Roger Gerndt

1. **Call to Order:** Telfer called the meeting to order at 8:00 am.
2. **Approval of Minutes of 29 May 2014 Meeting:** Knight/Bregant moved to approve the meeting minutes. The motion was approved by a unanimous vote.
3. **Review/Acceptance of May 2014 Financial Reports:** Gayhart/Clapper moved to approve the May 2014 Financial Reports. Clapper and Cannon updated the Board on the 2014 PILOT. Cannon to provide update at 24 July meeting. The motion was approved by a unanimous vote.
4. **Review/Acceptance of Updated Board Membership:** Jessica Menke requested her name be changed on Board Membership listing to Menke-Bonjour. Chenoweth/Moyse moved to accept new WUTP Board Membership list. Will disseminate updated Board Membership list at July board meeting. The motion was approved by a unanimous vote.
5. **Dissemination of Revised Membership List:** Duplicate
6. **Innovation Center Facility Updates/Issues:** Ehlen provided an update regarding the humidity control challenges associated with the geothermal heating/cooling system.
7. **Whitewater Incubation Program (WhIP) Updates:** Ehlen provided an update about the summer session one-to-one coaching of Launch Pad Scholars, iHub iFellows and client companies. "Elements for Success" will re-launch as a morning (breakfast) event on 23 July.
8. **Strategic Priorities and Development and Plan Updates:**
 - A. **Marketing Plan/Strategy Update - Technology Park, Business Park, and Innovation Center**
Cannon provided an update on a "draft" marketing brochure being developed.
Dark fiber update by Knight and Cannon. Capacity being investigated from UW-Whitewater to Technology Park and to community/private party(ies), ensuring needs are met beforehand, not after. Meeting Tuesday 24 June was very informative. Discussed ability for City to transfer broadband to private party, along with legal issues and potential clients. Only need a utility to run fiber if phone service is included, but vital to access every home, and appeared critical to success or failure of program.
9. **Future Presentation to City Council:** Clapper to update City Council on financials/PILOT.
10. **Capital Catalyst Fund Celebration Updates:** Cannon updated the board on the Capital Catalyst Fund Celebration event on 6 June. There were 40+ attendees, and WEDC plans to use copies of presentations for marketing. The CDA has already distributed money from the new fund.
11. **Development of Workforce Development Funding/Partnership:** Knight provided update on meeting with Blackthorne. He took Blackthorne to meet Jonathon Barry/Scott Jansen – Fast Forward to seek funding for workforce development. They would like to match Fast Forward funding with CDA funding. Discussed more effective training programs; welders vs. intern training. Ehlen to send report to Knight on previous initiative developed at UWW. Knight to follow-up with Nadler/Blackthorne on workforce development application. Telfer seeking Board input to assist, will revisit at July board meeting.

12. **Future Agenda Items:** Dark fiber update at 24 July meeting and PILOT Payment/Budget process update at 28 August meeting.
13. **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/Menke-Bonjour moved to convene in closed session. Telfer called for a roll call vote.

Jeff Knight: Aye, Richard Moyses: Aye, Ronald "Bud" Gayhart: Aye, Sarah Bregant: Aye, John Chenoweth: Aye, Nate Parrish: Aye, Kevin Brunner: Aye, Jessica Menke-Bonjour: Aye, Cameron Clapper: Aye.

A. Update on Prospective Clients/Tenants:

Ehlen updated board on the co-lab, which is now full. Cannon updated board on progress to assist funding potential clients.

Accelerator Update: Gayhart provided an update on an accelerator and introduced guest speakers. Board viewed presentation by Bill Nebel from Crown Commercial Real Estate/Development, LLC and Jim Anderson from Design Structures, LLC on Accelerator #2 building.

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

Jeff Knight: Aye, Richard Moyses: Aye, Ronald "Bud" Gayhart: Aye, Sarah Bregant: Aye, John Chenoweth: Aye, Nate Parrish: Aye, Kevin Brunner: Aye, Jessica Menke-Bonjour: Aye, Cameron Clapper: Aye. The Board reconvened into open session.

