

FRIENDS OF MISSION SAN LUIS, INC.
Finance and Investment Committee Meeting Minutes
February 26, 2015 5:30-5:57 P.M.
Executive Committee Meeting Minutes
February 26, 2015 5:58-6:27 P.M.

MSL Kislak Classroom, Mission San Luis
2100 West Tennessee Street, Tallahassee, Florida

Minutes

Participants:

Directors: General Bob Milligan (Treasurer and Chair), Senator Curt Kiser (Board Chair), Dr. Skeeter Prather (Board Secretary), and Ms. Carol Bryant-Martin

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

Guests: Bonnie McEwen, Ph.D.

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 26 FEBRUARY 2015 MEETING AGENDA: Dr. Prather

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

Item IV. Finance and Investment Committee Meeting Minutes

MOTION TO APPROVE THE JANUARY 22, 2015 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

- Maria Wilhelmy is the new part-time Visitor Services Assistant.
- Pauline Bonilla, Jill-Ann Roberts and Emma Jonas are new Village Interpreters.
- Vacant position is Volunteer Coordinator/Manager.

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. Giving Thanks on November 29th attracted 316 visitors. Winter Solstice on December 13 attracted 590 visitors. This year's Bishop's Mass (Jan.

3) was attended by 186. Share the Love (Feb. 7) was attended by 581 visitors. The remaining special event for 2015 is Spring Military Muster (Mar. 14). Two sponsored musical concerts will be held in April. The South Denmark Girls Choir will be sponsored by Danfoss Tallahassee on April 1 at 7:00 p.m. in the Mission Room. The Center for Music in the Americas – Concert of Sacred Mexican Baroque Music will be held in the Mission Room on April 12 at 7:30 p.m. A pre-concert reception for FOMSL members will begin at 6:30 p.m.

Mr. Blount said the members of Theater With A Mission wished to express their sincere gratitude to the FOMSL Board of Directors for having the vision to fund the writing, production, and performance of “An Apalachee-Spanish Wedding.” The play premiered on February 7 at the MSL “Share the Love” event. The park attendance was overwhelming and the audience response to the play was very enthusiastic. Mrs. Bryant-Martin added she attended, and the play was “really well done.” Mr. Blount continued, to his knowledge, MSL is the only museum to have commissioned a theatrical production based on its site-specific story.

Gen. Milligan asked if the performance will be repeated. Mr. Blount said his intent is this play would be an annual feature of the Share the Love event. Mr. Blount said the group will probably perform the play at other venues around Florida as appropriate.

Volunteers

Our volunteer coordinator Lori Carlson did an outstanding job during her tenure this past year. MSL set a new record for most volunteer hours contributed in a year – surpassing the 10,000-hour mark. During January, our terrific volunteers worked 684 hours. Theater With A Mission volunteers contributed 1,212 hours rehearsing for “Apalachee – Spanish Wedding” that premiered at MSL on 8 February.

Site Improvements

The driveway connector project is well underway. The result will be a paved parking lot extension connecting the upper lot with Mission Road and the lower lot. The archaeology lab lot connector with the Ocala Road parking area will be graded and repaved, as well. The Messer House and Messer garage are being re-roofed.

January Revenue and Attendance

Summary Analysis: **January 2015 revenue** (\$13,185) increased from January 2014 (\$10,433) by \$2,752. The increase is attributed to admissions and rental revenue. **Attendance** increased by 1,003 (2,766) this January vs. 1,763 last January.

Mr. Blount said in addition to the increased visitation, a delegation from the Ukraine received a V.I.P. tour on February 14. A group of staff from Florida Parks received a V.I.P. tour and staff presentation on February 17. On March 11, a V.I.P. tour for legislative spouses is scheduled.

Item V.2 Division Director’s Report

Mr. Bendus said he wanted to update members on the upcoming legislative session. The agency submitted its legislative budget requests (LBR). Among items submitted and recommended in the Governor’s budget is expansion of the Archibold Archeological Lab to accommodate growth of the state collections. Historic properties maintenance in the amount of \$500,000 made it into the budget recommendation.

