



**TEMPLE HEALTH AND BIOSCIENCE
ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
WEDNESDAY, January 25, 2017**

Minutes from the Board of Directors Meeting held on Wednesday, December 7, 2016

The Temple Health and Bioscience Economic Development District Board of Directors conducted their regularly scheduled board meeting on Wednesday, December 7, 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:

Thomas Baird, Chair
Michael Norman, Vice Chair
Gregg Strasburger
Jack Morris
Wendell Williams

Members Absent:

Doug Streater, Secretary/Treasurer
John Kiella

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 October 26, 2016 board meeting.

Motion by Mr. Strasburger, second by Mr. Morris to approve the minutes from the October 26, 2016 board meeting. Motion carried unanimously.

2. Approve the financial report for the one-month period ending October 31, 2016.

Mr. Williams gave a brief overview of the financial report. There are total assets of \$6,642,928 with the bulk representing \$3,635,761 cash and deposit accounts. THBD also has a property tax receivable of \$902,399 with long term liabilities of \$819,640.



This yields a net equity of \$5,814,028. Total revenue for the month of October was \$230,745 and total expense for the month was \$43,089.

Motion by Mr. Morris, second by Mr. Norman to approve the financial report for the one-month period ending October 31, 2016. Motion carried unanimously.

3. Receive 2016 audit review from Brockway Gersbach Franklin & Niemeier.

Jessica Bozon prepared the audit and gave the presentation. The audit yielded a clean audit opinion with no unusual findings. The net investment in capital assets were \$1,950,359 whereas the unrestricted net position was \$3,674,504 giving a total net position of \$5,624,833. Total revenues were \$1,175,319 with total expenditures of \$765,408. There was a positive change in net position of \$307,433.

Due to changing banks there was a balance of \$552,305 of the District's total bank balance that was uninsured and uncollateralized. After speaking with Mr. Streater the remaining amounts will be fully collateralized going forward.

The additions to the Capital Asset Activity were as follows: A \$30,000 upgrade to the Stratasys printer, a \$60,000 purchase of the generator and a \$5,000 purchase of an air-conditioning unit for the Tissue Culture Room.

For the Budgetary Comparison Schedule, the purchase of the generator was listed under Office equipment and this caused an unfavorable variance of -\$49,573 in this budget line.

The analysis of taxes levied yielded a 99.98% collection levy.

Motion by Mr. Morris, second by Mr. Strasburger to approve the audit review from Brockway, Gersbach, Franklin & Niemeier, PC for audit services for FY 2016.

Mr. Williams asked if there is anything that can be done differently. Ms. Bozon felt that nothing needed to be changed since the proper controls were in place to approve invoices etc. Ms. Annable stated that in the future any line items on the budget that were nearing the amount allotted would be brought to the board's attention so monies could be aliquoted correctly. This would be brought up to the board quarterly.

Motion carried unanimously.

4. Consider funding a medical device project proposal from the Baylor Scott & White Roney Bone and Joint Institute.



Contingent upon approval from Baylor Scott & White, motion by Mr. Williams and second by Mr. Strasburger to fund a medical device project proposal from the Baylor Scott & White Roney Bone and Joint Institute.

5. Consider Baylor Scott & White Showcase sponsorship, June 29, 2017.

Motion by Mr. Strasburger, second by Mr. Morris to approve the sponsorship of Baylor Scott & White Showcase, June 29, 2017. Motion was carried unanimously.

6. Consider authorizing the Executive Director to approve purchases up to \$4,999.

Mr. Hart stated that he has the ability to approve up to \$1000. The accountants felt that Mr. Hart should have the ability to approve up to \$4999. Mr. Baird stated that many checks are now over \$1000 and Mr. Hart reiterated that he would still send Mr. Baird all large items for approval. Mrs. Annable then made the statement that the board has already approved these budget items. Mr. Baird asked the accountant Mr. Niemeier if he saw any problems with this change. Mr. Niemeier stated that he did not see a problem with increasing the approval change because the budget items were already approved by the board and THBD has segregation of duties within the office.

