



**TEMPLE HEALTH AND BIOSCIENCE
ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
WEDNESDAY, December 7, 2016**

Minutes from the Board of Directors Meeting held on Wednesday, October 26, 2016

The Temple Health and Bioscience Economic Development District Board of Directors conducted their regularly scheduled board meeting on Wednesday, October 26, 2016, 5:00 pm in the Main Conference Room of the Temple Health and Bioscience District Facility located at 1802 South 1st Street, Temple, Texas.

Members Present:

Wendell Williams, Chair
Thomas Baird, Vice Chair
Doug Streater, Treasurer
Gregg Strasburger
Michael Norman
Jack Morris
John Kiella

Members Absent:

The agenda for this meeting was posted on the bulletin board of the Temple Health and Bioscience Economic Development District Facility in compliance with the Open Meetings Law.

The following is a summary of the proceedings of this meeting. It is not intended to be a verbatim translation.

1. Approve the minutes of the September 28, 2016 board meeting.

Mr. Streater wanted to add the phrase "expenses are" to the following sentence located in the description of the financial report: THBD is under budget by \$600,000. Therefore the edited version will read: THBD expenses are under budget by \$600,000.



Contingent on the above mentioned changes being made a motion by Mr. Streater, second by Mr. Strasburger to approve the minutes from the September 28, 2016 board meeting. Motion carried unanimously.

2. Approve the financial report for the twelve-month period ending September 30, 2016.

Mr. Streater gave an overview of the financial report. The \$108,000 check to WashSense needs to be reclassified as an asset not an expense. Therefore net income needs to be increased by \$108,000. The depreciation of \$384,800.07 was added to the financials this past summer, therefore after the audit is completed this number may be adjusted to reflect the additional depreciation for the rest of the fiscal year. The depreciation is not noted in the Profit and Loss Excel Spreadsheet, therefore if the depreciation is added into the final total expense both the P&L generated from QuickBooks and the Excel Spreadsheet will balance. In the transaction ledger the big items of note were the four \$25,000 checks for the NanoString grants, the \$108,000 for WashSense, and the \$20,000 for SiMMo3D Seed Funding. Mr. Williams wanted to know why the check was made out to Colin Dodson and not SiMMo3D. Ms. Annable responded stating their bank account was not set up yet under the name of SiMMo3D. Mr. Streater continued his recap by stating that THBD expenses were under budget \$350,784.

Motion by Mr. Streater, second by Mr. Morris to approve the financial report for the twelve-month period ending September 30, 2016. Motion carried unanimously.

3. Consider adopting a resolution authorizing the Temple Health and Bioscience District to enter into an agreement with Brockway, Gersbach, Franklin & Niemeier, PC for audit services for FY 2016.

Mr. Williams stated that THBD has been using the same firm since the start of the audits. Mr. Streater asked if THBD Operations Staff was happy with the above firm's accounting services. Ms. Annable and Mr. Hart were unanimous in their approval of this firm.

Motion by Mr. Morris, second by Mr. Strasburger to approve the resolution authorizing the Temple Health and Bioscience District to enter into an agreement with Brockway, Gersbach, Franklin & Niemeier, PC for audit services for FY 2016. Motion carried unanimously.

4. Consider selecting a date other than 4th Wednesday for board meetings.



After discussion the board decided to keep the current date for board meetings and table this agenda item.

5. Election of Chair, Vice Chair, and Secretary-Treasurer to be effective November 1, 2016.

Mr. Williams has decided to step down as Chair however he will remain as a board member. Mr. Morris thanked Mr. Williams for all of his years of service to THBD. Mr. Williams has been the Chairman of the Board since 2003. The new Chair will be Mr. Baird. Vice-Chair will be Mr. Norman and Mr. Streater will remain the Secretary-Treasurer.

Motion by Mr. Kiella, second by Mr. Morris to approve the election of Chair, Vice-Chair and Secretary-Treasurer. Motion was carried unanimously.