Mr. Bendus observed the coming session will be dominated by Amendment One. He said the Board should be aware of implications affecting the Bureau of Archaeological Research and

Mission San Luis. He said the agency will be asking for help from “all of our partners to get our message out.” He has met with Senator Dean on the amendment’s implementation. There is a bill that creates a trust fund within the Department of State to receive any monies that are distributed as a part of Amendment One. The effect of Amendment One is an increase in the collection of documentary stamp taxes from 22% to 33%. This would generate an estimated \$750 to \$755 Million earmarked for Amendment One. The constitutional language was very specific as to how the money can be used. It is for conservation acquisition lands, water restoration, and historic sites’ management, access, and recreation.

The agency has been lobbying because the money received from the Conservation and Recreation Lands Trust (CARL) goes to technical advice and services, and management of already acquired lands. Archaeologists will go out to land managers to assist preserving and managing archaeological resources on lands acquired with Florida Forever money.

Mr. Bendus said the problem he encounters “up on the hill” is a focus on acquiring more land and on water resources’ protection and reclamation. Management and access to the lands isn’t getting a lot of attention, yet. The agency’s position is to assure some of this money funds management of lands already acquired. That is where the money received by this division is spent.

Once a position paper is finalized and approved, DHR staff will distribute it to this Board of Directors and others. The staff will need assistance in contacting legislators and heightening their awareness particularly legislative leadership – Sen. Gardner, Sen. Dean. The House of Representatives has not focused on the amendment to the extent the Senate has.

“It is a risky time” for many programs as documentary stamps go into general revenue. The amendment increased the distribution from 22% to 33%. There will be increased competition for funding. Preservation will need some help to preserve the small amount of dollars received. Historical sites were included in the amendment language, so we feel good about being at the table.

Mr. Bendus said he will travel to Washington, D.C. to lobby for continuation of funding from the National Park Service (\$2 Million). Congress is looking at tax reform. The tax credit for historic structures rehabilitation could be in jeopardy.

Gen. Milligan asked that the position paper be emailed to board members. Sen. Kiser said he would be working the Amendment One issue as a board member of Florida Wildlife Federation. He remarked that the legislature has a history of “chipping away” at designated trust funds and cited several examples. The Everglades will certainly come in for a large portion of funding. Ms. Bryant-Martin asked if there had been discussion about using some funds to manage state parks. Mr. Bendus concurred that some language includes historic sites and access to state lands for recreation. Sen. Gardner has said he doesn’t think the money should be used for access and management. Sen. Kiser said there are state parks that do not have revenue producing activities, particularly those with historic properties to manage.

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

Gen. Milligan spoke to the agenda item, saying the only thing that might “jumped out” was general supplies and operating expense. This number is much larger than in the past. This account was the source of the \$100,000 shifted into the cultural endowment. He said the balance sheet “looks fine.”

Item V.4 Review Endowment Fund Reports for the Period Ending January 31, 2014

Gen. Milligan moved to the next item – the two endowments. The cultural endowment which is not in a full month yet showed a tiny return. It was not designed to show big returns. Total assets are over \$600,000. The permanent endowment continued to do “quite well.”

Item V.5 Accept the Financial Reports for Filing

MOTION TO ACCEPT THE 31 JANUARY 2015 FINANCIAL REPORTS FOR FILING: Dr. Prather

MOTION SECONDED: Sen. Kiser

MOTION APPROVED.

Adjournment at 5:57 p.m. of the Finance & Investment Committee

MOTION TO ADJOURN: Dr. Prather

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

The next meeting of the Finance & Investment Committee will be 26 March at 5:30 p.m.

EXECUTIVE COMMITTEE MEETING MINUTES

I. Call to Order

Chairman of the Board Kiser called the meeting to order at 5:58 p.m. Chairman Kiser confirmed that the meeting had been legally noticed and a quorum present.

II. Adopt the Executive Committee Agenda

MOTION TO ADOPT THE 26 FEBRUARY 2015 MEETING AGENDA: Dr. Prather

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED.