Chenoweth updated the board regarding Ehlen's transfer to COBE, with a phased transition planned. Telfer is identifying interim replacement, working with Ehlen to ensure smooth transition. Ehlen thanked the Board for their support and the opportunities to foster regional entrepreneurship; Telfer and Board thanked Ehlen for her excellent service. Telfer to publicize replacement once finalized.

Future Meeting Dates: The summer 2014 meetings will occur from 8:00am to 10:00am on 24 July and 28 August.

Adjournment: Clapper/Parrish moved to adjourn. Meeting was adjourned at 9:40 am.

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

**CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2014**

INNOVATION CTR-OPERATIONS

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
920-11100	CASH	86,623.07	5,539.57	(26,293.55)	60,329.52
920-11300	INVESTMENTS	7,130.00	.00	.00	7,130.00
920-13180	A/R-FACILITY RENTAL	.00	250.00	250.00	250.00
TOTAL ASSETS		93,753.07	5,789.57	(26,043.55)	67,709.52
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
920-21100	VOUCHERS PAYABLE	3,774.29	.00	(3,774.29)	.00
920-25401	DUE TO TID #4	64,000.00	6,562.50	(10,875.00)	53,125.00
TOTAL LIABILITIES		67,774.29	6,562.50	(14,649.29)	53,125.00
<u>FUND EQUITY</u>					
920-34300	FUND BALANCE	25,978.78	.00	.00	25,978.78
UNAPPROPRIATED FUND BALANCE:					
REVENUE OVER EXPENDITURES - YTD		.00	(772.93)	(11,394.26)	(11,394.26)
BALANCE - CURRENT DATE		.00	(772.93)	(11,394.26)	(11,394.26)
TOTAL FUND EQUITY		25,978.78	(772.93)	(11,394.26)	14,584.52
TOTAL LIABILITIES AND EQUITY		93,753.07	5,789.57	(26,043.55)	67,709.52

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2014

INNOVATION CTR-OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
920-48430-56	INSURANCE-REIMBURSEMENT	12,549.60	12,549.60	.00 (12,549.60)	.0
920-48610-56	MEDIA-SHARING-SUITES	100.00	100.00	1,000.00 900.00	10.0
920-48620-56	FACILITY RENTAL REVENUE	457.82	1,045.32	1,000.00 (45.32)	104.5
920-48631-56	RENT-CESA #2	.00	40,250.00	80,500.00 40,250.00	50.0
920-48632-56	RENT-JEDI	881.00	4,379.00	10,510.00 6,131.00	41.7
920-48633-56	RENT-BLACKTHORNE CAPITAL LLC	4,312.00	25,872.00	52,344.00 26,472.00	49.4
920-48635-56	RENT-THERMODATA-#118/120	2,300.00	2,300.00	.00 (2,300.00)	.0
920-48636-56	RENT-I-BUTTON	2,385.25	2,385.25	20,312.00 17,926.75	11.7
	TOTAL MISCELLANEOUS REVENUE	22,985.67	88,881.17	165,666.00 76,784.83	53.7
<u>OTHER FINANCING SOURCES</u>					
920-49200-56	IN-KIND-REV-CITY-INSURANCE	.00	5,691.57	5,100.00 (591.57)	111.6
920-49202-56	IN-KIND-CITY-FINANCE/ADMIN	667.00	4,002.00	8,004.00 4,002.00	50.0
920-49205-56	IN-KIND-CITY-GROUNDS-DPW	667.00	4,002.00	8,004.00 4,002.00	50.0
920-49215-56	IN-KIND-CITY-BUILDING MAINT.	667.00	4,002.00	8,004.00 4,002.00	50.0
920-49300-56	FUND BALANCE APPLIED	.00	.00	42,984.00 42,984.00	.0
920-49410-56	I-K-REV-UNIV-MANAGER SUPPORT	43,638.71	311,535.51	540,574.00 229,038.49	57.6
920-49415-56	I-K-REV-UNIV-TECH SUPPORT	.00	.00	26,000.00 26,000.00	.0
	TOTAL OTHER FINANCING SOURCES	45,639.71	329,233.08	638,670.00 309,436.92	51.6
	TOTAL FUND REVENUE	68,625.38	418,114.25	804,336.00 386,221.75	52.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2014

