

FRIENDS OF MISSION SAN LUIS, INC.
EXECUTIVE COMMITTEE MEETING
August 10, 2009; 11:00 A.M.
Archaeology Lab, Mission San Luis
2100 W. Tennessee Street, Tallahassee, Florida. 32304

Minutes

Participants:

Committee Members: Mr. David Ramsay; Ms. Carol Bryant-Martin; Mr. Tony Carvajal

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

- I. Chairman Ramsay began the meeting at 11:05 A.M. He requested that all meeting materials be in place at least one hour prior to the start of future meetings, providing members an opportunity to review them beforehand. Roll was called, a quorum was noted, and the meeting was confirmed as being properly noticed.

- II. Grand Opening; Expenditures
Mr. Ramsay said Ms. Jaimi Wacksman was detained and unable to attend the meeting, but she prepared a summary of activities for the opening day's events for the Visitor Center and noted that Ms. Karin Stanford has agreed to serve as the event coordinator. Dr. McEwan suggested using the approved \$30,000 line of credit from the Endowment account be allocated as follows: \$15,000-Visitor Center furnishings; \$10,000-new retail shop merchandise; \$5,000-miscellaneous, including the Grand Opening invitations, reception, etc.
MOTION TO TRANSFER FROM THE ENDOWMENT ACCOUNT TO THE CHECKING ACCOUNT \$30,000 TO BE ALLOCATED AS FOLLOWS: \$15,000-FURNISHINGS; \$10,000-NEW RETAIL SHOP MERCHANDISE; \$5,000-MISCELLANEOUS: Ms. Bryant-Martin
MOTION SECONDED: Mr. Carvajal
MOTION APPROVED

- III. Review Executive Committee Meeting Minutes-July 13, 2009
Mr. Carvajal suggested the minutes be modified to indicate the meeting was chaired by Ms. Bryant-Martin.
MOTION TO APPROVE THE MEETING MINUTES WITH THE MEETING CHAIR MODIFICATION: Mr. Carvajal
MOTION SECONDED: Ms. Bryant-Martin
MOTION APPROVED

- IV. Government Relations Committee
Mr. Ramsay said a Government Relations Committee will be formed as currently provided for in our bylaws. He invited Mr. Carvajal to serve as the Committee Chairman and the invitation was accepted.
MOTION TO APPROVE MR. CARVAJAL AS CHAIRMAN OF THE GOVERNMENT RELATIONS COMMITTEE: Ms. Bryant-Martin
MOTION SECONDED: Mr. Ramsay
MOTION APPROVED

V. FOMSL Annual Audit

Of the three accounting firms submitting proposals for the annual audit, Carroll and Company submitted the lowest bid of \$6,500. The other two firms are Thomas Howell Ferguson at \$8,000 and James D.A. Holley & Company, also at \$8,000. Mr. Ramsay disclosed that he retains Carroll and Company as his personal accountant and Mr. Carvajal disclosed that Thomas Howell Ferguson performs his company audits. Mr. Ramsay noted that the two FOMSL Board Members who are CPAs were comfortable with all three firms solicited.

MOTION TO SELECT CARROLL AND COMPANY FOR THE FOMSL FY 08-09 AUDIT: Mr. Carvajal

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED

VI. Soft Drink Vendors

The Executive Committee discussed cost, sales price and profit from three beverage sources for El Mercado: Coca-Cola, Pepsi, and Sam's Club. They concluded that Coca-Cola's competitive prices, long history with MSL, and name recognition of the product makes them better suited for El Mercado.

MOTION TO SELECT COCA-COLA AS MSL BEVERAGE VENDOR FOR EL

MERCADO: Mr. Carvajal

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED

VII. Visitor Center Update

Dr. McEwan said the target date of the move to the new Visitor Center has been delayed until September. In response to legislation requiring MSL to reduce hours open to the public, it was proposed MSL be closed to the public on four additional days: New Years Day, Christmas Eve, Easter Sunday, and July 4. This proposal was accepted.

MOTION TO ACKNOWLEDGE RECEIPT FROM THE STATE THAT MSL WILL BE CLOSED TO THE PUBLIC ON NEW YEARS DAY, CHRISTMAS EVE, EASTER SUNDAY, JULY 4: Mr. Carvajal

MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED

VIII. University Center Club Catering Agreement

Dr. McEwan said that she and Chairman Ramsay reviewed the language in what they hope will be the last version of the Catering Agreement and sent it to the University Center Club for execution. They anticipate it being returned prior to the next Board meeting.

IX. Miscellaneous

a) Mr. Ramsay would like the conference room in the new Visitor Center named "The McEwan Conference Room". He asked the Committee to consider endorsing this idea. Chairman Ramsay will then seek clarification/approval from the Office of the Secretary of State.

MOTION TO NAME THE NEW CONFERENCE ROOM "THE McEWAN CONFERENCE ROOM" SUBJECT TO CONCURRENCE FROM THE OFFICE OF THE SECRETARY OF STATE: Ms. Bryant-Martin

MOTION SECONDED: Mr. Carvajal

MOTION APPROVED

b) Ms. Bryant-Martin reported she has requested a refrigerator and microwave for the new Visitor Center from hhgregg.

c) Mr. Carvajal asked if the State Attorney can provide a ruling on the legality of Board Members voting on issues electronically, via e-mail. Ms. Shiver will contact Mr. Steve Mathues for an opinion on the subject.

d) The Committee reviewed July, 2009 Income/Expense Report. Mr. Ramsay noted there is no "cost of goods sold" figure for July and suggested we confer with our accountant to ensure the figures are properly recorded.

MOTION TO ACCEPT THE JULY INCOME/EXPENSE REPORT: Ms. Bryant-Martin

MOTION SECONDED: Mr. Carvajal

MOTION APPROVED

MOTION TO ADJOURN THE MEETING: Mr. Carvajal

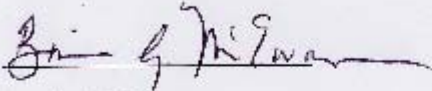
MOTION SECONDED: Ms. Bryant-Martin

MOTION APPROVED

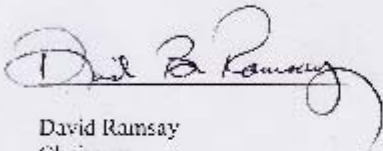
X. Meeting Adjourned at 12:10 P.M.

Date: September 17, 2009

Authorized Signatures:

A handwritten signature in cursive script, appearing to read "Bonnie G. McEwan".

Bonnie G. McEwan
Executive Director

A handwritten signature in cursive script, appearing to read "David B. Ramsay".

David Ramsay
Chairman