

## APPENDIX A

### Board of Directors Quarterly Meeting

May 13, 2024

## MINUTES

**Date:** May 13, 2024

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

**Location:** The Hangar Restaurant & Flight Lounge, 540 1<sup>st</sup> St. SE, St. Petersburg

**Board members present:** Brett Bina, Gershon Faulkner, Thomas Furlong, Michelle Grimsley (virtual), Alysén Heil, Kimberly Jackson, Adam Johnson, Valerie Lavin, Daniel Mageras, Mike Meigs, Tarruck Wheeler (virtual)

**ISPS/SPC Representation:** Aron Bryce, Susan Demers, Sam Jenkins, Matthew Lee, Sharon Panov

**Guests:** Jake Abeyta (Model UN student), Katelyn Algarin (Model UN student), Douglas Rivero (Model UN Lead Faculty), Dan Shuey (CPA, Carr, Riggs, & Ingram)

Discussion Items	Action/Response
1. Welcome/Call to Order	<i>Chair Alysén Heil</i> called the meeting to order at 6:05 p.m.
2. Review and approval of minutes <b>APPENDIX A</b>	<b>Minutes from the February 12, 2024 meeting were unanimously approved.</b> See APPENDIX A. Motion to approve: Dan Mageras Motion seconded: Tom Furlong
3. Public Comment	There were no public comments.
4. Model UN Update – <i>Douglas Rivero,</i> <i>SPC Assistant Dean</i>	<i>Dr. Douglas Rivero</i> , SPC Assistant Dean of Social & Behavioral Sciences and lead faculty for Model United Nations (MUN), provided an overview of what MUN is and a timeline of MUN's 13-year history at SPC, including awards received (Outstanding Delegation Award 16 times, Distinguished Delegation Award 8 times, and Honorable Delegation Award 5 times). <i>Dr. Rivero</i> said it is important to know that MUN builds a variety of key skills for students: public speaking, writing and research, and collaboration. MUN provides opportunities for hands-on learning experience, helps boost self-confidence, and provides opportunities for students to build connections with faculty and other students. SPC ranked 3 <sup>rd</sup> in how many MUN graduates go on to become staff members for National MUN. The top two rankings were European schools. <i>Dr. Rivero</i> thanked ISPS for the support provided for MUN.  MUN student delegates <i>Jake Abeyta</i> and <i>Katelyn Algarin</i> gave testimonials on their experience and the benefits of being a part of MUN, sharing highlights from the SPC Social and Behavioral Sciences blog.
5. Committee Reports A. Finance & Audit <b>APPENDIX B</b>	<i>Director Dan Mageras</i> provided an overview of the audit process and the investment accounts. He stated that the audit was going well and that the RBC accounts are aligned with the market.  <i>ISPS Treasurer Mike Meigs</i> gave an overview of the fraud protection options available through Truist. He suggested the check and ACH fraud protection services. The expense (for the ACH fraud protection services)

	<p>would not require board approval, only a budget amendment within the existing line item.</p> <p><i>ISPS Executive Director Kimberly Jackson</i> said fundraising from April to May 13 totaled \$10,300. The goal for the year is \$15,000.</p> <p><i>Carr, Riggs &amp; Ingram (CRI) CPA Dan Shuey</i> presented the financial report as of March 31, 2024. See APPENDIX B.</p> <p><i>Director Brett Bina</i> requested a more robust overview of RBC accounts on future statement of activity reports. <i>Director Dan Mageras</i> will follow up with RBC to provide a breakdown.</p> <p><b>The financial report was unanimously approved.</b>  Motion to approve: Brett Bina  Motion seconded: Alysén Heil</p> <p><i>Mike Meigs</i> and <i>Dan Shuey</i> provided an update on the audit in progress. Mike Meigs will send the investment spreadsheet template to Dan Shuey to complete and submit to the auditors. Dan Shuey has submitted the trial balance to the auditor portal.</p>
B. Steering	<p><i>Director Alysén Heil</i> provided governance updates. Dir. Heil reminded the board that all meetings are subject to review and should be recorded. A video of SPC General Counsel’s guide on board governance is available for viewing. <i>ED Jackson</i> added that email communications are also subject to review. <i>Dir. Heil</i> gave an overview of draft plans for ISPS Emeritus Trustees. The Steering Committee can recommend individuals to SPC leadership for review and approval. Emeriti will provide advice and counsel on mentoring future public policy leaders, providing donor support, and expanding outreach.</p> <p><i>ED Jackson</i> provided an update on efforts to implement donor software. Under consideration is Little Green Light, used by many other non-profits. The cost is approximately \$6,000 per year. <i>Dean Susan Demers</i> asked if it is used for both payment processing and fundraising. <i>ED Jackson</i> answered affirmatively. <i>ED Jackson</i> provided information on board management software OnBoard. The cost is \$6400 annually and a one-time fee of \$1000. <i>Director Tom Furlong</i> requested more in-depth clarification on how it would be utilized.</p>
C. Strategic Plan & Statewide	<p><i>Director Valerie Ellis Lavin</i> provided a recap of ideas from the last strategic plan and statewide committee meeting where the strategic plan development was discussed. The statewide initiatives include expanding state college engagement in Grand Debate, Florida College Day, and Florida Student Conference. Collaboration and partnerships initiatives include further engagement with Florida College System (FCS) institutions, FCS adjacent organizations, and adding more external partners to increase participation, advocacy, and support.</p>

