

Friends of the Museums of Florida History, Inc.

MEETING MINUTES

12:00 p.m., Wednesday, October 17, 2014
Gallery for Innovation & the Arts (1st Floor)
R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399

Participants

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

Staff: Ms. Paiger Breshike; Dr. Jeana Brunson; Ms. Elyse Cornelison; and Ms. Sandy Shaughnessy

Guest: Mr. Brian Manuel (Carr, Riggs, and Ingram)

I. Call to Order

Mr. John Boudet, Chair called the meeting to order at 12:10 p.m.

II. Introduction of Board, Staff and Guests

III. Adoption of Agenda

MOTION TO PROCEED WITH AGENDA: Ms. Juarez

Chair Boudet moved the Nominating Committee Report up to after Consent Items in consideration for members who have called in and may need to leave shortly.

SECOND: Mr. Abberger and Mr. Harris

MOTION PASSED WITH NO OBJECTION

IV. Chairman's Comments

Thanked the members for attending the meeting. Reinvigorating, adding new members, and expanding this board is his real priority and should be for the entire board. Thank you to those who nominated new members. He views the nominating process as a year-round activity and suggested that it should be each member's goal to find one new member to replace themselves plus one more so that some vitality and excitement can be brought to the board. Chair Boudet thanked Past-Chair Abberger for his time, talents, and exceptional leadership during the past two years.

V. Consent Items

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

A. Minutes from June 17, 2014 quarterly board meeting.

MOTION TO APPROVE MINUTES: Mr. Abberger

SECOND: Mr. Birtman

MOTION PASSED WITH NO OBJECTION

B. Financial Report through September 30, 2014

Ms. Cornelison reported to the board on the budget and updated the board about the current status of budget versus actual expenditures within the first quarter of the new fiscal year. Year to date revenue for MFH is 51.5% of projected and expenses amount to 7.6% of projected budget. Mr. Birtman asked if there was a sense as to why revenue was up. Ms. Cornelison answered that there were grants, rollovers, increase in parking fees and donations. Chair Boudet asked about increase in revenue for Florida's History Shop. Ms. Breshike answered that was more than likely due to decline in payroll expenses since she is now a state employee is no longer on the shop's payroll and that there was reduced staffing in the first quarter. She reported that staffing is now back to a normal level.

MOTION TO PROCEED WITH FINANCIAL REPORT: Mr. Birtman

SECOND: Ms. Juarez

MOTION PASSED WITH NO OBJECTION

Discussion: Mr. Birtman asked Ms. Cornelison for an update on The Egg Express. She answered that they were doing very well. There has been no complaints and the rental revenue has been steady. There hasn't been any really major dips as seen with the previous café. Mr. Birtman asked Ms. Breshike about concerns with Florida's History Shop. She answered that sales were down right now due to timing. Summer and early fall are slow due to no school groups. Holiday shopping and school groups will soon be here and sales will be back up. Mr. Birtman then asked about good news. Ms. Breshike answered that the big project she has been working on is branding which includes for both the museum and Tallahassee. She is hoping that this line will pay off in the near future.

C. Update to Budget – Hospitality: DOS Employee Programs

Ms. Cornelison explained to the board about a request from the Secretary of State's office for a budget change to this line item. The CSOs for both the State Library and for the Museum split the revenue from the parking garage. The original agreement was that a portion of that revenue from each CSO was to set aside for any Department of State employee programs. There are two: one in July and one in December. The original budget was set at \$750 but during a budget cutting exercise that the Friends went through the budget had been reduced to \$675. The Secretary's office is asking that it be increased up to \$1,000 to help support any other department-wide employee programming. The budget at this time has not been altered and Ms. Cornelison and Dr. Brunson were waiting to have the board's approval to move forward. Mr. Birtman offered that the board give staff the flexibility to find line item(s) to adjust and to increase the Hospitality line item to \$1,000, approve this request, and then have staff inform the board of what the change is. This was agreed upon as a good solution by the board.

MOTION TO PROCEED WITH UPDATE TO BUDGET: Mr. Abberger

SECOND: Mr. Birtman

MOTION PASSED WITH NO OBJECTION

VI. Business Items

A. Financials

1. Audit Update for Fiscal Year 2012–13 and 2013–14

Mr. Brian Manuel from Carr, Riggs, and Ingram (CRI) discussed with the board the 2012–13 fiscal year's audit. Overall, he is happy to report that it was a clean audit. He reviewed what was pointed out as significant deficiencies in the management letter (Segregation of Duties, Recording Payables and Receivables, Documentation of Internal Controls, and Documentation of Performing Procedures or Review), and reported that these were addressed and taken care of by end of 2013–14 fiscal year. The board asked questions of Mr. Manuel and a short discussion ensued. He then handed out the 2013–14

fiscal year's engagement letter which states what CRI's and FMFH's responsibilities during the audit are and reported that he just finished up a week's worth of on-site work. A final report is expected by December 2014. The other issue for discussion was in the original investment policy for the Knott Endowments, it states that prohibited investments include real estate property. Two of the mutual fund investments include significant holdings in real estate. CRI is recommending to review the investment policy and mutual funds. Chair Boudet offered to review the policy and have recommendations to make at the next quarterly meeting. Mr. Birtman and Ms. Brown asked for further information and requested that all documents relating to this topic be emailed to the entire board. Mr. Manuel informed the board that the fiscal year 2013–2014 audit is going well and enjoys being at the museum.

