

Board of Directors Quarterly Meeting
 May 5, 2025
 MINUTES

Date: May 5, 2025

Time: 12:00-1:00 P.M.

Location: SPC Gibbs Campus, Building/Room SU-316, 6605 5th Avenue No., St. Petersburg

Board members present: Lee Allen, Brett Bina, Jo-Lynn Brown (virtual), Gershom Faulkner, Nikki Gaskin-Capehart, Michelle Grimsley (virtual), Alysen Heil (virtual), Kimberly Jackson, Adam Johnson (virtual), Valerie Lavin (virtual), Dan Mageras, Mike Meigs, Elizabeth Sembler, Mark Strickland

SPC Representation: Matthew Liao-Troth

ISPS Staff: Aron Bryce, Sam Jenkins, Matthew Lee, Sharon Panov, Tim Scott

Guests: Michael Ballard (ISPS fellow), Richard Bladykas (ISPS fellow), Helena Panuthos (ISPS fellow), Paul Tamayo (ISPS fellow)

Discussion Items	Action/Response
<p>1. Welcome/Call to Order – <i>Dr. Alysen Heil, Chair</i></p> <p>A. Approval of minutes B. Public Comment</p>	<p><i>Chair Alysen Heil</i> called the meeting to order at 12:04 p.m.</p> <p>The minutes (Appendix A) of the February 10, 2025 board meeting were unanimously approved. Motion: Dan Mageras Second: Michelle Grimsley</p> <p>There were no public comments.</p>
<p>2. Finance & Audit Committee update</p>	<p><i>Finance committee chair Dan Mageras</i> provided an update from the finance committee. RBC reports the investments are in line with the indexes.</p> <p>The amended budget (Appendix C) to include an increase of \$17,202 to accommodate a part-time job position (OPS Sr. Administrative Services Assistant) was unanimously approved. Motion: Brett Bina Second: Alysen Heil</p> <p>Approval to skip the next quarterly draw of \$250K scheduled for July 1, 2025 due to current and projected cash on hand was unanimously approved. Motion: Elizabeth Sembler Second: Alysen Heil</p> <p><i>ISPS CPA Tim Scott</i> gave an overview of the financial statements (Appendix B) for the quarter ending March 31, 2025. Statement of Financial Position: Cash on hand is \$500,562, with \$180K going to SPC for quarterly expenses. Investments total \$15K. Total assets are \$15,782. Statement of Activity: In-kind donations total \$11,750. Personnel costs are \$516,211. Net revenue is \$159,770. Actual vs. Budget: Model UN has been assigned a unique GL code to better identify those expenses. The percentage of the budget remaining for most accounts at year-end is normal. Notable variances represent the termination of the contract for budgeted accounting services and no consultant fees.</p> <p><i>Brett Bina</i> requested more information on the investment income net of fees \$425,683. <i>Tim Scott</i> explained it is interest and dividends minus fees vs. the investment gains and losses of \$406,152 (realized and unrealized). <i>Tim Scott</i> to review alternate presentation of the Statement of Activity for clarity.</p>

	<p>The financial report was unanimously approved. Motion: Brett Bina Second: Lee Allen</p> <p><i>Tim Scott</i> provided a brief overview of compliance reporting procedures and status. The annual audit is underway. A draft will be available in mid-June, the final audit at the end of June.</p> <p><i>Executive Director Kimberly Jackson</i> added that ISPS is no longer renting space at Poynter; instead, will be renting space from Thrive DTSP in downtown St. Petersburg.</p>
<p>3. Steering & Governance Committee update</p>	<p><i>Dr. Alysen Heil</i> provided a steering & governance committee update. A proposed definition of student board members in the ISPS Bylaws review (document) was presented to the board for review and approval.</p> <p>The definition of student board member as stated in the ISPS bylaws was unanimously approved. Motion: Mark Strickland Second: Lee Allen</p> <p><i>Alysen Heil</i> reviewed the process for adding new board members as others roll off. The 2025-2026 BOD term chart was shared for further clarification. <i>ED Jackson</i> gave an overview of the board approval process.</p> <p><i>Alysen Heil</i> suggested hybrid online onboarding to accommodate statewide board members, like the system Rollins College uses. <i>ED Jackson</i> added that ISPS will have that in place by the end of the year.</p>
<p>4. Statewide/Strategic Plan Committee update</p>	<p><i>ED Jackson</i> provided an overview of the 2026-2029 strategic plan draft (document). She shared information from a discussion with former mayor Rick Baker. Mayor Baker suggested: 1) change the name of the institute to the Bill Young Institute; 2) include metrics, most importantly the engagement of the 28 colleges in the Florida College System (FCS); 3) create an advisory board.</p> <p>As requested by <i>Elizabeth Sembler</i>, <i>ED Jackson</i> provided details on the student-led cybersecurity conference in partnership with Alex Jordan of the State of Florida governor’s office, to be held on July 10-11 at the Seminole campus. Conference participants include faculty and students from several colleges across the state of Florida. <i>ED Jackson</i> shared information on panelists and the draft itinerary (document). The board was encouraged to attend.</p>
<p>5. Marketing Committee update</p>	<p><i>Marketing committee director Jo-Lynn Brown</i> gave an overview of the first committee meeting. Communications coordinator Matthew Lee will work with the marketing committee to identify the target audience (customer avatar) and guide the outreach efforts of the Institute. <i>ED Jackson</i> provided an overview of current efforts to micro-target audiences, and stakeholder engagement.</p>
<p>6. Director’s Report</p>	<p><i>Statewide coordinator Aron Bryce</i> provided a rundown of all programs: the Future of Florida transportation, 2/24/25; Everglades: Past, Present, & Future, 3/4/25; Listening to Kids in Foster Care, 3/5/25; ISPS presented at the FCSSGA Ocala student conference, 4/4/25; State of the Beaches, 4/24/25; Annual Beach Clean-up, 4/25/25; Nursing Workforce (part 2), 9/19/25; Annual Grand</p>

	<p>Debate, 11/6/25. Other networking events in progress include: the Association of Florida Colleges (AFC) conference; continued engagement with Seminole State College and Florida State College of Jacksonville regarding an autonomous vehicle program targeted for September.</p> <p><i>Associative director Sam Jenkins</i> provided more information on the State of the Beaches event and the Annual Beach Cleanup which had 125 attendees.</p> <p><i>Mark Strickland</i> asked if there were any plans in place for the next couple of years for the Grand Debate.</p>
7. Fellows Update	<p>Student fellows <i>Michael Ballard, Paul Tamayo, Richard Bladykas, and Helena Panuthos</i> provided self-introductions.</p>
8. Chair's Report	<p><i>Chair Alysén Heil</i> encouraged board participation of 100% as it is very helpful when asking for support. <i>Dr. Heil</i> reminded the board of upcoming meetings.</p>
9. Wrap-up and Adjournment	<p><i>Alysén Heil</i> adjourned the meeting at 1:23 p.m.</p>
<p><i>Respectfully submitted by Sharon Panov, Recorder</i></p>	<p>Next meeting: August 11, 2025</p>