

**Friends of Florida Main Street
R.A. Gray Building, Heritage Gallery
Tallahassee, Florida
July 21, 2015**

Meeting Minutes

Board Members present by teleconference: Ms. Ann MacMillan, Chair; Mr. Gary Jones; Ms. Susie Macon; and Mr. Vernon Compton

Board Members Unable to Attend: Mr. Steve Futch

Bureau of Historic Preservation Staff Present: Ms. Ronni Wood, Coordinator, Florida Main Street Program; Ms. Alissa Lotane, Chief, Bureau of Historic Preservation; and Ms. Angie Tomlinson, Program Administrator, Division of Historical Resources

I. Call to Order and Roll Call

The meeting was called to order at 11:01 a.m. by Ms. MacMillan

II. Adoption of Agenda

Ms. Macon moved to adopt the agenda. Mr. Jones seconded. The motion carried.

III. Approval of Minutes

Ms. Macon moved to adopt the minutes from August 4, 2014. Mr. Jones seconded. The motion carried.

IV. New Business

The Code of Ethics that was approved by the Board of Directors on August 4, 2014 was reviewed.

The IRS Form 990-N for fiscal year 2014 was reviewed.

This year's Letter of Agreement between the Department of State and Friends of Florida Main Street, effective July 1, 2015 through December 31, 2015, was reviewed.

Mr. Jones moved to accept the Letter of Agreement. Ms. Macon seconded. The motion carried.

- Ms. MacMillan, on behalf of the Board, will sign and mail the original document to the Florida Main Street office.

The Friends of Florida Citizen Support Organization (CSO) 2015 – 2016 Report was reviewed.

Ms. Macon moved to accept the CSO 2015 – 2016 Report. Mr. Jones seconded. The motion carried.

The Board discussed nominations for the annual Joan Jefferson Award which, in the past, was known as the Award of Outstanding Contribution, acknowledging an exemplary Florida Main Street advocate.

Ms. Macon moved to nominate Secretary of State Ken Detzner as this year's recipient. Ms. MacMillan seconded. Motion carried.

Ms. MacMillan will order the plaque. Discussion ensued about the wording on the plaque.

Ms. MacMillan will present the award to Secretary Detzner at the Annual Awards Banquet on August 18, 2015.

V. Public Comment

Ms. MacMillan asked if there was any public comment; hearing none, she closed the public comment.

VI. Other Business

Ms. MacMillan asked for guidance and communication from Division staff regarding the disposition of Friends of Florida Main Street. Bureau Chief Lotane explained that the creation of a Division CSO was forthcoming, but there was no exact date. Ms. MacMillan asked that this be discussed at the next Board meeting and that Bureau Chief Lotane or Division Director Bendus be in attendance, even if via phone. Bureau Chief agreed that this should be placed on the agenda for the next meeting.

The Board requested that membership and financials be on the agenda item at the Board's next meeting.

Bureau Chief Lotane reminded the Board of the importance of following the Sunshine Law, including email communications, and asked that a copy of the latest financial statements be emailed to the Division.

The next Board of Director's meeting is scheduled for Wednesday, August 19, 2015 at 1:30 p.m. which will immediately follow the Florida Main Street Annual Conference in St. Petersburg, Florida.

VII. Motion to Adjourn

Ms. MacMillan called for a motion to adjourn. Mr. Jones so moved and Ms. Macon seconded. The motion carried.

The meeting adjourned at 11:40 a.m.

_____, Presiding Officer

_____, State Historic Preservation Officer, and
Director, Division of Historical Resources

Approved: _____