6. Receive activity report from Jack Hart, Executive Director.

Ms. Annable attended MedTech Week in Austin, Texas starting Monday October 3rd through Thursday October 6th 2016. The MedTech Summit (sponsored by Texas State) was held October 3-4, 2016. There were 139 people in attendance (slightly up from last year). Ms. Annable made 20 contacts with 8 being viable. Many startup companies were in attendance. Ms. Annable made the point to say that it is not only who attends the conferences but who the attendees are in contact with that will lead to viable future contacts. This is a worthwhile conference to attend and Ms. Annable plans on returning next year. Medical Product Outsourcing (MPO) Summit was held on October 5-6. There were 230 people in attendance. The coordinators supplied a contact list with 307 members (name, phone, affiliation, and email addresses were included in the list). The location of the THBD table was directly outside of the entrance to the meeting hall. Ms. Annable made 25 contacts, 5 were viable, and 5 were potential service providers for our tenant companies. This was another worthwhile conference to attend and Ms. Annable plans on returning to this conference as well.

The Joseph E. and Martha E. Kutscher Annual Digestive Disease Research Center (DDRC) Symposium was held on October 6-7, 2016. The symposium was well attended again this year with approximately 90 attendees and speakers. Thursday night was the poster session (Lauren Canady, THBD's summer intern, was one of the presenters). Friday's agenda consisted of the speaker presentations. An open house was held at the THBD Facility after the conclusion of the symposium on Friday. This wine and cheese event generated a lot of excitement and idea sharing, with many questions being asked by the



speakers during the tour. Approximately 16 DDRC staff members and 9 speakers attended the event. Mr. Williams recommended keeping track of each conference and the results generated from the contacts, so that it can be determined whether the conference should continue to be attended. Ms. Annable stated she already has a spreadsheet started tracking the history of each contact.

Mr. Hart gave an update on TMED Banners. On October 13, 2016 Mr. Hart and Ms. Annable met with Nancy Glover, Manager of the Temple Convention and Visitors Bureau. Ms. Glover said that THBD can put up banners along 1st and 31st streets and on several east-west streets as well. She will let THBD know the exact number of banners and exact locations. Nancy recommended using the 2'x4' banner that has the wording on one side of the banner and it is meant to be thrown away after use. Mr. Hart and Ms. Annable will get together and make a first draft of what the sign should look like. Nancy also suggested that THBD consider funding a TMED monument on the south end of 1st Street and/or a proposed TMED archway on the north end of 1st Street. Mr. Kiella stated there were TMED monuments present throughout the area. In respect to the throw away banners, Mr. Kiella prefers the double-sided reusable banners. Mr. Strasburger questioned whether THBD wants to put banners on the light poles along the trails? Mr. Kiella replied absolutely THBD can use those poles and he also recommended that Bill Woodward design the flags for THBD. Mr. Kiella stated you can get them designed, printed and delivered in four and one half days. Mr. Kiella also suggested that the flag campaign celebrate THBD's partners. The next questions that need to be addressed are: Who is managing TMED? Who will put the flags up and down on the light poles? Who is coordinating TMED? Mr. Baird suggested that TMED be discussed at the Zone meeting to be held in November. Mr. Baird also stated that the city employees are currently overwhelmed with current responsibilities and the flags would just be an additional burden. Mr. Kiella recommended to have a meeting with the THBD partners to set up a schedule for flag installation and take down. Mr. Strasburger noted that THBD is the only current champion of TMED. The original members have all since moved on. Mr. Williams stated that it should be THBD's responsibility to get the partners together to reform the TMED committee and continue the TMED concept. Mr. Baird agrees and stated that the Zone is a good funding source for TMED. Mr. Kiella is in the process of putting together a map of all of the light poles available for banner installation. Mr. Williams thinks that a committee should be put together to reinstitute a more active TMED governance group, where THBD would be the guiding force. Mr. Kiella offered his assistance to Mr. Baird with this committee as well as mentioning he also has a 30 slide presentation of TMED. The story of TMED needs to be retold since all of the original management has changed. Mr. Baird stated we will discuss this again at the next board meeting.



The Office and Laboratory Income Spreadsheet was presented. This income represents income received for the new fiscal year. \$10,650 has been collected for Lease funds (Neurofront Technology paid for 6 months' rent at \$9,600). Also \$190 was collected for a print job on the Stratasys 3D printer. Total revenue for Fiscal Year 2017 is \$10,840. There is approximately \$4,000 in outstanding invoices.

Mr. Morris thanked Mr. Williams for his service to the district.

There being no further business, Mr. Williams adjourned the meeting at approximately 6:06 pm.

Transcribed by:

Tami Annable, THBD Executive Assistant