

FRIENDS OF MISSION SAN LUIS, INC.
Sunday, December 13, 2009; 10:00 A.M.
Conference Room, 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; Mr. William Torres, Ms. Jaimi Wacksman and Mr. Vern Williams
Staff: Ms. Staci Bienvenu; Dr. Bonnie McEwan; Ms. Jessica Shiver; Ms. Karin Stanford; Ms. Cookie Stevens; Mr. Scott Stroh and Dr. Ryan Wheeler

- I. Chairman Ramsay began the meeting at 10:05 A.M. The meeting was confirmed as being properly noticed. Roll was called and quorum was noted.

Chairman Ramsay spoke of the recent loss of Dr. John H. Hann. Dr. Hann was a long time employee and Friend of Mission San Luis and served as the site historian for 25 years. A photograph, biography, and signature book will be on display at the Grand Opening in remembrance of Dr. Hann. Mr. Williams suggested that Mission San Luis commemorate him by naming a room or space at the Mission in his honor. Ms. Bryant-Martin suggested dedicating a fountain. Dr. McEwan stated that naming a library for him would be appropriate considering his love for books and how many he authored. There will be further discussion of this subject at a later date.

- II. Meeting Minutes

The Board approved the minutes from the Board Meeting on September 17, 2009; and the Executive Committee Meetings on October 12, 2009 and November 9, 2009.
MOTION TO RECEIVE BOARD MEETING MINUTES FOR FILING: Mr. Williams
MOTION SECONDED: Dr. Prather
MOTION APPROVED.

MOTION TO RECEIVE EXECUTIVE COMMITTEE MEETING MINUTES FOR FILING: Dr. Prather
MOTION SECONDED: Mr. Cox
MOTION APPROVED.

- III. 2010 Meeting Dates and Events

Chairman Ramsay reviewed the upcoming meeting dates for the Board and Executive Committee. The dates were based on the 2009 meeting schedule and the Board agreed they were acceptable. He also asked that the Board mark their calendars for upcoming events at Mission San Luis.

- IV. Committee Reports

- A. Finance and Investment Report

Mr. Williams reviewed the quarterly investment portfolio, and noted its growth despite the recent economic environment. He is comfortable with the

report and with the work of the investment manager. He invited Board members and staff to contact him should they have any questions.

Chairman Ramsay reviewed the amortization schedule created to pay back the recent \$30,000 loan from the endowment. Accrued interest from September to December will be paid before the year end. Beginning January 1, 2010, the principle and interest will be paid monthly in the amount of \$2,575.58. The last payment submitted in December 2010 will bring the total amount of principle and interest paid to \$31,003.65.

B. Communications Report

Ms. Wacksman reviewed Mission San Luis press coverage for the past three months. She noted that the *Tallahassee Democrat* had been especially generous in giving Mission San Luis extensive coverage both online and in the newspaper. She also mentioned that the Mission has obtained many free calendar listings in local publications and continued its presence on social media sites such as Facebook and Twitter. Ms. Wacksman noted that Mission San Luis promotions can now settle into longer-range plans to increase general visitation, as well as, participation in special events.

C. Government and Legislative Affairs Report

Mr. Carvajal commended the work that has been done to expose the Mission to legislators and government officials. He said that personal tours and invitations to hold committee meetings at Mission San Luis should continue in hopes that when the economy picks up, the Mission will have more supporters in the House and Senate. Chairman Ramsay stated that he would also continue to offer golf cart tours to community leaders.

Chairman Ramsay asked for clarification of what constituted a meeting for purposes of public notice under the Florida's Sunshine Laws. Although Assistant General Counsel Staci Bienvenu briefly discussed the issue with the Board, she cautioned them that this was a complicated area of the law. Ms. Bienvenu offered to carefully research the issue and report to the Board at a later time. In the meantime, Ms. Bienvenu provided her business cards to all Board members and requested that they contact her if any such issues arose before she was able to advise the Board on this issue.

D. Report on Relocation Progress – Blacksmith Exhibit

Dr. Prather reported that pine trees have been cut and transported by volunteers from the Florida Blacksmith Association for Mission San Luis to use for the rafters and purlins at the new blacksmith shop. He hopes that the construction will begin in a couple of weeks. The recent funds approved for the project will provide the materials needed for roofing.

V. Update for the National Endowment for the Humanities

Dr. McEwan reported that National Endowment for the Humanities granted Mission San Luis another one-year extension. This will give the Friends approximately 14 months to

raise approximately \$700,000 to complete the minimum grant requirement. She stressed that endowment fundraising must be a top priority in 2010. Chairman Ramsay requested that staff prepare a list reflecting the exact amounts of how much money has been awarded from National Endowment for the Humanities, how much has been raised, and what is remaining to earn. This information will be presented at the next Executive Committee meeting. Dr. McEwan explained that state contributions and interest earned on the account cannot be claimed as matching funds for the grant. A pledge form must be filed specifying the money is for the purpose of matching funds and include the grant number.

