



**Minutes from...**  
**CAFTPC Monthly Board Meeting**  
**July 15, 2021 at 10 am at Tech Farm /Zoom**

**Members in Attendance (alphabetical by last name):**

Sage Gerling, Michael Manikowski (Chairman), Michael Nozzolio (via Zoom), Jan Nyrop, William Strassburg (via Zoom), and Catharine Young

**Non-Members in attendance (alphabetical by last name):**

Diane Church, Sarah Meyer, Harry Sicherman (via Zoom)

- I. Call to Order/Introductions (Chairman Michael Manikowski)**  
Meeting called to order at 10:06 am.
- II. Review and Approval of June Minutes and Special Meeting Minutes (Chairman Michael Manikowski)**  
*Minutes were approved with a motion by Sage Gerling; seconded by Bill Strassburg. Unanimously passed at 10:07am.*
- III. Manufacturing Facility Project Update**  
Harry Sicherman shared that the EDA has formally accepted the contract. Hunt Engineers has been updated by Brendan Tydings. Harry Sicherman reviewed the requirements of the ESD and no issues are foreseen. Construction is tentatively scheduled for November. Sage Gerling requested the projected wastewater demands by tenants. Harry will coordinate meeting to review site plan for future. The Board determined, through consultation with their accountant, that a separate checking account should be created for the manufacturing facility. *Bill Strassburg motioned to have a separate checking account created for the project requiring 2 signatures; seconded by Catharine Young; unanimously passed at 11:00 am.*
- IV. Tech Farm Incubator Status Update/ CFA Application (William Strassburg/ Harry Sicherman)**  
Board members discussed options and alternative for an application submission, due July 30. An application will be submitted.
- V. Operations (Sarah Meyer)**  
Sarah Meyer reviewed her notes on activities within the building and tenant activities and needs. The PARIS reports and DOS Financials Reports are in progress. PARIS FY2020 Mission Statement & Measurements will include the CAFTPC mission as written in January 2020. *Michael Manikowski made a motion to support the use of the revised mission statement in the PARIS FY2020 reports; seconded by Catharine Young; unanimously passed at 10:57am.* Sarah Meyer reminded the Board that her contract concluded on July 31. The Board requested that Sarah Meyer propose a revised contract in August.

**VII. Tech Park Financial Report (Sarah Meyer)**

Sarah Meyer reviewed the approved expenses over \$2000 since the last Board meeting and her Notes. *Jan Nyrop made a motion to approve the Financial report; seconded by Catharine Young; passed unanimously at 11:02 am.*

**VIII. Adjourn Meeting (Chairman Michael Manikowski)**

*The meeting adjourned at 11:41 am with a motion by Catharine Young; seconded by Bill Strassburg.*