

FRIENDS OF MISSION SAN LUIS, INC.
BOARD OF DIRECTORS MEETING
Thursday, October 30 at 5:47 p.m.
Kislak Classroom, Mission San Luis
2100 West Tennessee Street, Tallahassee, Florida 32304

Minutes

Participants:

Board Members: Lt. General Robert Milligan, Treasurer and acting Chairman; Dr. Charlton Prather; and Ms. Carol Bryant-Martin

Staff: Mr. Robert Bendus; Mr. Robert Blount; Dr. Mary Glowacki; Ms. Diane Ogorzaly
Ms. Helena Sadvary; Dr. Jonathan Sheppard.

Guest: Ms. Heiki Strickland, Carroll & Company

- I. Call to Order at 5:47 p.m.
- II. Introductions
Mr. Blount called the roll and quorum was noted. Gen. Milligan verified the meeting had been properly noticed and welcomed all participants.
- III. Adoption of FOMSL Board of Directors Meeting Agenda
MOTION TO APPROVE THE AGENDA: Dr. Prather
MOTION SECONDED: Ms. Bryant-Martin
MOTION APPROVED.
- IV. Approve the Executive Committee Meeting Minutes 8-28-14
MOTION TO APPROVE THE MINUTES OF 8-28-14: Dr. Prather
MOTION SECONDED: Ms. Bryant-Martin
MOTION APPROVED.
- V. Acting Chairman's Comments
Sen. Kiser is ill and could not join the meeting today.
- VI. Executive Director's Report Comments
Personnel Changes and Milestones
 - Housekeeper position has been filled, commencing on 3 November.
 - Vacant positions include Rental Manager, 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, Winter Solstice, and Spring Military Muster.

Ms. Bryant-Martin said she attended the steel drum concert and there was a "full house" in attendance. She observed that the artist's informational handout needed to be updated, however. Mr. Bendus said he would lift that up to the agency. Mr. Blount said the MSL staff did not generate that publication. He continued that the FSU Center for Music in the Americas confirmed April 12, 2015 as the day for a Mexican Baroque choir concert at Mission San Luis. This will be the third collaboration between the partners.

Gen. Milligan asked Mr. Blount for an update on the Theater with a Mission "play" production. Mr. Blount said staff met twice with TWAM members and they were meeting the agreed upon scope of services and deadlines. He explained the play had three parts. It begins with a betrothal in the Council House, exchanging gifts. The players lead a procession to the church for a re-enactment of a 17th century Catholic wedding ceremony. But, only a portion will be enacted – in Latin and English. The wedding party will leave the church to a fiesta in the plaza. There, the public will be invited to participate in a traditional stomp dance. The players will perform a traditional comedia del arte from the period as the finale.

Mission San Luis Revenue and Visitation Report for September 2014 Summary
September 2014 revenue (\$15,211) increased from September 2013 (\$15,115) by \$96. The increase is attributed to rental revenue. **Attendance** increased by 40 (2,488 this September vs. 2,448 last September).

First quarter FY 2014/15 revenue (\$60,662) increased over **First quarter FY 2013/14 revenue** (\$57,230) by \$3,432. Attendance increased by 531 or 8% this quarter compared to last year's first quarter.

CSO-funded Site Improvements

- Mission Room Courtyard Doors have been replaced.
- 16 park benches have been replaced and 4 recycling bins added.
- 2 critter-proof trash and recycling bins have been added at the picnic area.

Mr. Blount observed that the rental calendar is substantially filled. Ms. Sadvary said that nearly all Saturdays for the next year are booked with events. There is a growing trend for weddings to occur on Thursday, Friday, and Sunday. Gen. Milligan asked about rehearsal time. Ms. Sadvary said the rental packages include a free hour for rehearsal. Mr. Blount pointed out that January 2015 is reserved for Mission Room maintenance – carpet deep cleaning, painting, re-lamping, window cleaning, etc.

VII. Director of Historical Resources Comments

Mr. Bendus thanked Board Directors for taking time out of their busy schedules to help the Mission, saying “we can’t thank you enough for all the help you’ve given us.”

He said there are several improvement projects at the Mission that have been completed or are underway. The lightning protection system is installed on all the buildings at a cost of almost \$100,000. Included in the upgrade was a wireless communications system for the fire and security alarm systems. The site lighting improvements were included in last year’s legislative budget request. These are out for bidding and will enhance the capacity for nighttime events. The parking lots connector and paving improvements are in the works, too.

Mr. Bendus continued that Dr. Glowacki has been directing the consolidation of the archaeological collections. This has included working on collections management procedures.

The agency has just submitted this year’s legislative budget request. Mr. Bendus requested \$125,000 for architectural design of an addition to the existing archaeology lab building. Two additional archaeology staff positions were also included. Also, the conversion of two OPS positions to Career Service were requested, one of those for the Mission.