1. New Business

a. CSO Agreement

Mr. Bendus distributed copies of the CSO agreement between the Department of State and the Friends of Mission San Luis, Inc. Chairman Kiser asked if everyone had seen it. Mr. Blount said he had not. Gen. Milligan said he looked through it and noted the change of dates for the management contract. Mr. Bendus said there were no “substantive” changes to the agreement. He noted it was a six-month extension of the previous agreement.

Gen. Milligan asked Chairman Kiser what was the status of adding new members to the Board. Mr. Bendus stated the Secretary has been making calls. “A lengthy list of potential board members” had been provided to Sec. Detzner. He hopes to have some new appointments before the next meeting. Sen. Kiser asked what number of appointments was anticipated. Mr. Bendus said “five to seven” new members. He continued that the direction was adding diversity and “geographic” diversity, as well. Of consideration is the South Florida region, the Seminole Tribe, and the Catholic Church.

MOTION TO ACCEPT THE CSO AGREEMENT AS PRESENTED: Gen. Milligan

MOTION SECONDED: Dr. Prather

MOTION APPROVED.

b. Bonnie McEwan Funds Request

Chairman Kiser asked Dr. McEwan to present her request. Mr. Bendus spoke first, saying Bonnie “came to us” about a project she has been working on. It is part of her ongoing research here. He recounted how MSL began as an archaeological site and expanded into “what it is today.” He said Dr. McEwan’s research was “worthy of wider attention.” It is important to relate what has happened at Mission San Luis as well as the wider mission system. There has been renewed interest in tracing the El Camino Real – the royal road – linking the Franciscan missions.

Dr. McEwan stated she is writing a new book with contributions from other researchers. The book requires “graphic development.” McEwan continued she is seeking “up to \$10,000” to prepare the graphics for publication. She displayed examples that resembled data plots of burials (not artist renderings). Included in the funding is graphics preparation for the El Camino Real website. She cautioned the Directors that once the manuscript was completed, she would seek additional funding for indexing the book.

Gen. Milligan asked about the exact objective of the book project – will it be for sale. Dr. McEwan replied it would be for sale. Milligan asked who will benefit from the proceeds of the sales. McEwan stated, “The objective is to publish and make available to the broadest possible audience the results of research at Mission San Luis. It is written for a scholarly audience. However, all of the authors do a very good job writing in an intelligible way particularly with the Spanish missions of Florida.” She continued that the book will include burial, dietary, and architectural data. Gen. Milligan added “but a relatively narrow audience.” McEwan said she thought not. It would be used by other mission researchers and “of great value to the staff here.”

Gen. Milligan asked who will benefit from the sales. McEwan replied the State – the Mission – would. She continued that the proceeds would return to Mission San Luis. Milligan asked that while the Board might contribute \$10,000 possibly \$12,000 would there be some return? McEwan confirmed that assumption was correct. Gen. Milligan asked “and all this will be in some sort of contract?” Dr. McEwan confirmed there would be a contract.

Mr. Bendus interjected that he was not sure the proceeds would “come back” to the Mission. He said the proceeds would accrue to the Department of State. It would go into the grants trust fund that supports BAR and the Mission. He continued that “if we’re looking into putting money back into the CSO, there would have to be a separate transaction for that.” He said such an arrangement could be a valid argument. Gen. Milligan said he thought it was a fair arrangement. Milligan said if sales ever exceeded the amount invested, that would be the limit of repayment.

Chairman Kiser asked if the book could be used in the “classroom.” McEwan replied, “It certainly would, absolutely.” She added it would have “certain aspects” that could be integrated into site interpretation or programs. McEwan lifted up that the NEH grant (contributing to the endowment) was intended to fund research and communicate the results of that research to the public through “programming and education.”

Gen. Milligan asked is the money for illustrations? McEwan confirmed this was so. Mr. Bendus asked Dr. McEwan what agreement she had with the other authors. McEwan replied the authors did... “not really care about it. They just want it copyrighted.” She stated further that she had never had any author ask for any of the profit from any book produced by the Mission staff.

Mr. Blount asked if the book represented new work or was this a compilation of previously published material. McEwan stated a lot of it has not been written and a lot of it reflects what has been accomplished “in other missions since that time.” For instance, it is an opportunity to compare our mission population with other ones.

