

APPENDIX A

Board of Directors Quarterly Meeting

August 7, 2023

MINUTES

Date: August 7, 2023

Time: 6:00-7:15 p.m.

Location: SPC Seminole Campus, Bldg. TL-108, 9200 113th Street N., Seminole; virtual option included

Board members present: Brett Bina, Jo-Lynn Brown, Gershom Faulkner, Tom Furlong, Nikki Gaskin-Capehart, Deveron Gibbons, Alysén Heil, Adam David Johnson, Dan Mageras, Mike Meigs, Elizabeth Sembler, Mark Strickland

Board members absent: Michelle Grimsley, Jeff Johnson

SPC/ISPS representation present: Aron Bryce, Susan Demers, Sam Jenkins, Matthew Lee, Matthew Liao-Troth, Sharon Panov

Guests: Dan Shuey (Carr, Riggs, & Ingram), Angela Sweet (public comment)

Discussion Items	Action/Response
1. Welcome/Call to Order	<i>Director Alysén Heil</i> called the meeting to order at 6:06 p.m.
2. Review and approval of minutes: A. May 8, 2023 Quarterly Meeting Minutes B. May 17, 2023 Special Meeting Minutes	The May 8, 2023 and May 17, 2023 minutes were approved.
3. Public Comment – 3 minutes	A public comment was given by Angela Sweet.
4. Governance/Steering – <i>Jo-Lyn Brown</i> A. Board Member Nominations	<i>Director Jo-Lynn Brown</i> gave an overview of resumes for new board member nominees Valerie Ellis Lavin, Tarruck Wheeler. New board members were approved.
5. Finance Report A. Current Status – <i>Dan Shuey, CPA, CRI</i> B. Audit C. 990 D. Investments E. Budget adjustments	<i>Dan Shuey, CPA, Carr, Riggs, & Ingram</i> , presented the financial reports. Statement of Financial Position as of June 30, 2023: Truist account balance was \$555,567; RBC account balances total \$14,013,370. Total assets were \$14,568,937. Current liabilities were \$104,682, which includes accounts payable of \$1,000 and \$103,681 due to SPC for cost allocations for the April-June quarter. Total equity without donor restrictions was \$14,160,706. Net revenue was \$303,301. Statement of Activity (April-June quarter totals): Individual donations were \$7,000. Net investment income was \$54,600. Personnel costs were \$93,382. Quarterly expenditures totaled \$118,472. Net operating loss was -\$56,871. Investment gains and losses totaled \$360,172. Total net revenue was \$303,301. Financial reports were approved. <i>Dan Shuey</i> confirmed that the 2022 IRS Form 990 was filed today. <i>Treasurer Mike Meigs</i> confirmed that the annual audit of ISPS financial statements was clean and there were no findings or management issues.

	<p><i>Director Dan Mageras</i> provided an update on the investment accounts as was disclosed by Clark Mason of RBC during the finance committee meeting earlier in the day. The short-term bonds/fixed income account is currently at \$7.155M; the 60/40 equity account is at \$7.14M.</p> <p><i>Executive Director Kimberly Jackson</i> presented budget adjustments to the board for review: Increase in insurance expense of \$100, increase of auditing fees of \$9,900; decrease in Honoria fees of \$10,000. There is no change to the annual budget total.</p> <p>The budget adjustments were approved.</p>
<p>6. Executive Director Report</p> <ul style="list-style-type: none"> A. 2023-2024 Fall Programs B. Voter Education Series C. Grand Debate D. Institute Comparison E. History of ISPS Documentary F. Public Relations 	<p><i>ED Jackson</i> and <i>Statewide College Coordinator Aron Bryce</i> gave an overview of upcoming fall programs: Hispanic Heritage Month event on September 23, Peter Kageyama Series in September, Young Elected Officials in Florida on October 5, FCSAA Advocacy Conference on November 7, Second Annual Grand Debate on November 16, 2023.</p> <p><i>ED Jackson</i> gave an update on proposed speakers and topics for the Fall Interview Series.</p> <p><i>ED Jackson</i> gave an overview of the Voter Education Series. She directed the board to the voter education resource page on the ISPS website.</p> <p><i>Aron Bryce</i> gave an update on the Institute Comparison project, comparing ISPS to similar policy institutes in Florida. This initiative began with the Florida Civic Advance Summit of the organizations based in the Florida University system, through the Florida College System, and through private colleges and universities. A detailed copy of that report is available upon request.</p> <p><i>Director Elizabeth Sembler</i> added that the request for this information came from a discussion in the Strategic Plan Committee because the statewide effort is one of the three pillars of the strategic plan. Dir. Sembler praised the efforts of Kim and Aron in compiling this study since it would help to reduce the chance of duplicating the efforts of other institutions and would also provide opportunities for potential collaboration.</p> <p><i>ED Jackson</i> shared information on the History of ISPS documentary. Interviews conducted so far have been with Dr. Thomas Furlong, Dr. Jim Olliver, Council Member Herb Polson, Commissioner Janet Long, Judge George Greer.</p> <p><i>Associate Director Sam Jenkins</i> provided updates on public relations efforts. Catalyst Media will spotlight ISPS board members. Tampa Bay Business and Wealth is providing digital ads spotlighting ISPS events. <i>ED Jackson</i> directed the board to the Catalyst website where ISPS Director Brett Bina was interviewed for the Catalyst Influencer section.</p> <p><i>Graphic Designer Matthew Lee</i> reported on the web and social media analytics. Since the last reporting on May 8th, there were 1,545 sessions, 2,107 pageviews, 1,000 total users. Spikes on the chart represent</p>

	newsletter engagement, event activity, and videos posted over the summer. New visitors accounted for 94% of the users. There are currently 941 followers on Facebook, 185 on Instagram, and 35 on LinkedIn with 78 views.
7. Chair's Report – Jo-Lynn Brown A. Board Social B. Save the Dates C. Committee Review D. Board Spotlights	<p><i>Dir. Brown</i> discussed plans to have a board social in the fall, possibly having a gathering at a local sports team event.</p> <p><i>Dir. Brown</i> noted that if anyone was interested in joining one of the sub-committees to let her know.</p> <p><i>ED Jackson</i> and <i>Dir. Brown</i> shared BOD spotlights. Deveron Gibbons was named to FAMU's board of directors. Jo-Lynn Brown won Florida Magazine Association Charlie Award. Aysen Heil served on Pasco 50 Panel on the topic of earning digital badges for courses. Adam Johnson served on an International Careers panel. Brett Bina was featured as a Catalyst Influencer.</p>
8. New Business	<i>Dir. Heil</i> asked about setting up a meeting between Kimberly Jackson and Dr. Beard. Aron Bryce will follow up.
9. Comments	<i>Director Tom Furlong</i> congratulated Dan Mageras and ISPS finance committee members for their contributions to very productive meetings.
10. Wrap-up and Adjournment <i>Respectfully submitted by Sharon Panov, Recorder.</i>	<p>The meeting was adjourned at 7:07 p.m.</p> <p>The next quarterly meeting is scheduled for November 13, 2023 at the SPC Gibbs Campus Conference Center.</p>