B. Legislative Committee Report

1. SB1194-Citizen Support and Direct Support Organizations

Ms. Cornelison gave a brief overview of SB1194 (document in tab 5) that passed last legislative session. She presented the list of information that has to be reported on each year, first to the Secretary's office by August 1st then by the Department to the Senate President's office by August 15th. The issue to make note of is that the statute authorizing the CSO could be repealed October 1, 2019 if the organization's value to the Department isn't demonstrated. She also presented to board the template that the Department asked all its CSOs to present the requested information within. Two of the issues discussed include the three-year development plan and the code of ethics that the Department's CSOs are asked to adopt.

a. Plans of the CSO for the next 3 Fiscal Years

This is an outline of things that the board needs to work on over the next three years. Objectives include continued support of museum programming, expanding the board, expanding the Friends' membership, developing a new earned income stream, and developing an annual fundraising appeal.

b. CSO Code of Ethics

The Secretary's office developed a Code of Ethics that they asked all the CSOs to adopt. It's presented within the above mentioned template. Chair Boudet asked that the board proceed to adopt the presented Codes of Ethics at the next quarterly board meeting. He also suggested that board receive a primer on paper once a year about government in the sunshine regulations (circulate to the board for educational purposes). Ms. Juarez offered that there is a person in the governor's office that would have a basic primer. Chair Boudet asked if Ms. Cornelison would follow-up. Discussion ensued about including the Code of Ethics and the primer in the notebook for the new members and email to current members.

2. Upcoming Legislative Session

Ms. Juarez reported that at this point we know that the Speaker of the House will be Steve Crisafulli from Merritt Island and the President of the Senate will be Andy Gardiner from Orlando. We won't know who the leadership of the committees are yet, particularly those that look at the Department of State's budget. Those should be known by the end of the year and definitely before the January start of the interim committee meetings. Crisafulli did announce that his leadership team and Richard Corcoran from Land O'Lakes is the overall appropriations chair. Indications are that it will be a strong fiscal year.

C. Nominating Committee Report

Ms. Juarez thanked those members who sent in nominations for this meeting. She concurred with Chair Boudet's recommendation to accept nominations from the board members

throughout the course of the year. If anyone has someone they would like to forward on to the committee please feel free to do so at any time. There were five nominations sent in for consideration for this quarterly meeting. The nominating committee meet last week and determined that all were qualified and appropriate. Once voted on here the names will then be forwarded to the Secretary of State to appoint them. The nominees are:

Pam Butler, Aegis, Tallahassee
Bill Carlson, Tucker/Hall, Tampa
Eric Criss, Beer Industry of Florida, Tallahassee
Mark Gislar, City of Casselberry
Laura Rogers, Tallahassee Chamber of Commerce

MOTION TO PROCEED NEW NOMINATIONS TO BOARD: Mr. Birtman

SECOND: Mr. Harris

MOTION PASSED WITH NO OBJECTION

Chair Boudet stated that he is encouraged about the new additions and reiterated that it's a priority for him and current board members to continue to reinvigorate this board.

VII. New Business

Chair Boudet asked Ms. Cornelison to update board on the issue that a blind patron to the museum had with the building's contracted security company. A guard with the company followed a museum patron into the museum repeatedly asking to see certification and physically handled the service dog. After the patron left she reported it to the Blind Commission who reported it to the Tallahassee Democrat and Department of Management Services. The Secretary has made his recommendation for disciplinary action for the guard as well as taking the patron on a personal tour of the Quilt Show. Ms. Shaughnessy reminded the board that Division of Cultural Affairs has won awards on Accessibility and provides webinars once a month on the subject. DCA staff and volunteers will be provided refreshers within the next month. She has also made the recommendation to the Secretary's office that security for the building be back under Capital Police. Mr. Birtman offered to help move this recommendation along.