Motion by Mr. Williams, second by Mr. Morris to approve authorization for the Executive Director to approve purchases up to \$4,999. Motion was carried unanimously.

7. Consider consolidating dates for THBD board meetings.

The Board decided to leave the scheduled meetings as is for the year. Each meeting will be discussed individually to determine the need for the meeting.

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

Planning is underway with Dr. Karen Newell (Temple-based Texas A&M Professor) for the second Discovery, Invention, Innovation and Commercialization Symposium. THBD is a co-sponsor of this important Temple Event. The most likely date for the event is sometime May, 2017. The December 2015 event drew about 100 attendees.

In addition to on-going Social Media support from Temple College students, Ashley Schlosser, Live Out Loud Owner, will provide Social Media consulting services for six months. Her services will include: Social Media Consultation, Management of Social



Media Pages on Instagram, Facebook and LinkedIn (including maintenance of Google+ page, and coordinating with team for all social content and account management), Creation of Editorial Content Calendar and Weekly Posts (coinciding with created team posts), Management of Social Media Advertising, and Monthly Analytics Reports. She is also responsible for a Press Release announcing SiMMo3d. This release will be sent to the media in January 2017. Mr. Norman suggested that we link our website with the social media accounts so that the tweets will appear on the website as well. Ms. Annable will look into the idea.

Mr. Hart and Ms. Annable met with Brian Chandler, Director of Planning, City of Temple on Monday this week to discuss options for a marquee where we can post the names of tenant companies as well as THBD's name and logo. Preferred location is on the northeast corner of the parking lot, perpendicular to 1st street. Mr. Strasburger was concerned about the sign being an obstruction for the drivers. Mr. Hart stated that the sign would be low enough not to be an issue. He recommended the marquee sign have internal lighting and slots for eight companies. Mr. Hart would also like the board to reconsider placing THBD logo on the front of building. Previous estimate generated July 2015 was \$2,107. The board recommended getting prices for these two signs and presenting the costs to the board at a future meeting.

THBD will be sponsoring our third graduate student intern from the Texas A&M Biomedical Engineering/Mechanical Engineering Regulatory Certification Program this spring semester. This is different from our summer intern program. This program is for graduate students not undergraduates. MingJia Liu, BS in Biomedical Engineering is in his second year of the Master's Program and needs only the one-semester internship to complete his degree. MingJia will be working in Dr. Dave Dostal's lab at the VA this spring. We will ask MingJia to make a brief presentation to the board in February.

The Defense Innovation Technology Conference was held in Austin November 29-December 1 2016. The event is the nation's largest source of early stage/high risk R&D funding for small business via SBIR/STTR programs. Participating were 11 federal agencies. THBD's interest was in the bio-related start-up companies that attended the event. Mr. Hart and Ms. Annable attended the event where we had a THBD booth. Ms. Annable stated that this was the most contacts that she has gotten from a conference to date. Out of 9 prospective tenants, two prospects have already visited our facility, and three others are showing interest. Many other important contacts were made.

Representative Hugh Shine will be hanging a picture of the THBD facility in his Austin Office.



Calendar of Events for Conferences, Election and Budget was presented by Ms. Annable. Mr. Williams suggested that we obtain calendars from our affiliates for their symposiums/conferences that we might be able to help sponsor. Ms. Annable stated that she will have binders made for the 2017 election. They will be available at the beginning of January.

Mr. Hart discussed the Office and Laboratory Income Spreadsheet. The lease funds have increased by \$2,100 for a total of \$12,750. The Lab Equipment usage has increased by \$3,211 for the use of the Stratasys 3D Printer (subtotal of \$3,401). This yields a total of \$16,151 generated since Oct. 1, 2016. Mr. Baird wanted to know if the lab facilities were still being used. Mr. Hart stated that the Leica and the 3D Printer were being used consistently whereas the NanoString will start to be used once all of the grants are issued.

There being no further business, Mr. Baird adjourned the meeting at approximately 6:39 pm.

Transcribed by:
Tami Annable, THBD Executive Assistant