



MARINETTE COUNTY ASSOCIATION FOR BUSINESS & INDUSTRY, INC.

WISCONSIN MARITIME CENTER OF EXCELLENCE

OVERSIGHT COMMITTEE MEETING

FRIDAY, 04 MAY 2018, 1:00 PM
WMCOE, 1320 MAIN STREET, MARINETTE, WI

MINUTES

1. The meeting was called to order by Chair Dan Peterson at 1:00 p.m. Present were members Dan Peterson, Tim Phillips, Mike Mead, MCABI Executive Director Robert Pontius and WMCOE Coordinator Mary Patrick. There was a quorum present. Dale Lange joined the meeting at 1:10 p.m.
2. Motion (Mead/Phillips) to approve the agenda. Carried with voice vote.
3. Motion (Mead/Phillips) to approve the minutes from 04-06-2018 Oversight Committee Meeting. Carried with voice vote.
4. WI Maritime Center of Excellence Project
 - a. No invoices submitted for approval.
5. Incubator
 - a. Motion (Phillips/Mead) to approve March 2018 financial reports. Carried with voice vote.
 - b. Motion (Peterson/Mead) to approve Facility Walk-Through Report as presented by Dale Lange. Carried with voice vote.
 - c. Motion (Lange/Mead) to approve Engebos Heating & Cooling proposal for the installation of gas sub meters in industrial bays 221 and 222 in the amount of \$2,056. Carried with voice vote.
6. No action taken. Committee discussed existing co-working options and rates and reaffirmed that local management will continue to have the authority to make changes to the facility's co-working options and rates. The MCABI Executive Director and WMCOE Coordinator were reminded that changes must be reported to the committee through the Coordinator's monthly report.
7. Motion (Mead/Phillips) to grant permission to the MCABI Executive Director and WMCOE Coordinator to enter into flexible rental agreements with regard to rates and terms so as to take advantage of opportunities for facility use as they become available. Flexible agreements must be reported to the Committee through the Coordinator's monthly report. Carried with voice vote.
8. No action taken. Ongoing discussion regarding marketing the facility centered on the possibility of changing the facility's name to better reflect its mission and/or adding a more representative tagline.
9. Motion (Lange/Mead) to authorize further investigation into equipment for the Makerspace, safety and use training before use of the equipment and liability issues associated with making equipment available to the facility's tenants and the community at large. Carried with voice vote.
10. Motion (Mead/Phillips) to approve spending up to \$5,000 for 2018 lawn care service. Vendor to be determined by the WMCOE Coordinator. Carried with voice vote.
11. Comments – None.
12. Future agenda items – marketing.

13. Next meeting of the Oversight Committee is scheduled for May 24th, 4:00 p.m. at the Crivitz High School board room.
14. Motion (Lange/Mead) to adjourn the meeting at 2:40 p.m. Carried with voice vote.

Respectfully submitted:

Mary Paitrick, Coordinator, WMCOE