Chair Boudet put forth the idea to organize a task force that includes the new members, current members, and staff to explore new ideas that help bring some new programs and events to the museum. Ms. Juarez also pointed out that included in the notebook is a calendar of events for the rest of calendar year. She encouraged the new and current members to add as many of these to their calendars to attend and bring someone with them. This will help us be more engaged and with creativity as we look at new and future activities. Chair Boudet reminded members that "they can't be effective members just 4 days a year". "We have to find time to go to some events, come to the museum, interact with staff, any on the list of things we can do". "There are some very neat things here at the museum!" Mr. Birtman suggested doing behind the scenes tours or bringing out collections that aren't normally shown.

VIII. Other Business

A. Staff Updates –

1. Ms. Shaughnessy thanked everyone for the advocacy during last legislative session for arts and culture. There are new staff members at the Brokall-McDougal House. They are concentrating on the 1600 grants applications going from fiscal years 13–14, 14–15 and 15–16. The record amount appropriated put Florida number four in the nation per capita for spending on arts and culture and number one in dollar amount. We went from number 49 with \$990,000 a couple of years back to \$53 million this year. She also updated the

board on DCA continuing through its strategic planning process. The grants part of the plan should be ready for implementation February 2015. It will be presented at a Convening Culture 2015 conference in Orlando February 8 and 9 at the Dr. Phillips Arts Building. The topic is *Building a Healthier Florida through Arts and Culture*. The museum is busy on *Forever Changed* phase two. The Civil Rights exhibit is November 7th to April 5th. There are new members to the Arts Council: Townsend Frasier from Tallahassee; Hope McMath, Director of the Cummer Museum in Jacksonville; and Jaime Bristol from Pensacola. As Ms. Juarez stated previously state revenue looks good, probably a surplus of \$1 billion for fiscal year 15–16 over the estimated \$75 million for this fiscal year. Session is March 3rd to May 1st. Ms. Juarez asked how the museum's strategic plan fits in with the division's plan. Ms. Shaughnessy answered that it would have been idea to do them together but DCA needed to move up since it's due in 2015 in order to qualify as the state of Florida's federal grants provider. Once the museum's plan is done, it will be weaved in with the division's plan.

Chair Boudet talked about curb appeal for the museum which both Ms. Shaughnessy and Dr. Brunson talked about the plans drawn up for the expansion of the museum on the plaza level. Board members asked to see this. Chair Boudet, Mr. Birtman, and Ms. Cornelison talked about the importance of creating a relationship this year with the legislator while there is not a specific ask in and everything is on an up note. Ms. Juarez suggested placing in their hands a packet on the museum for background and personal invitations to tour the museum. Ms. Shaughnessy asked Ms. Juarez for the list of committee appointments as soon as they are known. She also spoke very highly of Senator Joe Negron and his help as well as Senator Eleanor Sobel.

2. Dr. Brunson informed the board that the museum was able to reopen the mezzanine entrance at least while the elevator upgrade in the building is in process. DMS has painted the mezzanine and we have installed new signage around the front of the building. This has made for a nice view and is helping people locate the alternative entrance. The *Civil rights in the Sunshine State* opening is November 6th from 5:30 to 8:30 p.m. with Dr. Robert Hayling as speaker. He is a veteran of the civil rights movement in St. Augustine. The exhibit has over 100 artifacts that are arranged in topics such the Civil Rights Act and the Voting Rights Act. We worked with various institutions from all of the state including Miami, Jacksonville, and St. Augustine. Dr. Paul Ortiz from the University of Florida was speaker for the first in the Speaker's Series sponsored by a Florida Humanities Grant. She updated the board as well on the status of *Forever Changed* phase two. The permit for the infrastructure is being issued now, the exhibit is being built in Virginia, and the installers will be on site from mid-January to mid-February. Opening date is anticipated for April 11, 2015 [revised to April 2, 2015]. We plan to have two weeks prior to opening for VIP previews. Ms. Juarez and Mr. Birtman stated that they would like to help arrange for one of those days to be for a Legislative preview. Dr. Brunson is anticipating a 6-month planning process for the museum's strategic plan. An outline has been developed to request a proposal for a facilitator. It is very important for us to maintain our accreditation and ensure that our board is involved as well as other representatives of the community.
3. Florida's History Shop update –Ms. Breshike updated the board on new items being carried and/or ordered. The governor's mansion and Judy Minor ornaments are now in, and an email blast will be sent out letting customers know orders are now being taken. She is working on bringing in small items like magnets and key chains that are branded to

Tallahassee and the museum. These are items being asked for by visitors to the shops. The brand new item she is working on now is leather goods (wallets, key fobs, belts, and manicure sets) with a pewter concho stamped with the Florida seal. She hopes these will be in before Christmas and definitely in time for the session.

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

IX. Public Comment

X. Motion to Adjourn

MOTION TO ADJOURN AT 1:30 p.m.: Ms. Juarez

SECOND: Mr. Birtman

MOTION PASSED WITH NO OBJECTION

Presented by Mr. John Boudet, Chair

Dated: _____