

FRIENDS OF MISSION SAN LUIS, INC.
BOARD MEETING
Thursday, September 17, 2009; 6:00 P.M.
Archaeology Lab, Mission San Luis
2100 W. Tennessee Street, Tallahassee, FL

Minutes

Participants:

Directors: Mr. Tony Carvajal; Mr. Tom Cox; Ms. Carol Bryant-Martin; Dr. Charlton Prather; Mr. Dave Ramsay, Chairman; and Mr. Vern Williams

Staff: Mr. Rivers Buford; Dr. Bonnie McEwan; Ms. JuDee Pettijohn; Ms. Karin Stanford; Ms. Cookie Stevens; Dr. Ryan Wheeler; Ms. Janelle Willingham

Guests: Mr. Bill Longan; Ms. Candace Marshall

- I. Chairman Ramsay began the meeting at 6:05 P.M. The meeting was confirmed as being properly noticed. Roll was called and quorum was noted.

- II. The Board approved the minutes from the Board Meeting on June 11, 2009; the Executive Committee Meetings on July 13, 2009 and August 10, 2009.
MOTION TO RECEIVE MINUTES FOR FILING: Mr. Carvajal
MOTION SECONDED: Mr. Williams
MOTION APPROVED.

- III. Committee Reports:
 - a. Finance Committee - Mr. Williams reviewed the Income/Expense Statement for July/August and reported positive year-to-date figures. He introduced Candace Marshall, SunTrust Relationship Manager, and Mr. Bill Longan, Investment Manager. Mr. Longan reviewed the FOMSL portfolio while providing a broad overview of past and current market conditions.

 - b. Communications Committee - Reporting for the Communications Committee in Ms. Wacksman's absence, Dr. McEwan spoke of the progress in securing the advertising commitments necessary to produce the 24 page magazine celebrating the Visitor Center Grand Opening. The publication will be distributed as an insert in the Tallahassee Democrat on or about December 13. It was reported that the Spanish Florida Foundation has offered to donate a statue of Pedro Menéndez for the Visitor Center.

 - c. Strategic Planning Committee - Dr. Prather, Chairman of the Strategic Planning Committee, reported that the strategic plan that was submitted to the Secretary of State for approval has been endorsed. On a separate note, the Blacksmith Association has donated \$300 toward relocating the blacksmith shop. They have delivered poles and will furnish spikes and the labor needed for the relocation. However, they cannot begin the project until the nails, shingles and rafters are secured, which will cost \$1,548. This figure can be reduced to \$1,000 if allowed to take 24 pine saplings from the property for

the rafters. Chairman Ramsay asked Dr. Prather to write a proposal directed to Dr. McEwan to be presented at the next Executive Committee meeting.

d. Government Relations Committee - Chairman Ramsay called upon Mr. Carvajal, Chairman of the newly formed Government Relations Committee, to report on activities to date. Mr. Carvajal said the three people asked to participate on the committee have enthusiastically accepted and have developed an overview of what they plan to accomplish. Their main focus will be on three key activities: schedule site tours for legislators; create talking points to convey to committee members; track the bills and issues so nothing falls through the cracks. The Board members will be asked to send a letter to designated legislators between now and February (Mr. Carvajal will provide a list), followed up by a phone call and/or a visit to MSL during the legislative cycle which begins in March.

IV. MSL FY 08-09 Annual Audit

Mr. Williams summarized the audit proposals of the three CPA firms and reported the Executive Committee recommended that Carroll & Company conduct the annual audit. Mr. Williams agreed with the recommendation stating this firm's proposal contained all the important elements while providing the best price.

MOTION TO SELECT CARROLL & COMPANY FOR THE F/Y 08-09 AUDIT:

Mr. Williams

MOTION SECONDED: Mr. Carvajal

MOTION APPROVED.

V. Visitor Center Update

a. Catering Agreement - In order to ratify the agreement, Chairman Ramsay requested the Board remove the amendment for the catering contract that would have required the University Center Club to provide us with annual revenue figures generated from MSL. The University Center Club has signed the agreement without the amendment.

MOTION TO REMOVE THE REVENUE AMENDMENT FROM THE AGREEMENT:

Mr. Williams

MOTION SECONDED: Dr. Prather

MOTION APPROVED.

b. New El Mercado Inventory - Ms. Karin Stanford, Museum Program Supervisor, presented a selection of new merchandise for El Mercado that she and Ms. Janelle Willingham selected at the Atlanta Gift Show.

c. Food & Beverages – Ms. Janelle Willingham, Visitor Center Manager, said Quality Foods will provide healthy snacks, both name brand and off brand beverages, and the machines in which to display them in the snack room on the Mission grounds. Our portion of the revenue will be 20% on beverage sales and 15% on snack items. There will be a separate vending area for employees with lower priced items, with a 6% commission on sales.

d. Furnishings – Dr. McEwan said the Executive Committee voted to have the \$30,000 line of credit divided in the following manner: \$15,000 to Visitor Center Furnishings; \$10,000 El Mercado Inventory; and \$5,000 for miscellaneous purposes. Dr. McEwan showed some of the items that have been proposed by a local designer who has donated her time and will purchase and sell the furnishings to us at cost, plus a small mark-up. The items included seating, pictures, accessories, and fountains for the courtyards, to be purchased from the \$15,000 budget.

e. The Hill Collection – Dr. McEwan reported that Dr. and Mrs. Lou Hill, major donors to the Endowment Campaign, have loaned MSL a portion of their Spanish colonial art collection for display during the Grand Opening.

VI. Miscellaneous

Dr. McEwan presented various alternatives for the FOMSL logo that Jan Wiley designed. Board members chose example C.

MOTION TO CHANGE THE FOMSL LOGO: Ms. Bryant-Martin

MOTION SECONDED: Mr. Cox

MOTION APPROVED.

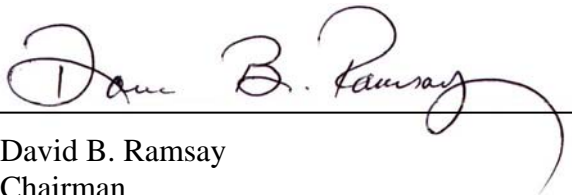
Meeting adjourned at 8:00 P.M.

December 13, 2009

Authorized Signatures



Bonnie G. McEwan
Executive Director



David B. Ramsay
Chairman