

FRIENDS OF MISSION SAN LUIS, INC.
EXECUTIVE COMMITTEE MEETING
October 12, 2009; 11:00 A.M.
Archaeology Lab, Mission San Luis
2100 W. Tennessee Street, Tallahassee, Florida. 32304

Minutes

Participants:

Committee Members: Mr. David Ramsay and Ms. Carol Bryant-Martin*

Staff: Dr. Bonnie McEwan, Ms. Jessica Shiver and Ms. Cookie Stevens

* indicates conferee by phone

- I. Chairman Ramsay began the meeting at 11:05 A.M. Roll was called, a quorum was noted, and the meeting was confirmed as being properly noticed.

- II. Visitor Center Update
Dr. McEwan gave the Executive Committee an update on the new Visitor Center. Staff is still waiting for the certificate of occupancy from Allstate Construction. She hopes that the building will be functional and furnished in time for the Grand Opening on December 13. Purchases have been made to furnish the public areas of the building. Plans are well under way for the Grand Opening. Invitations are being designed and potential guest speakers are being discussed.

- III. Grand Opening Magazine Insert
Dr. McEwan reviewed the list of contributors for the magazine insert in the Tallahassee Democrat in December. Chairman Ramsay stated that \$8,000 is needed to cover the \$25,200 cost of the publication. Dr. McEwan suggested that instead of asking HH Greg for a refrigerator, Ms. Bryant-Martin could ask them to buy an ad in the magazine. Chairman Ramsay suggested if the remaining funds could not be acquired from an outside source that the Friends pay the remaining sum.
MOTION TO ACCEPT ANY BALANCE DUE FOR MAGAZINE INSERT BE PAID FOR BY THE FRIENDS OF MISSION SAN LUIS: Ms. Bryant-Martin
MOTION SECONDED: Mr. Ramsay
MOTION APPROVED.

- IV. Funds Request for new Blacksmith Shop
Dr. Prather formally requested funds to relocate the blacksmith shop. After reviewing Dr. Prather's letter outlining the costs for the project, Chairman Ramsay suggested the Friends cover the balance of \$1548.
MOTION TO ALLOCATE \$1548 FOR MATERIALS NEEDED FOR BLACKSMITH RELOCATION AND CONSTRUCTION: Ms. Bryant-Martin
MOTION SECONDED: Mr. Ramsay
MOTION APPROVED.

- V. Review of September, 2009 Income/Expense Statement
Ms. Shiver reported that the \$30,000 loan from the Endowment has been discussed with the accountant from Thompson Brock Luger & Company. The Chairman reviewed the last month's programs income. He is confident that future revenue will be profitable with the opening of the new Visitor Center, new gift shop inventory and admission fees.

Dr. McEwan stated that management is considering staff compensation to those who work outside the 40 hour per week schedule to assist with banquets and other events hosted at the Mission. She explained that staff could possibly be paid for by the income generated by the events. She recommended speaking with Mr. Vern Williams about this.

VI. Miscellaneous

Dr. McEwan updated the Committee on upcoming events at the Mission. She reminded them of the Tag Sale scheduled for October 17, proceeds of which will go to the Friends. She invited Board members to donate whatever time they could to help plan the Grand Opening and volunteering their time the day of the event. She stressed the importance of having all Board members in attendance that day. Ms. Bryant-Martin volunteered her time in obtaining competitive estimates to print Grand Opening invitations.

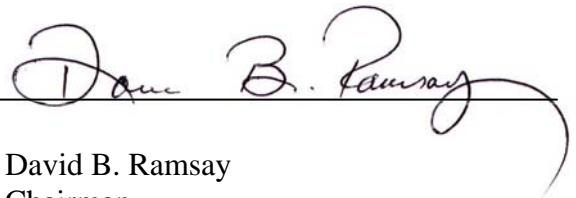
VII. Meeting Adjourned at 11:44 A.M.

December 13, 2009

Authorized Signatures



Bonnie G. McEwan
Executive Director



David B. Ramsay
Chairman