VIII. New Business

1.a Investment and Spending Policy for State of Florida Cultural endowment Fund-Corporate Resolution

Gen. Milligan reminded Directors that this is the creation of a separate endowment fund at SunTrust to receive the State’s grant contribution and FOMSL matching fund. The combined contributions will be a \$600,000 investment fund for MSL educational and cultural programs. In establishing this fund account, SunTrust requires a new corporate resolution granting our investment manager permission to act on our behalf.

MOTION TO EXECUTE THE SUNTRUST CORPORATE RESOLUTION: Dr. Prather

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

1.b Carroll and Co. Audit, Heike Strickland – FY 13-14 Audit

Gen. Milligan asked Ms. Strickland to present the annual audit. Ms. Strickland thanked Rob Blount and Diane Ogorzaly for the time spent assisting her throughout the audit process. In summary, Ms. Strickland reported that the Mission has performed well with revenues growing again this year over last. She cited the significant revenue growth experienced by the rental fees. Again, expenses were below budget. She had no findings to report and internal controls were consistent

with those of institutions of similar size and complexity. “No material weaknesses” were found. The audit was “clean” again this year, the auditor issuing an “unqualified opinion.” “This is the highest level of assurance” that can be rendered on the MSL financial statements.

Gen. Milligan asked Mr. Bendus for his comments. Mr. Bendus asked Ms. Strickland what items were assigned to administrative and general expenses. Ms. Strickland explained a portion included the rental manager’s salary and in-kind contribution of state employees’ time spent providing support to the FOMSL.

Gen. Milligan asked Mr. Blount for his comments. Mr. Blount observed that the institution continues to be healthy and has experienced revenue growth over the previous year for the past three years. The staff work with passion and diligence. The public has responded with accolades for their service and quality of experience. The revenue growth is a result of careful stewardship and quality programming.

MOTION TO ACCEPT CARROLL AND CO. FY 13-14 AUDIT
REPORT: Dr. Prather
MOTION SECONDED: Ms. Bryant-Martin
MOTION APPROVED.

IX. Treasurer’s Report

1. Receive Income and Expense Report and Balance Sheet – Slides 33-34 incorporated by reference

Gen. Milligan reported the income and expense report and the balance sheet are relatively straight forward. He said he did not see anything out of the ordinary this month. He recommended the Board accept the reports.

MOTION TO ACCEPT THE INCOME AND EXPENSE REPORT AND
BALANCE SHEET: Dr. Prather
MOTION SECONDED: Ms. Bryant-Martin
MOTION APPROVED.

2. Receive Endowment Fund Performance Period Ending 9-30-14

Gen. Milligan reported the investments experienced a “little bit” of a downturn.

MOTION TO ACCEPT THE REPORT ON THE ENDOWMENT FUND: Ms.
Bryant-Martin
MOTION SECONDED: Dr. Prather
MOTION APPROVED.

MOTION TO ACCEPT THE SEPTEMBER 2014 FINANCIAL REPORTS: Dr.
Prather
MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

X. Other Business

1. Rental Fee Schedule

Gen. Milligan introduced the next agenda item – staff recommendation to revise the rental facility fee schedule. The Finance & Investment Committee voted to recommend acceptance of staff recommendation.

MOTION TO ACCEPT THE FEE SCHEDULE INCREASE AND IMPLEMENT IT AS SOON AS POSSIBLE: Dr. Prather

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

Ms. Sadvary asked about a 15% discount for Sunday-Thursday. While it is currently the practice, she did not recommend continuation of the discount. Gen. Milligan and Ms. Bryant-Martin agreed to discontinue the discount at present.

Gen. Milligan asked if there was any other business to come before the Board. Mr. Blount asked Ms. Ogorzaly to brief the Directors on the PayPal account difficulties. Ms. Ogorzaly said she has been “fighting cyber-crime.” In August, the MSL PayPal account began getting some “strange transactions.” Someone, presumably a hacker, pinged our membership account with zero-sum transactions. Over the next several weeks, there occurred over 27,000 attempts on the account.

These false transactions passed through two financial services – PayPal and DataFirst – to our SunTrust Visa merchant’s account. It seemed random, but became persistent. PayPal shut down our account.

The agency’s IT staff worked with PayPal to assure our system had no virus. In tandem with PayPal our IT staff updated the encryption software and added additional layers of security. This completed, the MSL PayPal portal is ready to receive payments.

During this process, Ms. Ogorzaly discovered that the hacker attacked our wedding credit card machine. This was an older model that transmitted via a T-1 telephone line. This machine has been replaced by a new wireless machine with a higher level of security.

SunTrust is cancelling the over \$3,700 in transaction fees generated by this cyber-attack. PayPal is cancelling the \$140 fee generated by these transactions. The FOMSL has been made whole financially.

Gen. Milligan thanked Ms. Ogorzaly for the many hours she spent in resolving this issue.

Gen. Milligan asked if there was any addition business.

Public Comment – none

MOTION TO ADJOURN: Ms. Bryant-Martin
MOTION SECONDED: Dr. Prather
MOTION APPROVED.

Adjournment at 6:35 p.m.

Gen. Robert Milligan
Acting Chair, Friends of Mission San Luis, Inc.

Date

vacant
Secretary, Friends of Mission San Luis, Inc.

Date