



FLORIDA DEPARTMENT of STATE
DIVISION OF HISTORICAL RESOURCES

FRIENDS OF FLORIDA HISTORY FINANCE & INVESTMENT COMMITTEE MEETING

Meeting Agenda

May 26, 2016 - 4:30 p.m. to conclusion

Mission San Luis, Inc. - Kislak Classroom

2100 West Tennessee Street, Tallahassee, Florida 32304

ITEM	Presenter
Items printed in <i>RED ITALICS</i> indicate that a motion is required.	
I. Call to Order and Roll Call	Milligan
II. Introduction of Committee, Staff & Guests	Milligan
III. <i>Adoption of Agenda</i>	Milligan
IV. <i>Approval of F&I Minutes from April 28, 2016 Meeting</i>	Milligan
V. Directors' Reports	
A. Division of Historical Resources	Parsons
B. Office of External Affairs	Kole/Grandage
VI. Committee Reports	
A. Executive Director's Report - FY 16-17 Budget Revised	Blount
B. Receive Income & Expense Report/Balance Sheet	Milligan
C. Review Endowment Reports for Period Ending April 30, 2016 (SunTrust Reports)	Milligan
D. <i>Accept April Financial Reports for Filing</i>	Milligan
VII. Business Items	Milligan
A. Remove/Add MSL Signatory for Endowments	
B. Remove/Add MSL Check Signers	
C. FFH - Letter of Engagement TBL	
D. MSL - Close Rob Blount's MSL Credit Card Account	
VIII. Other Business	
<u>Status of Approval-April F&I Mtg. FFH Accounting</u>	Milligan
A. The Grove - Create Bank Account and Assign Grove and Board Signatories-Requires Signed Minutes and Letter Naming Signatories on FFH Letterhead	

- B. Bank Accounts – **FFH Doing Business As** - Requires Corporations DBA Forms and Signed April F&I Minutes
- C. MSL - Accounting Credit Card Raise-Limit \$10,000.00
Requires Signed April 2016 F&I Minutes
- D. MSL – Add Second Credit Card-Lower Limit \$1,000.00
Requires Signed April 2016 F&I Minutes

IX. Public Comment

X. *Adjourn*

To request copies of meeting materials associated with this agenda, but not included herein, contact Diane Ogorzaly with the Division of Historical Resources at Diane.Ogorzaly@DOS.MyFlorida.com or 850.245.6388.

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