Gen. Milligan asked if there was a time frame projected. McEwan said “yes, everything...must be in rough form – drafts of their chapters...by August.” Next steps will be editing and sending it out for review. Ms. Bryant-Martin asked if the book will be published as an edition. Dr. McEwan said “as far as she knew” the University Press of Florida only published on demand.

Gen. Milligan stated that the motion was to support up to \$10,000. Chairman Kiser called for discussion of the motion. Gen. Milligan stated any disbursements would be incremental as work was completed and submitted with supporting proof of completion, delivery, and acceptance of the work. He continued that ultimately whatever amount was provided would be restored to the endowment through sales proceeds.

Mr. Blount asked when the illustrations would be completed. Dr. McEwan replied “gradually.” She continued that her first task was to get the “Camino” illustrations done to get the website up and running by May. Milligan said the funds requested are not just for the book. McEwan said she tried to combine everything. She was working with “a graphic designer I’ve worked with for years.” Milligan stated that there would be no financial return on the website development. Mr. Blount said it seemed the first bit of financing would go to the website, before the book illustrations began. McEwan said it would be both, but her time commitment was to the website initially.

Mr. Blount asked if the disbursements would begin in this budget year or the next. McEwan said she would prefer that the contractor be allowed to bill monthly for work completed. In a side conversation, McEwan said some of the work would be rescanning historic maps. Dr. Prather said, “Mr. Chairman, I move the question.”

MOTION TO SUPPORT THE ILLUSTRATIONS FOR THE BOOK AND EL CAMINO REAL WEBSITE UP TO \$10,000 WITH THE PROVISIO THAT SALES FROM THE BOOK UP TO \$10,000 BE REIMBURSED TO THE MSL PERMANENT ENDOWMENT: Gen. Milligan
MOTION SECONDED: Dr. Prather
MOTION APPROVED.

c. **MSL 990 Tax Document Review**

Chairman Kiser recognized Gen. Milligan, Board Treasurer, to discuss any questions or issues pertaining to filing the FOMSL, Inc. IRS Form 990T for tax year 2014. Gen. Milligan said the only question he had for management was some property depreciated each year. His question was why the corporation had property to depreciate. In discussion with staff, he felt the best solution would be to donate the property to the Department of

State. There had been precedent for doing this in the past. He asked Mr. Blount if the donation transaction had taken place this fiscal year. Mr. Blount said it had not, but he recommended waiting to the end of the fiscal year to do so. Otherwise the CPA will have a partial year's depreciation to record and there are only four months remaining in the current fiscal year. Gen. Milligan stated that it was property purchased by the corporation for the gift shop/visitor services retail operation.

MOTION TO DONATE THE EQUIPMENT CURRENTLY ON THE CSO INVENTORY DEPRECIATION SCHEDULE TO THE FLORIDA DEPARTMENT OF STATE: Gen Milligan
SECOND: Dr. Prather
MOTION APPROVED.

Gen. Milligan said he went through the 990T tax return as thoroughly as possible. The depreciation schedule was the only issue he had. Gen. Milligan offered the following motion.

MOTION TO APPROVE FILING THE IRS SCHEDULE 990T AS PRESENTED: Gen Milligan
SECOND: Dr. Prather
MOTION APPROVED.

OTHER BUSINESS

Chairman Kiser asked if there was other business to bring before the Board. Gen. Milligan asked about the Florida Heritage Awards, who were the recipients? Mr. Bendus said the list of recipients was available and would have that information sent to Board Directors.

Dr. Prather updated the Board on the cannon carriage construction. In past three weeks, MSL staff and volunteers worked to complete a period-accurate artillery carriage. Possibly as early as tomorrow, the ironwork will be completed and fitted. Dr. Prather estimated that two more weeks would be required for completion and installation at Castillo de San Luis.

VIII. Adjournment at 6:27 p.m.

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

Adjourn –Next Scheduled Meeting is April 23, 2014 at 5:30 PM with the 3rd quarterly meeting of the Board of Directors to follow.

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

Sen. Curt Kiser
Chairman, Friends of Mission San Luis. Inc.

Date

Dr. Charlton Prather, M.D.
Secretary, Friends of Mission San Luis, Inc.

Date