## INSTITUTE FOR STRATEGIC POLICY SOLUTIONS ENHANCE, EDUCATE, ENGAGE.

## **APPENDIX A**

## Board of Directors Quarterly Meeting August 12, 2024 MINUTES

**Date**: August 12, 2024 **Time**: 6:00-7:00 p.m.

Location: Collaborative Labs (13805 58th St N, Clearwater, FL 33760), Tropics Lab; Zoom option

available for virtual attendees

**Board Members present**: Brett Bina (virtual), Jo-Lynn Brown (virtual), Tom Furlong (virtual), Nikki Gaskin-Capehart (virtual), Michelle Grimsley (virtual), Alysen Heil (virtual), Kimberly Jackson, Dan Mageras (virtual), Mike Meigs, Liz Sembler (virtual), Tarruck Wheeler (virtual)

**ISPS/SPC Representation present**: Aron Bryce, Susan Demers (virtual), Sam Jenkins, Matthew Lee, Matthew Liao-Troth, Sharon Panov, Tim Scott

**Guests**: Katie Algarin (ISPS fellow), Michael Ballard (ISPS fellow), Emily Bendert of Prida, Guida & Perez (virtual), George Greer (former BOD member, mentor), Amy Mierzejewski of Prida, Guida & Perez (virtual), Nik Tzoumas (SPC student) (virtual)

	Discussion Items	Action/Response
1.	Welcome/Call to Order – Alysen Heil, Chair	Chairperson Alysen Heil called the meeting to order at 6:05 p.m.
2.	Review and approval of minutes:  A. May 13, 2024  Meeting Minutes	Minutes from the May 13, 2024 meeting were unanimously approved.  Motion to approve: Jo-Lynn Brown  Motion seconded: Tom Furlong
3.	Public Comment	There were no public comments.
4.	New ISPS Team Members	Executive director <i>Kimberly Jackson</i> introduced new ISPS accountant/business manager Tim Scott.  ISPS fellows <i>Michael Ballard</i> and <i>Katie Algarin</i> provided brief self-introductions.
5.	Mentorship Update	SPC Public Policy program student <i>Nik Tzoumas</i> reflected fondly on his experience in the ISPS-sponsored mentorship program, with Judge George Greer as his mentor. Nik said it was a great opportunity and students would benefit from the experience.
6.	Audit Report – <i>Amy Mierzejewski</i>	Amy Mierzejewski of Prida, Guida and Perez, provided an overview of the March 31, 2024 audit report, stating it was a clean audit. There were no issues in performing the audit. There were two adjustments made to the financial reports regarding classifications.
7.	Financials – A. Current Status	Dan Mageras and Tim Scott provided a brief overview of the RBC accounts' performance. Both accounts are doing well and exceeding the benchmarks.  Tim Scott presented the financial reports for the quarter ending June 30, 2024. The statement of financial position shows total net assets without donor restrictions was \$15,440,638. The income statement shows total

10. Executive Director Report	ED Jackson provided a review of the sponsor magazine. ED Jackson gave an overview of summer events including the Women Who Win panel
9. ISPS Fellows	ISPS fellow <i>Michael Ballard</i> gave an update on opportunities and efforts to increase student engagement in ISPS activities and events. Michael has been researching Congressman Bill Young's statewide impact, networking alongside the ISPS team in the community, and participating in ISPS team meetings.
C. Statewide	ED Jackson gave a review of statewide impact in the Florida College System.
B. Strategic Plan	ED Jackson provided a review of the strategic plan. The focus will be on Florida College System (FCS) Day. Michelle Grimsley has offered to arrange assistance with the Southern Group. A student-run conference is being considered. The Grand Debate will continue to be promoted. ED Jackson asked board members to complete the online survey to assist with networking and collaboration efforts.
	ED Jackson gave an overview of board terms and asked the board to put forth the names of any potential board members for review.  ED Jackson discussed an end-of-the-year celebration to thank the donors.  ED Jackson suggested the addition of a marketing committee with Jo-Lynn as the committee chairperson. She added that the Florida Colleges System committee will be merged with the Strategic Plan committee.
8. Committee Reports A. Steering	Chair Alysen Heil encouraged board contributions.
	\$839,401 to \$825,180.  The proposed amended budget was unanimously approved.  Motion to approve: Liz Sembler  Motion seconded: Tom Furlong
B. Budget Amendment	Tim Scott presented an amended budget for board approval and provided explanations for the modifications to the budget (minute marker 32:33). Personnel costs were originally calculated based on a 3% salary increase, the actual increase was 4%. The benefit costs were calculated at 46%, the actual costs are around 40%. The budget for programs "other services" was increased by \$6000 (modified from \$8,600 to \$14,600); the budget for materials and supplies for events was increased by \$4,500 (modified from \$17,000 to \$21,500). The budget grand total was amended from
	The financial report was unanimously approved.  Motion to approve: Tarruck Wheeler  Motion seconded: Nikki Gaskin-Capehart
	of activity shows total expenditures totaling \$156,082 and net revenue of -\$23,017 for the quarter due to the losses on the 60/40 account in April. Tim said the Institute is on track for spending according to the budget vs. actual report.

	discussion by Tampa Bay Business and Wealth and sponsored by ISPS, which highlighted current board member Valerie Lavin.
	Associate director <i>Sam Jenkins</i> gave an overview of the Institute's profile and rating on Guidestar, a donor transparency platform.
	ED Jackson gave an update on the FCS meeting in Port Charlotte. ISPS will attend the AFC conference in the fall.
	Statewide college coordinator <i>Aron Bryce</i> gave an overview of upcoming fall programs: Economic Interview series, Cybersecurity in Florida, The Future of Florida Transportation, Workforce Initiatives in Florida, Ethical Implications of AI in the Legal System. <i>Sam Jenkins</i> gave an update on the 2024 Grand Debate.
	ED Jackson gave a brief overview of upcoming development efforts and guidelines for promoting ISPS in the community as a non-partisan entity. The board was encouraged to provide information on potential leads for engagement and support.
	Communications coordinator <i>Matthew Lee</i> provided a report on website and social media analytics. There are currently 70 followers on LinkedIn and 1 repost since May; Facebook: 1.6K reaches (down 23% since May), 280 visits (down 19%), 10 followers (up 11%); Instagram: 445 reaches (up 71% since May), 61 visits (down 43%), 8 followers (down 50%). The ISPS website had 1,779 pageviews (down 24%), 96% new visitors vs. 4% returning, 28% of users used a mobile device. The top referral to the website was Constant Contact followed by Facebook.
11. Comments	Liz Sembler asked for clarification on how attendance at events is being tracked, for in-person, online, and walk-up. Matthew Lee explained how attendance is tracked.
12. Wrap-up  Respectfully submitted by Sharon Panov, recorder.	The meeting was adjourned at 7:17 p.m. The next BOD quarterly meeting is scheduled to be held on November 4, 2024 at Collaborative Labs (13805 58th St N, Clearwater, FL 33760)