INNOVATION CTR-OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INNOVATION CENTER</u>					
920-56500-215	.00	400.00	2,200.00	1,800.00	18.2
920-56500-221	388.36	1,953.14	4,100.00	2,146.86	47.6
920-56500-222	4,423.94	27,336.51	54,000.00	26,663.49	50.6
920-56500-225	648.62	1,706.78	3,000.00	1,293.22	56.9
920-56500-226	122.98	607.91	1,350.00	742.09	45.0
920-56500-243	.00	.00	4,200.00	4,200.00	.0
920-56500-245	.00	8,554.68	4,000.00	(4,554.68)	213.9
920-56500-246	1,500.00	3,750.00	9,000.00	5,250.00	41.7
920-56500-250	6,112.20	11,801.01	7,500.00	(4,301.01)	157.4
920-56500-294	.00	3,660.00	7,000.00	3,340.00	52.3
920-56500-323	4,000.00	6,500.00	14,000.00	7,500.00	46.4
920-56500-341	.00	.00	500.00	500.00	.0
920-56500-500	.00	5,691.57	10,400.00	4,708.43	54.7
920-56500-502	667.00	4,002.00	8,004.00	4,002.00	50.0
920-56500-505	667.00	4,002.00	8,004.00	4,002.00	50.0
920-56500-515	667.00	4,002.00	8,004.00	4,002.00	50.0
920-56500-520	43,638.71	311,535.51	540,574.00	229,038.49	57.6
920-56500-530	.00	.00	26,000.00	26,000.00	.0
920-56500-650	6,562.50	29,125.00	92,500.00	63,375.00	31.5
920-56500-820	.00	4,880.40	.00	(4,880.40)	.0
TOTAL INNOVATION CENTER	69,398.31	429,508.51	804,336.00	374,827.49	53.4
TOTAL FUND EXPENDITURES	69,398.31	429,508.51	804,336.00	374,827.49	53.4
NET REVENUE OVER EXPENDITURES	(772.93)	(11,394.26)	.00	11,394.26	.0

BOARD MEMBERSHIP

REVISED 3 JULY 2014

NAME	CONSTITUENCY	MEMBERSHIP TERM (APPOINTMENT YEAR, if relevant, AND DEFINITION)	OFFICE AND TERM (APPOINTMENT YEAR, if relevant, AND DEFINITION)
Sarah Bregant bregantsk16@uww.edu	Common Council Member	Until replaced by the Common Council and as long as a member of the Common Council	
Kevin Brunner kbrunner@co.walworth.wi.us	City of Whitewater community member (appointed by the City Council)	2012: Two year terms up to a maximum of four consecutive terms	
John Chenoweth chenowej@uww.edu	Appointee of the Chancellor	Until replaced by the Chancellor	2014 Treasurer: annually elected to one year term
Cameron Clapper cclapper@whitewater-wi.gov	City Manager (or his/her designee)	As long as such person remains the City Manager	2013 Secretary: annually elected to one year term
Ronald "Bud" Gayhart gayhartr@uww.edu	Appointee of the Chancellor	Until replaced by the Chancellor	2013 Vice President: annually elected to one year term.
Jeff Knight jpk@knightpublicaffairs.com	Community Development Authority (CDA)	Until replaced by the Common Council and as long as a member of the CDA	
Jessica Bonjour menkej@uww.edu	Appointee of the Chancellor	Until replaced by the Chancellor	
Richard Moyse rlmwhitewater@gmail.com	Appointee of the Chancellor	Until replaced by the Chancellor	
Nate Parrish nparrish@firstcitizensww.com	City of Whitewater community member (appointed by the City Council)	2014: Two year terms up to a maximum of four consecutive terms	
Crystal Singer crystal@whitewatermfg.com	City of Whitewater community member (appointed by the City Council)	2012: Two year terms up to a maximum of four consecutive terms	
Richard Telfer telferr@uww.edu	Chancellor (or his/her designee)	As long as such person remains the Chancellor	2013 President: annually elected to one year term
Vacant	Executive Director of the Whitewater University Technology Park Board of Directors	As long as such person remains the Executive Director	Ex officio (non-voting)