

Friends of the Museums of Florida History, Inc.

MEETING MINUTES

12:00 p.m., Tuesday, June 17, 2014

Gallery for Innovation & the Arts (1st Floor)

R.A. Gray Building

500 South Bronough Street

Tallahassee, Florida 32399

Participants

Directors: Mr. Lester Abberger, Chair; Mr. Steve Birtman; Mr. John Boudet (on phone); Ms. Monesia Brown (on phone); Mr. Peter Harris (on phone); Ms. Lena Juarez (on phone); Mr. Andy McLeod (on phone); and Mr. Sam Vickers (on phone)

Staff: Ms. Paige Breshike; Dr. Jeana Brunson; Ms. Elyse Cornelison; Deputy Secretary Kerri Post; and Ms. Sandy Shaughnessy

I. Call to Order

Mr. Lester Abberger, Chair called the meeting to order at 12:05 p.m.

II. Introduction of Board, Staff and Guests

III. Adoption of Agenda

MOTION TO PROCEED WITH AGENDA: Mr. Harris

SECOND: Mr. Birtman

MOTION PASSED WITH NO OBJECTION

IV. Chairman's Comments

None

V. Consent Items

Note: consent items up for vote were provided to the board members in advance via email.

A. Minutes from February 6, 2014 board meetings.

MOTION TO APPROVE MINUTES:

SECOND:

MOTION PASSED WITH NO OBJECTION

B. Financial Report through May 2014

MOTION TO PROCEED WITH FINANCIAL REPORT:

SECOND:

MOTION PASSED WITH NO OBJECTION

C. Budget for Fiscal Year 2014–2015

Chair Lester asked Ms. Cornelison if there was anything to report. She reported that the two years ago the budget was cut 10%. Dr. Brunson and she both felt the budget was in a good place and returned a few of the line items back to pre-cut levels. The rest of the budget remains the same.

MOTION TO PROCEED WITH BUDGET FOR FISCAL YEAR 2014–15:

SECOND:
MOTION PASSED WITH NO OBJECTION

D. Update to Bylaws (Nominating Committee)

Annually, the Board Chair shall convene the Nominating Committee to submit names to the Board of Directors to fill Board vacancies. The nominating committee shall consist of past Board Chairs no longer serving on the Board of Directors. The current Vice-Chair shall serve as the Chair of the Nominating Committee. The recommendations of the Board Nominating Committee shall be submitted to the Board of Director at the Annual Meeting.

MOTION TO APPROVE MINUTES: Ms. Juarez

SECOND: Ms. Brown

MOTION PASSED WITH NO OBJECTION

VI. Business Items

A. Financials

1. Audit for Fiscal Year 2012–2013 – Ms. Brown reminded the board that a new audit firm (Carr, Riggs, and Ingram) was retained this year in keeping with best practices. They will be present at the October meeting to report on the audit and answer questions from board members. The audit as presented in the meeting notebook went well overall. The management letter made recommendations to further improve oversight and independence. In subsequent conversations with Ms. Cornelison all of the recommendations have been put in place. Ms. Brown felt that it was worthwhile to have a new firm come in with fresh eyes. Ms. Cornelison mentioned there were two issues that the management letter made recommendations on. One is to have written documentation of internal controls. We will work putting a notebook together as documentation. The other issue is that the original asset management document for the Knott endowments from 2007 suggested that it not be invested in real estate. One of the mutual funds does have real estate in it. A decision needs to be made on if the mutual fund is retained or have the asset management document be updated to reflect that if it's a mutual fund and not actual real estate it is acceptable. Dr. Brunson reported that her recollection was that the intent was not to invest in physical real estate. Board members suggested reviewing the issue with Mr. Moyle and follow up on the history of the endowment and make a clarification. Dr. Brunson reiterated that she found it very beneficial to have this new audit company it helped to document, and improve, and build upon already good practices. Ms. Cornelison reported to the board that the endowments are doing well and has consistent positive returns. She mentioned that she had a great experience working with representatives of Carr, Riggs, and Ingram and for the past six years we've had a great audit. Chair Abberger thanked Ms. Brown and Ms. Cornelison for their work on this issue.
2. IRS Form 990 for Fiscal Year 2012–2013 – Ms. Cornelison reported to the board that once the audit was completed she worked with the accounting company to get the Form 990 completed. It has been filed.

