



APPENDIX A

Board of Directors Quarterly Meeting
November 13, 2023
MINUTES

Date: November 13, 2023

Time: 6:00-7:00 p.m.

Location: SPC Downtown Center, 244 2nd Ave No, Room DC 210

Board member present: Brett Bina (virtual), Jo-Lynn Brown, Katie Cole (virtual), Gershom Faulkner, Thomas Furlong, Deveron Gibbons, Michelle Grimsley (virtual), Alysén Heil, Kimberly Jackson, Adam Johnson (virtual), Valerie Lavin, Dan Mageras, Mike Meigs, Tarruck Wheeler (virtual)

ISPS present: Aron Bryce, Sam Jenkins, Matthew Lee, Sharon Panov

SPC Representation: Matthew Liao-Troth, Susan Demers (virtual)

Guests: Dan Shuey, CRI (virtual)

Discussion Items	Action/Response
1. Welcome/Call to Order	<i>Chair Jo-Lynn Brown</i> called the meeting to order at 6:03 p.m.
2. Review and approval of minutes.	The August 7, 2023 meeting minutes were approved. Dan Mageras (motion) Tom Furlong (second)
3. Public Comment –	There were no public comments.
4. Committee Reports A. Finance & Audit B. Steering C. Strategic Plan D. Statewide	<p><i>Dan Shuey, CPA (CRI)</i> provided update on current financial status. Balance Sheet: Cash position is \$433K; other current assets total \$13.75M; accounts payable are \$4,400. Due to SPC \$107,129 for cost allocation reimbursement. Net revenue is \$140,270.</p> <p>Statement of Activity: Corporate and individual revenues total \$8,100. Investment income net of fees is \$140,685. Personnel costs total \$183,437. Total expenditures are \$244,854. Investment gains and losses total \$235,269.</p> <p>Budget vs. Actuals: Annual Budget is \$835,267. Personnel actuals are \$98,958 below budget due to open positions. Model UN is down about \$25,000. Honoraria fees are down approximately \$20,000.</p> <p>The Financial Report was approved. Alysén Heil (motion) Brett Bina (second)</p> <p><i>Director Dan Mageras</i> gave an update on the RBC accounts. The investment accounts are up about 4% from last year. Dir. Mageras provided an overview of Giving Tuesday on November 28th and stressed the importance of board participation in donations and support.</p> <p><i>Executive Director Kimberly Jackson</i> shared budget proposals for the upcoming fiscal year. The Model UN budget will increase to \$90K due to international travel. The expense for the accountant/business manager will remain on the budget. The budget for technology will increase due to more of the videography being done in-house. The honorarium budget will be reduced to \$30K. <i>Director Valerie Lavin</i> requested a copy of the accountant/business manager job announcement. She will reach out to Veterans of Florida for potential leads.</p>

	<p><i>ED Jackson</i> provided a compliance update approved by the Steering Committee. The Bylaws Review was presented to the board for review and approval.</p> <p>The Bylaws Review was approved. Dan Mageras (motion) Alysen Heil (second)</p> <p><i>ED Jackson</i> gave an overview of State of Florida annual application tracking.</p> <p><i>ED Jackson</i> led a presentation on strategic plan goals and achievements. One concern to be addressed is how the Institute is described in relation to SPC. <i>Communications Coordinator Matthew Lee</i> gave updates on ISPS website metrics, social media presence. <i>Associate Director Sam Jenkins</i> gave an overview of efforts to expand the audience of ISPS organically and through media outlets. <i>ED Jackson</i> suggested board members review past real time records for more information on the direction of ISPS. <i>Sam Jenkins</i> gave an overview of upcoming programs. <i>Statewide Coordination Aron Bryce</i> gave an overview of statewide initiatives, including progress made and goals to achieve next year. He presented a graphic showing state colleges ISPS has engaged with. Aron presented summaries of past events. <i>Aron</i> gave an update on the mentorship program with Ken Burke and George Greer, in partnership with SPC Public Policy Administration Program.</p> <p><i>ED Jackson</i> provided more information on efforts to have student board members Tarruck Wheeler and Adam David Johnson conduct interviews similar to the interview conducted by Matthew Lee of Julie Marcus, Supervisor of Elections.</p> <p><i>ED Jackson</i> shared information on how ISPS is celebrating 10 years of service with a documentary screening at the Seminole Campus Digitorium in late November.</p>
5. Executive Director Report	<p><i>Matthew Lee</i> shared current social media metrics. There are currently 2,603 total users, 34 new Instagram followers (up 88.9%). ISPS now has 211 followers. There are 44 followers on LinkedIn.</p> <p><i>Sam Jenkins</i> highlighted several ISPS board members who have been recently featured as Influencers with the Catalyst: Jeff Johnson, Jo-Lynn Brown, Brett Bina, Tom Furlong, Mark Strickland, Valerie Lavin. Also, TBBW (Tampa Bay Business and Wealth) will be doing an article on Congressman Young as part of the 10-year celebration.</p> <p><i>ED Jackson</i> briefly touched on the BOD talking points and encouraged board members to read those at their own convenience. These talking points help answer questions about ISPS.</p>
6. Chair’s Report	<p><i>Chair Jo-Lynn Brown</i> welcomed new board members Valerie Lavin, Katie Cole, and Tarruck Wheeler. Each new member provided a brief self-introduction.</p> <p><i>Dir. Brown</i> recognized board members for recent accomplishments. Nikki Gaskin-Capehart was selected CEO of Pinellas County Urban League. Jeff Johnson moderated a “Healthy Aging” panel at Miami Dade College. He was also named an “Influential Leader” by Florida Trend. Adam Johnson made the dean’s list at Harvard University. Tarruck Wheeler started with US DVA as an AI prompt engineer executive officer through an internship program. SPC Trustee Katie Cole was appointed to ISPS BOD. Valerie Lavin won a 2023 Apogee Award.</p>

7. New Business	
8. Comments	<p>A discussion was held prompted by outgoing <i>Director Deveron Gibbons</i> on holding national and state debates at the Digitorium to get more exposure. He suggested going to the SPC BOT for support, and having the Institute put out a poll.</p> <p><i>Director Tom Furlong</i> said the Tampa Bay Times used to be an active partner/sponsor of ISPS events; suggested exploring that relationship again.</p> <p><i>Director Gershom Faulkner</i> suggested reaching out to Baynews9 to partner with debates.</p>
<p>9. Wrap-up</p> <p><i>Respectfully submitted by Sharon Panov, recorder.</i></p>	<p>The meeting was adjourned at 7:18 p.m.</p> <p>The next BOD quarterly meeting is scheduled for February 12, 2024 at the SPC Clearwater campus.</p>