

**FRIENDS OF MISSION SAN LUIS, INC.**  
**EXECUTIVE COMMITTEE MEETING**  
**November 9, 2009; 11:00 A.M.**  
**Conference Room, Mission San Luis**  
**2100 W. Tennessee Street, Tallahassee, Florida 32304**

**Minutes**

**Participants:**

**Committee Members:** Mr. David Ramsay, Chairman; Ms. Carol Bryant-Martin and Mr. Tony Carvajal

**Board Members:** Mr. Vern Williams

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

- I. Chairman Ramsay began the meeting at 11:00 A.M. Roll was called, a quorum was noted, and the meeting was confirmed as being properly noticed. At the request of Chairman Ramsay, Dr. McEwan spoke of the passing of Dr. John Hann. The long time Site Historian will be remembered at the Grand Opening on December 13.

- II. Meeting Minutes

Chairman Ramsay requested that the Committee review the minutes of the October 12, 2009 meeting. He asked that they be considered for approval and that they then be forwarded to the Board for its review at the December 13<sup>th</sup> meeting.

MOTION TO ACCEPT MINUTES FOR BOARD'S REVIEW: Chairman Ramsay

MOTION SECONDED: Mr. Carvajal

MOTION APPROVED.

- III. Grand Opening and Visitor Center Update

Dr. McEwan reported on the expenses that have been budgeted and/or incurred for the Grand Opening and Visitor Center furnishings. We are operating within the allowed budgeted figure. She also discussed the 24-page magazine insert that is being produced by the *Tallahassee Democrat*. Because we only raised \$18,953.60 of the \$25,200 goal, some complimentary features, such as promo banner ads, will be reduced in number and scope, but there will be no reductions in the size or content of the magazine itself.

Chairman Ramsay asked the members about their preference for the day of the week the magazine should be inserted into the paper. After much discussion, Sunday was ruled out because of the number of competing advertising inserts. It was felt that Wednesday, Thursday or Friday would allow the magazine to receive a more prominent position. Dr. McEwan was asked to discuss the three days with the *Democrat* to determine which would result in the highest readership.

Dr. McEwan reviewed other Grand Opening expenses including food and refreshments; traffic control, rental chairs and the cost of printing invitations and envelopes. At this point, we are operating within budget. Based on quotes from Harvest Printing and Copy Center and Durra-Print, Dr. McEwan suggested using Durra-Print to print 500 program brochures for the events of December 13 at a cost of \$485. Harvest Printing was selected to print 700 invitations and envelopes.

MOTION TO APPROVE PRINTING OF THE PROGRAMS BY DURRA-PRINT FOR \$485 AND EVENT INVITATIONS BY HARVEST PRINTING: Ms. Bryant-Martin

MOTION SECONDED: Mr. Carvajal  
MOTION APPROVED.

IV. Review of October, 2009 Income/Expense Statement

Ms. Shiver reported that October month's income was significantly larger than the previous month due to the contributions received for the magazine insert. Chairman Ramsay then discussed the amortization schedule for repayment of the \$30,000 borrowed from the Mission San Luis Endowment account. He reiterated that the line of credit is expected to be repaid, with interest, at the rate of 5.0% per annum within one year. Proceeds for repayment will be generated from increased gift shop revenue, collection of recently approved admission fees and banquet room rental fees.

Mr. Williams discussed the possibility of having employees work outside of their usual 40 hours per week to assist with events at the Mission. He stated that as long as there was no violation of state law that the Friends could pay those individuals from income generated by the events. Dr. McEwan said employees will be welcomed to volunteer for the extra pay, provided their usual schedules are not affected. The committee concurred with his recommendation and directed staff to initiate discussions regarding operating procedures with our external accounting manager.

V. Government Relations Committee – Update

Mr. Carvajal stated that he was waiting for a response from the Secretary on a schedule of upcoming programs. The legislature may be in Tallahassee for a special session during the second week of December and he is hoping some of them will attend the Grand Opening ceremony on the thirteenth. Chairman Ramsay stated that Representative Alan Williams suggested inviting members of the Hispanic Caucus to Mission San Luis. He asked that Mr. Carvajal look into organizing a meeting with them.

VI. Calendar of Upcoming Events

Chairman Ramsay invited the Executive Committee to review the Calendar of Events and to mark their calendars for those activities they would like to attend.

VII. At this point the meeting was convened in Executive session.

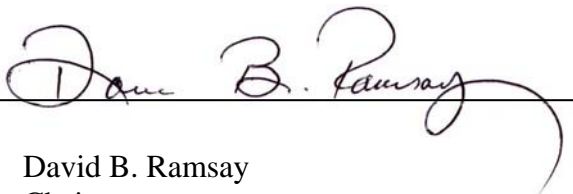
VIII. Meeting Adjourned at 12:15 P.M.

December 13, 2009

Authorized Signatures



Bonnie G. McEwan  
Executive Director



David B. Ramsay  
Chairman