B. Legislative Committee Report

1. SB1194-CSO and DSO – Ms. Juarez updated the board about the bill. The bill is a priority of Senate President Don Gaetz. The goal is to provide more transparency to the various non-profits that are coordinated by state agencies. Our board did have some concerns about it and Ms. Juarez hopes that those issues were resolved. The bill is before the governor now and is expected to sign it. She doesn't have a sense yet as to how the Department of State is planning to implement or change any of their procedures in

particular about how it relates to FMFH. The reporting will be a little more rigorous. Ms. Post reported that the Department's Legislative Affairs Director put together a handout that spells out the impact of this bill. The Department closely followed the progress of this bill. The Department's CSOs already run a tight ship; this is a formalization of the best practices already in place. The handout is a checklist to make sure that all of the Department's CSOs are complying with the law. The law is not an automatic sunset; it's a review that all CSOs have to submit to. The Legislative Affairs Director will work with the CSO to make what we are doing fulfills all the requirements and can demonstrate the transparency requirements that the Senate president and public expect. Mr. Birtman asked Ms. Post and Ms. Juarez about who will be doing the review. Ms. Juarez answered that it should be the Legislative staff-up to the President and Speaker's office. Mr. Birtman also asked about which committee the review should go to. At this point Ms. Juarez did not know but will look into that.

VII. Other Business

A. Staff Updates –

1. Ms. Shaughnessy – Poet Laureate legislation has passed. Rules promulgation calendar is ready as soon as the governor signs the bill. Time frame will take about 3 ½ months on rule promulgation. This should work similar to Florida Hall of Fame. She thanked everyone for their advocacy efforts and saw one of the biggest budgets in years.
2. Dr. Brunson – Gave an exhibits update. She asked board to look at the handout in the back of the notebook. *The Lure of Florida Fishing* is on view now and is very popular especially the electronic fishing experience. Next exhibit will be the 33rd Annual Capitol City Quilt show. The theme will be *Starry Starry Nights* and on display for 6 weeks. Following the Quilt show will be an in-house exhibit to commemorate the 50th anniversary of the Civil Rights Act. It will be opening on November 7th and go through April 5th. The Museum will take a statewide overview. We worked with the History Miami, museums in Jacksonville, and the FAMU Black Archives to gather resources to cover the entire state. Following the Civil Rights exhibit, from the South Florida Museum in Bradenton will be a special Clyde Butcher exhibit covering his work. Mr. Butcher will be here for a couple of days for book signings and presentations on his work. Traveling exhibit program is going really well. Bookings have picked up since museums now have more money to spend on exhibits. The permanent exhibit update includes demolition of the exhibit area, a work area for the fabricator to start their work, and walls are up with windows for patrons to view the progress. We are expecting the General Contractor to be here very shortly and things to start moving in the area. Dr. Brunson thanked everyone for their advocacy and especially for the helping with getting the appropriation for Phase 2. Dr. Brunson and Ms. Cornelison made a special presentation to out-going Chair Abberger. We all thanked him for his leadership, support, and hard work on behalf of the Museum and the Friends.
3. Florida's History Shop – Paige Breshike
Ms. Breshike talked about her mission to do more museum-type branding and showed the new merchandise that has recently arrived in the store. She has been listening to customers, and they have asked for souvenirs of their trip to the museum. She will be meeting over the summer with vendors that work on custom items to come up items for fall and spring and looking for merchandise to go along with the temporary and permanent exhibits. Ms. Breshike showed items that are special to the Fishing exhibit.

4. TREX – Elyse Cornelison

Ms. Cornelison talked about how wonderfully the traveling exhibit program is doing. She informed the board about the program is very busy and is statewide. The Alligators exhibit will be going to Louisiana next year. There were two new exhibits added this year. There is one for the Viva Florida theme and one for the French in Florida which features reproductions of the de Bry engravings. Ms. Cornelison and Dr. Brunson will be working on adding additional new ones soon to expand the program. Ms. Post commented on the cooperation between the Department's Marketing team and the Museum to put forward the TREX program. She asked Dr. Brunson and Ms. Shaughnessy to set up a walk-through with her, the Secretary, and Chief of Staff for the permanent exhibit. A discussion ensued about several of the behind-the-scenes tours to garner excitement for the exhibit.

B. Wrap Up: Summary of Meeting Accomplishments – Chair Abberger

- Review of exhibits and programs
- Doing well on the financials
- Florida's History Shop and merchandise

C. New officers to start on July 1st – John Boudet, Chair; Lena Juarez, Vice-Chair; Monesia Brown, Treasurer; Peter Harris, Secretary; Jon Moyle, Endowment Chair. Ms. Post offered her and the Secretary's thank you to Lester Abberger for his work and leadership with the Friends and a thank you as well to the rest of the board and the staff.

VIII. Public Comment

IX. Motion to Adjourn

MOTION TO ADJOURN AT 12:41 p.m.: Mr. Abberger

SECOND: Board

MOTION PASSED WITH NO OBJECTION

Presented by Ms. Lena Juarez, Vice-Chair

Dated: _____