

**Florida Museum of Black History Task Force**  
**Monday, March 25, 2024 – 1:00 p.m. to 5:00 p.m.**  
**R.A. Gray Building, 500 S. Bronough St., Tallahassee, FL 32399**  
**And via GoToMeeting Webinar, ID: 733-929-635**

**Meeting Minutes**

**Task Force Members Present In-Person:** N/A

**Task Force Members Present Via Webinar:** Brian Butler; Howard Holley; Rep. Berny Jacques, Vice-Chair; Dr. Altony Lee; Dr. Nashid Madyun; Rep. Kiyan Michael; Regina Gayle Phillips; Sen. Bobby Powell; Sen. Geraldine Thompson, Chair

**Department of State (DOS) Staff Members Present:** Alissa Lotane, Director, Historical Resources; John Grandage, Assistant Director, Historical Resources; Alexys Johnson, Executive Assistant, Division of Historical Resources; Jeremy Heiker, Webinar Facilitator; Dr. Angela Tomlinson, Assistant Director, Historical Resources; Lisa Barton, Bureau Chief, Bureau of Historical Museums and Director, Museum of Florida History; Sandy Shaughnessy, Director, DOS Division of Arts & Culture; Teri Abstein, DAC Financial Administrator

**Members of the Public Present In-Person:** None

**Members of the Public Present Via Webinar:** Members of the public who attended via webinar and spoke during the meeting are noted below, where appropriate.

**Item I. Call to Order and Roll Call**

Rep. Berny Jacques called the meeting to order at 1:03 p.m. Roll call confirmed quorum.

**Item II. Introduction of Task Force Members, Staff, & Guests**

Task Force members introduced themselves. Alissa Lotane introduced herself and Division staff.

**Item III. Adoption of Agenda**

Howard Holley moved to adopt the agenda. Brian Butler seconded. The motion passed unanimously.

**Item IV. Adoption of Minutes from the February 19, 2024, Meeting**

Dr. Nashid Madyun moved to adopt the minutes from the February 19, 2024, meeting. Regina Gayle Phillips seconded. The motion passed unanimously.

**Item V. Status of Museum Location Proposal Submissions**

Alissa Lotane provided an update on the location submissions. The following locations submitted proposals:

- 1) Eatonville/Orange County
- 2) Jackson County
- 3) Nassau County
- 4) Opa-locka
- 5) Panama City
- 6) Sarasota
- 7) Seminole County
- 8) St. Johns County

Alissa Lotane discussed next steps in preparation for the April 19, 2024, meeting. DOS will send the eight proposals, approved location criteria, and a scoring sheet to the Task Force by Wednesday, March 27, 2024. Task Force members will return their preliminary scores to DOS by April 12, 2024. DOS will compile the scores and invite the top four locations to attend the April 19 meeting. On April 19, Task Force members may ask questions of the location representatives present. Following any discussion and clarification, Task Force members may amend their scores. The Task Force will then vote on the top three locations that will be subject to further study by FAMU School of Architecture and Engineering. Regina Gayle Phillips motioned to invite the top four location presenters to the April 19, 2024, meeting, as described above, and to narrow the list down to the top three during the April 19 meeting. Rep. Kiyon Michael seconded. The motion passed. The Task Force also discussed inviting representatives of the top three locations to the May meeting.

#### **Item VI. Presentation of Final Results of Public Survey**

John Grandage provided an update on the public survey, which was distributed by DOS through multiple press releases, social media, and email blasts. DOS received over 4,000 survey responses. John Grandage briefly discussed respondent demographics and provided analysis of responses to all survey questions.

#### **Item VII. Discussion of Survey Results and Next Steps**

Task Force members provided feedback on the survey results. Discussion ensued on the reliability of the survey data. Task Force members and staff concur that the survey data is reliable to gauging public interest with planning for the future member and provides a representative sample of public comments, questions, and concerns about the museum.

#### **Item VIII. Break**

Sen. Geraldine Thompson called for a break at 2:09 p.m. The meeting resumed at 2:25 p.m.

#### **Item IX. Presentation on Museum Best Practices and AAM Standards**

Lisa Barton, Bureau Chief, Bureau of Historical Museums, presented on museum best practices and AAM standards, including the importance of having and following a collections plan and policy, storage and exhibition needs, collections management expenses, as well as management ethics. Lisa Barton answered questions from the Task Force on collections care, the importance of an accessioning plan when accepting objects, and on digitization efforts undertaken by DOS in the Division of Library and Information Services.

#### **Item X. Presentation of Division of Arts & Culture Grants Programs**

Sandy Shaughnessy, Director, DOS Division of Arts & Culture (DAC), presented on DAC's General Program Support and Specific Cultural Projects grant programs. Teri Abstein, DAC Financial Administrator, presented on DAC's Cultural Facilities grant program. For each grant program area, Sandy Shaughnessy and Teri Abstein discussed the types of eligible projects, grant requirements, funding amounts, and grant timelines.

#### **Item XI. Presentation of Division of Historical Resources Grants Programs**

Dr. Angela Tomlinson presented on the Division of Historical Resources' grants programs, including Small Matching Grants, Special Category Grants, and Abandoned African American Cemeteries Grants. For each grant program area, Dr. Angela Tomlinson discussed the types of eligible projects, grant requirements, funding amounts, grant timelines, and provided examples of funded projects. Dr. Angela Tomlinson provided information on legislative appropriations for recent state fiscal years.

**Item XII. Future Meeting Dates and Agendas**

Sen. Geraldine Thompson and Alissa Lotane discussed future meeting dates and agenda items. Alissa Lotane provided that staff are drafting the final report, which will be discussed at future meetings.

**Item XIII. Task Force Open Discussion, Questions, & Announcements**

Alissa Lotane asked members for availability for upcoming meetings. Discussion ensued. Staff will circulate a poll to confirm available and dates.

**Item XIV. Public Comment**

Vicki Oldham, Sarasota County, asked for an update on FAMU’s proposed architectural design. Alissa Lotane discussed the progress and what to expect at future meetings. Vicki Oldham also asked for an expected opening date for the museum. Sen. Geraldine Thompson explained that while a completion date is yet to be determined, that, based on present information, it could be five years or more in the future.

Tay Dickinson, Vice President of White Springs Historic Preservation Society, asked if there was anything that the public could do in the meantime to help the museum become successful. Sen. Geraldine Thompson asked that interested members of the public write letters of support to their legislators.

**Item XV. Adjourn**

Sen. Geraldine Thompson asked for a motion to adjourn the meeting. Dr. Tony Lee moved to adjourn. Howard Holley seconded. The motion passed unanimously. The meeting was adjourned at 4:01 p.m.

\_\_\_\_\_ Presiding Officer

\_\_\_\_\_ State Historic Preservation Officer and Director, Division of Historical Resources

Approved: \_\_\_\_\_