	<p><i>ED Jackson</i> asked for suggestions from the board on what success looks like for ISPS throughout 2026-2029 and how the ISPS BOD can help. She invited the board to participate in an online survey, the link available on the ISPS website. <i>ED Jackson</i> said that referring to ISPS as Congressman Young's think tank seems to resonate with people in the community.</p> <p><i>Director Valerie Lavin</i> requested a meeting with Liz Sembler to facilitate a hand-off of the duties of Strategic Plan Committee chair.</p>
<p>6. Executive Director Report</p> <p>A. 24-25 Program Proposals</p>	<p><i>ED Jackson</i> provided an overview of activities in March-May: Economic Development, Public Speaking, Bill Young Documentary showing, and the Beach Cleanup. ISPS representatives attended the Florida College System Student Government Association (FCSSGA) Conference in February and plan to present at the Florida College System Activities Association (FCSAA) Advisors Conference in June. ISPS will visit Congressman Young's Archives at USF over the summer.</p> <p><i>Associate Director Sam Jenkins</i> provided an update on the Grand Debate and student fellows recruitment efforts. He invited the board to refer potential candidates and share the student fellow application available on the ISPS website.</p> <p><i>Statewide Coordinator Aron Bryce</i> gave a rundown of upcoming programs for board approval: Economic Interview Series, premiering throughout 2024-2025, features one-on-one interviews with experts; Everglades Implications for Florida, a forum on environmental resiliency; Cybersecurity in Florida, a panel discussion on online safety and careers in the industry; Workforce in Florida program held at the Chris Sprowls Workforce Innovation Hub at SPC Tarpons Springs campus; Ethical Implications of AI in the Legal System; and a program exploring Florida's transportation infrastructure, emerging developments, and impacts to statewide workforce.</p> <p><b>Programming for the 2024-2025 year was unanimously approved.</b>  Motion to approve: Gershom Faulkner  Motion seconded: Tom Furlong</p>
<p>B. Web/Social Analytics</p>	<p><i>Communications Coordinator Matthew Lee</i> shared website and social analytics since the last board meeting. Approximately 1,753 people visited the ISPS website, including 1,198 total users and 1,140 new users. Top website pages include the ISPS homepage, the C.W. Young Reflection Documentary, and the Economic Development event page. User device breakdown: 66% desktop, 33% mobile, 1% tablet. Top referrals to the website include Constant Contact, Catalyst St. Pete, and Tampa Bay Business and Wealth Magazine (TBBW). There are 9 new Facebook followers and 15 new Instagram followers, 342 new Facebook visits and 108 new Instagram profile visits. Facebook reach is 2,100 and Instagram reach is 259. LinkedIn has 64 followers. Matthew Lee gave a preview of the newly created sponsor magazine.</p>

<p>7. Chair's Report –  <i>Alysen Heil</i></p> <p>A. Save the Dates  B. Spotlights  C. Social</p>	<p><i>Director Alysen Heil</i> encouraged the board to support the Institute with donations, sponsorships, and networking connections. The board was reminded of upcoming board meeting dates. <i>Dir. Heil</i> recognized Valerie Ellis Lavin for winning TBBW's 2024 Women Who Win award in the Military, First Responders and Government category. <i>Dir. Heil and ED Jackson</i> thanked Jo-Lynn Brown (not present) for her past service as chairperson for the ISPS BOD.</p>
<p>8. New Business</p>	<p>There was no new business.</p>
<p>9. Comments</p>	<p>There were no additional comments.</p>
<p>10. Wrap-up and  Adjournment</p> <p><i>Respectfully submitted by Sharon Panov, Recorder.</i></p>	<p>The meeting was adjourned at 7:25 p.m.  Next BOD quarterly meeting is scheduled to be held on August 12, 2024 at Collaborative Labs, 13805 58 Street North, Clearwater.</p>