

FRIENDS OF MISSION SAN LUIS, INC.
Finance and Investment Committee Meeting Minutes
November 18, 2014 5:25-5:52 P.M.
MSL Kislak Classroom, Mission San Luis
2100 West Tennessee Street, Tallahassee, Florida

Minutes

Participants:

Directors: General Bob Milligan (Treasurer and Chair), Dr. Skeeter Prather, and Sen. Curt Kiser (Board Chair)

Staff: Mr. Rob Blount, Dr. Mary Glowacki, Ms. Diane Ogorzaly, and Dr. Jon Sheppard

Guests: none

Item I. Call to Order and Roll Call

Committee Chair Milligan asked Mr. Blount to call the roll at 5:25 P.M. Chairman Milligan confirmed that the meeting had been legally noticed and a quorum present.

Item II. Introduction of Members, Staff and Guests

The Treasurer welcomed staff and members.

Item III. Adoption of the Finance Committee Mtg. Agenda

MOTION TO ADOPT THE 18 NOV. 2014 MEETING AGENDA: Dr. Prather

MOTION SECONDED: Gen. Milligan

MOTION APPROVED.

Item IV. Finance and Investment Committee Meeting Minutes

MOTION TO APPROVE THE 30 OCTOBER 2014 MEETING MINUTES OF THE FINANCE & INVESTMENT COMMITTEE: Dr. Prather

MOTION SECONDED: Gen. Milligan

MOTION APPROVED.

Item V. Receive Finance and Investment Committee Report

Ms. Ogorzaly reminded the members that Sen. Kiser's term as Chair will expire on 28 February 2015. Sen. Kiser said he would serve another term at Secretary Detzner's pleasure. Gen. Milligan mentioned to Sen. Kiser that with the election completed perhaps he could speak to Mr. Secretary about the vacant staff positions. Sen. Kiser said it was his desire to do so. Gen. Milligan said he believed there had been an email exchange indicating that Mr. Secretary would make some appointments to fill vacancies on the Board of Directors.

Item V.1 Executive Director's Report

Personnel Changes and Milestones

- Thomas Connolly is MSL's new Housekeeper.
- Caitlyn Shanley is MSL's new Education Specialist.
- Carrie Green is MSL's new Historic Gardener.
- Vacant positions include 2 Village Interpreters, 2 Gift Shop Assistants, and Rental Assistant (anticipated vacancy).

Special Events

Our 2015 Special Events began on September 25th with the Michael Kernahan steel drum concert attended by over 280 visitors. Blessing of the Animals followed on October 4th with 411 visitors and over 200 animals in attendance. This year's approved special events include Giving Thanks (Nov. 29), Winter Solstice (Dec. 14), Bishop's Mass (Jan. 3), Share the Love (Feb. 7), Spring Military Muster (Mar. 14), and Center for Music in the Americas – Mexican Baroque Choir concert (Apr. 12).

Volunteers

Our volunteer coordinator Lori Carlson continues to do an outstanding job. MSL set a new record for most volunteer hours contributed in a single month. During October, our terrific volunteers worked 1,037 hours.

Gen. Milligan gave to Mr. Blount an email he received from Chester at volunteerflorida.org asking if MSL could use a NCCC AmeriCorps team to assist in clearing the MSL nature trail. Gen. Milligan instructed Mr. Blount to follow up and report to the committee next month.

Revenue and Attendance

Summary Analysis: **October 2014 revenue** (\$25,201) increased from October 2013 (\$21,620) by \$3,581. The increase is attributed to rental and admissions revenue. **Attendance** increased by 1,337 (6,166 this October vs. 4,829 last October). This is the highest monthly attendance since recordkeeping began in 2010.

Rental Calendar

The bookings continue to be steady. Ms. Sadvary has booked 40 out of 52 Saturdays for 2015. There continues to be an increase in weekday rentals with professional meetings on Thursdays and a few weddings. Friday and Sunday weddings have increased as Saturday availability has decreased.

Memorial Trees

Dr. Prather asked if the two memorial trees had been planted. Mr. Blount confirmed the trees had been planted, but plaques had not been included.

Item V.2 Division Director's Report

Mr. Bendus did not attend. Dr. Glowacki had no report. She asked Mr. Blount if he had shared with the committee progress made on the Regal 360 virtual tour. Mr. Blount said he had reported at a previous meeting the grant award and its purpose. He said the contract photographer had completed principal photography and videography in the past three days.