VI. Off-Duty Staff for After Hour Events

Ms. Shiver presented the Board with the projected expenses and requirements for paying staff to work during after hour events. A QuickBooks upgrade for \$200-\$300 every three years and an additional payroll module for \$200 annually would be required. The Friends would also have to obtain a UCT-6 account number, create EFTPS account for payroll tax deposits, file quarterly payroll tax returns and file annual W-2 and W-3 forms. Dr. McEwan asked that the Board vote on an hourly wage for the individuals working these events. She suggested \$15.00 per hour would give them an incentive to work those hours since it is more than they earn with the State. During further discussion, the Division Director expressed his understanding of issues, relating to the compensation of staff, but expressed his concern about the proposal as presented. He also suggested that this issue be discussed in greater detail by Mission San Luis, Bureau of Archaeological Research, Division of Historical Resources, and the Department of State leadership.

MOTION TO DELEGATE THE CHAIRMAN AND EXECUTIVE DIRECTOR TO DISCUSS AND DECIDE APPROPRIATE PAY FOR FRIENDS EMPLOYEES WITH CONSULTATION OF THE DIVISION DIRECTOR: Mr. Williams

MOTION SECONDED: Ms. Wacksman and Mr. Cox

MOTION APPROVED.

VII. Discussion of a New Florida Public Meeting Requirement (contained in the Florida Administrative Procedures Act)

Ms. Bienvenu reported that, effective July 1, 2009, Section 120.525(2), *Florida Statutes*, requires that meeting “agenda[s], along with any meeting materials available in electronic form excluding confidential and exempt information, [must] be published on the agency’s website” prior to Board meetings. The agenda must be published at least 7 days prior to meetings but the statute is unclear as to when the other meeting materials should be electronically posted. Ms. Shiver reminded everyone that all documents posted online must be sent through a communications review process prior to being made accessible to the public, which will require additional prior planning for all future meetings. Dr. McEwan asked Mr. Stroh if electronic approval would be sufficient to meet the requirements of the review process. Mr. Stroh expressed it was his understanding that the Department would prefer to keep these types of reviews in hard copy form. He proposed that staff meet to further discuss these rules and learn more about one another’s responsibilities in getting items reviewed and approved. Mr. Stroh also expressed that if the meeting materials presented for communications review were in proper form, that review time can be significantly decreased. In response to concern regarding the possible unavailability of electronic meeting materials prior to meetings, Ms. Bienvenu made the following recommendation: if the Division is unable to post meeting materials on its

website because of their unavailability, it should include a notice on its website meeting page of who the public may contact to get a hard copy of meeting materials or to get additional information concerning meeting materials that could not be posted.

VIII. Board Terms

Chairman Ramsay reviewed the list of Board appointment and expiration dates. He noted that all Board members' terms are ending in 2010 and asked if anyone was interested in continuing their service to speak with either he or the Executive Director. It was understood that current Board members will continue to serve past their terms until a replacement member has been selected by the Secretary of State. Dr. McEwan will review the By-laws to see if there are term limits and if so, should those be extended.

IX. Board's Expression of Appreciation to Staff for Their Work in Getting the Visitor Center Opened and Operational

Chairman Ramsay commended the Mission San Luis staff on their hard work in opening the new Visitor Center and having it ready for the day's events. He commended Dr. McEwan for her hard work and leadership at the Mission. Ms. Bryant-Martin requested that Chairman Ramsay prepare a resolution acknowledging Dr. McEwan for her many contributions.

MOTION FOR CHAIRMAN TO PREPARE A RESOLUTION ACKNOWLEDGING DR. MCEWAN FOR HER CONTRIBUTIONS TO MISSION SAN LUIS: Ms. Bryant-Martin

MOTION SECONDED: Mr. Carvajal

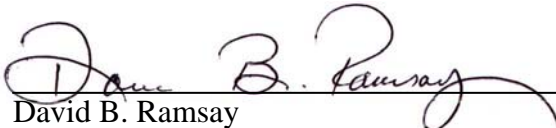
MOTION APPROVED.

X. Miscellaneous

Dr. McEwan acknowledged the local vendors and businesses that committed their time, services, and merchandise for the Grand Opening ceremonies. Because of their generosity, the Grand Opening would cost the Friends virtually nothing.

Mr. Torres suggested that the Mission align with Leon County and the North Florida Hispanic Association and host an event during Hispanic Heritage Month which the County will advertise. Chairman Ramsay asked for more information and expressed concern with staffing numbers. This idea will be discussed further at a later date.

XI. Meeting Adjourned at 2 P.M.


David B. Ramsay
Chairman, Friends of Mission San Luis, Inc.

Scott Stroh signed on 2/15/10

Scott Stroh
Director, Division of Historical Resources