

APPENDIX A

Board of Directors Quarterly Meeting

May 8, 2023

MINUTES - DRAFT

Date: May 8, 2023

Time: 6:00-7:30 p.m.

Location: Collaborative Labs, SPC EPI Center, Tropics Lab, 13805 58th Street North, Largo

Board members present: Brett Bina (virtual), Jo-Lynn Brown, Tom Furlong, Michelle Grimsley (virtual), Alysen Heil (virtual), Dan Mageras, Liz Sembler, Adam Johnson (virtual)

Board members absent: Gershom Faulkner, Nikki Gaskin-Capehart, Deveron Gibbons, Jeff Johnson, Mark Strickland

SPC representation present: Susan Demers, Matthew Liao-Troth

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

Guests: Charlie Imbergamo, NLC; Clark Mason, RBC; Dan Shuey, CRI

Discussion Items	Action/Response
1. Welcome/Call to Order – <i>Jo-Lynn Brown, Chair</i>	The meeting was called to order at 6:13 p.m. as there was no quorum at the scheduled start time.
2. Review and approval of minutes from last meeting: A. February 13, 2023 APPENDIX A	The minutes from the February 13, 2023 meeting were unanimously approved.
3. Public Comment – 3 minutes	There were no public comments.
4. Governance/Steering – <i>Jo-Lyn Brown</i> A. Board Member Nominations	Board member nominations for another term for directors Gershom Faulkner, Adam Johnson, and Jeff Johnson were unanimously approved.
5. Finance Report A. Current Status – <i>Dan Shuey, CPA, CRI</i> APPENDIX B B. Budget Amendments – <i>Mike Meigs, Treasurer</i> APPENDIX C	<p>Clark Mason, RBC Wealth Management, provided a brief overview on the status of the ISPS portfolio, using the most recent data. Current value of the short-term account is \$7.13M; which represents a \$64K gain; up about 2.03% since November. The 60/40 account is currently \$6.54M, which represents a \$235K gain so far, up about 3.96% from November; produces about \$187K income.</p> <p>Dan Shuey, CPS, Carr Riggs & Ingram, provided an overview of financial statements as of March 31, 2023. Highlights: Statement of Financial Position shows a cash balance of \$714,406; the 60/40 account balance was at \$6,609,159; the short-term bond account was at \$7,089,453; total assets are \$14,313,020. There was \$8,522 in accounts payable. Due to SPC is \$143,544, representing 3-month (Jan-Mar) cost allocation. Total Equity, as of 3/31/23 was \$14,160,953. Total net loss for the year was \$167,955. Statement of Activity report shows donations for the year totaling \$12,975; fees from the RBC account totaled \$99,020; net sponsorships was \$1,250; total revenue was \$113,245. Total personnel costs were \$353,678. Most of the travel expenses related to the Model UN budget, totaling \$57,291. Investment gains and losses totaled \$266,736.</p> <p>The Financial Report was unanimously approved.</p>

	<p>Dan Shuey also provided packet copies for the board of a 3-year comparison of budget vs. actuals as requested. Dir. Sembler expressed her thanks for his efforts to accommodate.</p> <p>ED Jackson presented the following budget amendments for board approval:</p> <ul style="list-style-type: none"> • Change the purchase order for Carr, Riggs, and Ingram CPAs (CRI) to \$17,000 (a \$7,000 increase in budget), • Increase of \$315 in state filings to cover the new cost for Florida Department of Agriculture fees, • Salary and benefits increase of \$8,750 for the graphic designer, • Additional BOD insurance \$4,000, • Additional Rentals expense \$2,000, • Eliminating the part-time (OPS) position (a decrease of \$7,000), • Decrease the honorarium expense by \$10,000, • Remove budget line item for technology equipment totaling \$5,000. • Total increases were \$22,065; total decreases were \$22,000. <p>Tom Furlong addressed the budget amendment to increase personnel expenses to cover the salary and benefits of a staff accountant, suggesting a cost analysis – keep the funds in the budget, but consider continuing to outsource those responsibilities.</p> <p>Amendments to the budget were approved.</p>
<p>6. Executive Director Report A. 2023-2024 Programs</p>	<p>Executive Director Kimberly Jackson, Statewide Coordinator Aron Bryce, and Graphic Designer Matthew Lee provided highlights from past and proposed events.</p> <p>Past events: “eARTh” from Space with Nicole Stott; Agriculture in Florida; Community Conversation: Why dogs are more important than ever before; Nursing Workforce Dilemma in Florida; Earth Day Beach Cleanup; State of the Beaches Mayors Town Hall. State of the Beaches, moderated by Al Ruechel received ample coverage including TV and newspapers coverage. Director Liz Sembler said that the event made the front page of Tampa Bay Times. Dir. Sembler added, “a great forum, well done.”</p> <p>Proposed events: Tampa Bay Legislative Wrap-up; Florida College System Activities Association; Putting Community Back in Community College; Hispanic Heritage Month; Young Legislators: Florida Chamber Leadership; 2023 Grand Debate; Kathy Castor on Climate Change; Florida College Day.</p> <p>ED Jackson showed a slide with current sponsors and partners: Bayfront Health, Pasco-Hernando State College, RBC Wealth Management, Treasure Island & Madeira Beach Chamber of Commerce, Dancing Goats Coffee, Sloppy Joes.</p> <p>ED Jackson briefly mentioned additional reports that were included in the board packet for review at the board’s convenience: Sunshine Law updates report, compliance update on state filings. ED Jackson thanked Chair Jo-Lynn Brown for attending 4 1-hour committee meetings on May 1; she thanked the committee chairs and committee members for their time.</p>
<p>7. Chair’s Report – Jo-Lynn Brown</p>	<p>Chair Jo-Lynn Brown recognized and congratulated Dir. Liz Sembler for being honored as one of Academy Prep’s Five Fabulous Females, and Director Jeff Johnson for being selected as a Top Influencer in Florida Health Care Politics.</p>
<p>8. New Business</p>	<p>There was no new business to report.</p>

9. Comments	
10. Wrap-up and Adjournment BOD Workshop/Retreat immediately following. <i>Respectfully submitted by Sharon Panov, Recorder.</i>	The meeting was adjourned at 6:38 p.m. Next meeting is scheduled for August 14, 2023.