Item V.3 Receive Income & Expense Report and Balance Sheet for Month

Gen. Milligan spoke to the agenda item, saying things were "pretty much on track." Mr. Blount said revenue received was ahead of budget projection. Gen. Milligan observed that the bottom line was "doing quite well." He stated that the initial balance sheet had a miscalculation that was corrected in the copy presented to the committee.

Item V.4 Review Endowment Fund Report for the Period Ending October 31, 2014

Gen. Milligan said the investments provided a nice increase in October.

Item V.5 Accept the Financial Reports for Filing

MOTION TO ACCEPT THE 30 OCTOBER 2014 FINANCIAL REPORT FOR FILING: Dr. Prather
MOTION SECONDED: Gen. Milligan
MOTION APPROVED.

New Business

Gen. Milligan asked Mr. Blount to report on staff recommendations for memberships' rates increases. Mr. Blount presented to the Board those recommendations as follows:

- Add a Business level membership.
- Raise Student Membership to \$15.
- Include variation on benefits for each type of membership. (see example below)

Standard Membership Benefits:

- Free admission
- 2 free single-day free-admission cards for guests
- 10% discount on gift shop purchases
- Discounts on workshops
- Invitations to a year-long array of exciting events

Family \$40

All standard membership benefits, plus membership covers 2 adults and children under 18.

Teacher Family \$30

All benefits of Family membership at a reduced price for educators.

Senior Family \$30

All benefits of Family membership at a reduced price for those over 65.

Individual \$25

All standard membership benefits.

Teacher \$20

All benefits of Individual membership at a reduced price for educators.

Senior \$20

All benefits of Individual membership at a reduced price for those over 65.

Student \$15

All standard membership benefits at a reduced price for high school and college students.

Benefactor \$500

All benefits of Family membership, plus 8 additional single-day free-admission visitor passes. A portion of Benefactor membership is a tax deductible contribution.

Patron \$300

All benefits of Family membership, plus 6 additional single-day free-admission visitor passes. A portion of Patron membership is a tax deductible contribution.

Donor \$100

All benefits of Family membership, plus 4 additional single-day free-admission visitor passes. A

Business \$1,000

Membership for your business. This includes a 50% discount on Monday – Thursday daytime rentals, plus free-admission passes for employees available upon request.

Gen. Milligan asked if there were any members' only events. Mr. Blount said in past years a "Three Kings Day" potluck dinner was held for members. That event has been replaced by the "Share the Love" public event ending at 4 p.m. followed by a members' potluck dinner and volunteers appreciation awards. Gen. Milligan said Mr. Blount should discuss this at the next Board meeting in January. Ms. Ogorzaly said members might like a "behind the scenes" tour of the archaeology lab.

Gen. Milligan said the Board might wish to consider funding a catered dinner for members. Mr. Blount said in April 2015 MSL and FSU were presenting a baroque choir from Mexico. The concert begins at 7:30 p.m. Prior to the concert, MSL could host a reception for FOMSL members. Gen. Milligan asked Ms. Ogorzaly to make that an agenda item for the January Board meeting.

MOTION TO FORWARD STAFF MEMBERSHIP RECOMMENDATIONS TO THE BOARD OF DIRECTORS: Dr. Prather
MOTION SECONDED: Gen. Milligan
MOTION APPROVED.

VI. Other Business

Gen. Milligan asked for an update on the cultural endowment fund account. Mr. Blount said Mr. Savage had returned the signature page required of the investment manager. Next, the account will be funded by wire transfer and certification of deposit received. At that time, staff will assemble the grant agreement package and return it to the DOS Division of Cultural Affairs for processing.

VII. Public Comment – none

XI. Adjournment at 5:52 p.m.

MOTION TO ADJOURN: Dr. Prather
MOTION SECONDED: Gen. Milligan
MOTION APPROVED

Adjourn –Next Scheduled Meeting is December 16, 2014

To request copies of meeting materials associated with this agenda, but not included herein, contact Diane Ogorzaly at 850-245-6388.

Lt. General Robert Milligan
Treasurer, Friends of Mission San Luis, Inc.
Friends of Mission San Luis, Inc.

Date

Vacant
Secretary, Friends of Mission San Luis, Inc.

Date