

**FRIENDS OF MISSION SAN LUIS, INC.**  
**Finance and Investment Committee Meeting Minutes**  
**December 16, 2014 5:30-5:50 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 Ms. Carol Bryant-Martin

**Staff:** Mr. Rob Blount and Ms. Diane Ogorzaly

**Guests:** none

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

Committee Chair Milligan asked Mr. Blount to call the roll at 5:30 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 16 DEC. 2014 MEETING AGENDA: Dr. Prather

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

**Item IV. Finance and Investment Committee Meeting Minutes**

MOTION TO APPROVE THE NOVEMBER 18, 2014 MEETING MINUTES OF THE FINANCE & INVESTMENT COMMITTEE: Dr. Prather

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

**Item V. Receive Finance and Investment Committee Report**

Gen. Milligan asked Mr. Blount for his report.

**Item V.1 Executive Director's Report**

Personnel Changes and Milestones

- Mattie Codling is the new Rental Assistant, replacing Carolyn Fountain.
- Lori Carlson, volunteer coordinator, and Arnold Laboy, lead interpreter, have resigned.
- Vacant positions include 4 Village Interpreters, 2 Gift Shop Assistants, and Volunteer Coordinator.

Mr. Blount said Mr. Laboy had been among the best interpreters, adding elements of drama and entertainment to the historical narrative. He has been especially appealing to our younger guests and school tours. Ms. Carlson has made significant improvements to the MSL volunteer corps. Her revised training tools will be of value for years to come. She has consistently broken records for number of volunteer hours contributed. Ms. Ogorzaly invited Directors to attend a farewell party for them Friday afternoon beginning at 1 p.m.

## Special Events

Our 2015 Special Events began on September 25<sup>th</sup> with the Michael Kernahan steel drum concert attended by over 280 visitors. Blessing of the Animals followed on October 4<sup>th</sup> with 411 visitors and over 200 animals in attendance. Giving Thanks on November 29<sup>th</sup> attracted 316 visitors. Winter Solstice on December 13 attracted 590 visitors. This year's remaining special events include 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 has done an outstanding job. MSL set a new record for most volunteer hours contributed in a single month. During November, our terrific volunteers worked 1,041 hours.

## Site Improvements

Sights and Sounds Company of North Florida completed Phase I of the site lighting plan funded by the Legislature. Phase II will repair/add utility pole lights installed by the City of Tallahassee.

## School Tours

September through December, 53 schools visited – 41 from Florida (72%) and 12 from Georgia (28%).

## November Revenue and Attendance

Summary Analysis: November 2014 revenue (\$20,091) decreased from November 2013 (\$22,397) by \$2,306. The decrease is attributed to gift shop and admissions revenue. Attendance decreased by 102 (4,405 this November vs. 4,507 last November). The difference was a lower attendance at the Giving Thanks special event.

### **Item V.2 Division Director's Report**

Mr. Bendus did not attend.

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

Gen. Milligan spoke to the agenda item, saying nothing “jumped out” as unusual in the statements. He asked if the authorized transfer from operations account to the new cultural endowment account had been made. Mr. Blount said SunTrust confirmed receiving authorization on Thursday of last week. Mr. Blount said revenue received was ahead of budget projection. Gen. Milligan observed that the bottom line was “doing quite well.”

### **Item V.4 Review Endowment Fund Report for the Period Ending November 30, 2014**

Gen. Milligan said the investments' growth had slowed with the November market. He noted that the funds transfer would be posted to the December financials.

### **Item V.5 Accept the Financial Reports for Filing**

MOTION TO ACCEPT THE 30 NOVEMBER 2014 FINANCIAL REPORT FOR FILING: Dr. Prather

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

**New Business**

Gen. Milligan recognized and congratulated Ms. Carol Bryant-Martin for her eight-years' service on the Friends of Mission San Luis Board of Directors. Milligan and Dr. Prather presented Ms. Bryant-Martin with a Certificate of Service and a Mission San Luis paperweight engraved with her dates of service. Gen. Milligan asked Ms. Bryant-Martin if she would agree to serve until a replacement could be made to fill her seat. Ms. Bryant-Martin said she had very much enjoyed her time on the Board of Directors and would be willing to continue until Secretary Detzner appointed her successor.

**VI. Other Business**

Next, Gen. Milligan asked for an update on the cultural endowment fund account. Mr. Blount and Ms. Ogorzaly reported:

- The new Friends of Mission San Luis, Inc. and State of Florida Cultural Endowment Fund account had been established by SunTrust.
- \$100,000 had been transferred from the MSL Operations account to the new cultural endowment account.
- The former NEH cultural endowment account had been renamed Friends of Mission San Luis, Inc. Permanent Endowment Fund.
- Next steps include receiving from Mr. Savage the revised investment policy, reflecting changes required as a condition to the state grant and transferring the residual MSL contribution of \$260,000. The latter requires an assets sale or perhaps an assets transfer.

**VII. Public Comment – none**

**VIII. Adjournment at 5:50 p.m.**

MOTION TO ADJOURN: Ms. Bryant-Martin

MOTION SECONDED: Dr. Prather

MOTION APPROVED

**Adjourn –Next Scheduled Meeting is January 22, 2015 at 5:30 PM**

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

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

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Date

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Vacant  
Secretary, Friends of Mission San Luis, Inc.

\_\_\_\_\_  
Date