

The Center of Anna Maria Island

Board Meeting Minutes, June 29, 2020

Members present via Zoom: President David Zaccagnino, Lisa Pierce, Kathy Morgan Johnson, Charlie Salem, John Munn, Christine Major Hicks, Christopher Culhane, Executive Director, Jim McDaniel, Director of Development (ex officio)

Mr. Zaccagnino called the meeting to order at 5:36pm.

After a short welcome, the board approved the minutes of the March 9, 2020 meeting.

Motion: The motion to approve the minutes of the March 9, 2020 meeting as circulated to the board prior to this meeting was made by Kathy Morgan Johnson and seconded by Christin Major Hicks.

The Board voted unanimously to accept the minutes of the March 9, 2020 meeting as drafted and circulated to the Board.

Chairman Report

President Zaccagnino shared his appreciation of the good work being done by Mr. Culhane and the staff around the challenging circumstances of the pandemic and two closings of The Center. He indicated that Mr. Culhane's handling of the most recent reclosing with several staff indicating symptoms of Covid-19 was swift and confident, aligned immediately with what Mr. Zaccagnino would have suggested. He ended with thanking the Mr. Culhane. A discussion ensued that contained the notion that keeping the staff on the payroll over the "reclosing" three weeks from the last week of June through July 13 was critical to The Center's long term success ensuring personnel continuity for the ultimate reopening and into the future.

Committee Reports

Finance

Treasurer Christine Major Hicks reported that The Center had successfully weathered the storm of the first phase of the pandemic and mandated closing of the facility.

Expenses were cut as staff were "furloughed" for the two months of the mandated closing relieving The Center of these expenses over that period.

- End of May Net Income for The Center is (\$13,305).
- Revenues that were realized during this period came from the \$84,000 PPP monies, the Giving Challenge \$91,000, and \$47,000 from the Cities of Holmes Beach and Anna Maria. Projected revenues of \$150,000 from a Mary Parker Grant did not come through, creating a total fundraising number that was 78% of the projected goal for the year.
- Revenues were strong for June at \$184,000 including All told after all of the changing revenues and expenses came to rest.
- Ms. Hicks projected a positive \$70,000 in net revenues for year-end reporting.

Fiscal Year-End Cash Flow

1. Ms. Christine Major Hicks, Treasurer, reported that she projected \$228,231 in cash at fiscal year-end.
2. Blalock Update – Mr. McDaniel, DOD, reported that he learned just over a week prior to this meeting that the committee working on Mary Parker’s behalf after her passing, determined to hold on all grant distributions until the year-end of 2020 (December 2020). Mr. Blalock has ensured Mr. McDaniel that The Center is on the list of those receiving distributions in December. It is our hope that the \$150,000 that was to be distributed to The Center before June 30 would come in during this December 2020 distribution. The question then remains, “when will the additional \$50,000 annual gift be realized?” We will work to get both in the next fiscal year, but it may turn out that this gift will be put into the 2021 December timeslot and happen annually from this point forward. Mr. McDaniel will remain in touch with Mr. Blalock and his assistant at Blalock Walters, Chris Huddleston.
3. Van Zandt – There was no news on this item at this board meeting. The Manatee Community Foundation had sent papers to our finance committee for their review and sign off. Treasurer Major Hicks, committee member Mark Short and Mr. Culhane all approved these papers and they will be returned to the MCF the week of June 29, 2020. Once this work has been done to agree upon terms of the scholarship account, Mr. McDaniel and Ms. van Zandt will work to get the selection committee set, funds in the account and a mission, vision, and description of the John van Zandt Scholarship Fund established for this year’s 2020-2021 school year.
4. Zerby Trust – The estate of Barbara Zerby has indicated that distribution of \$18,400 will be coming to The Center. There was a quick discussion of the year in which this check would be booked, either FY 2019 or FY 2020. Once received the finance committee will decide.
5. PPP Update – The full accounting of the funds being exhausted for intended use (payroll, primarily) is about to be completed and submitted. It is clear that The Center will have appropriately used this funding and spent all of the \$84,000 clearing any possibility of the monies becoming a “loan” that would need repayment. Thus, in essence, the PPP money was a grant to The Center. Great work by the Finance Committee to seize this opportunity for The Center.
 - a. The topic of further SBA funds being available came up and the board urged Mr. Culhane to investigate and plan to apply for these dollars on behalf of The Center, if the conditions of eligibility are met. It was stated that this might secure funds to be loaned over three years to The Center at a rate between 3-4%. Mr. Culhane will look into the details.
6. Covid 19 – The Center had reclosed on June 22 after Mr. Culhane learned that up three of the staff were displaying symptoms of Covid 19. All three were in quarantine as of the meeting and were awaiting test results to determine if in fact they were positive Covid cases. As of the meeting’s opening, one had tested positive and during the meeting, Mr. Culhane learned of a second positive. The discussion that ensued was primarily about how long to stay closed. Mr. Salem and Mr. Culhane hoped that the duration of the closure would be three weeks rather than two. The group all agreed on this and also were supportive of keeping the salaries in place for the staff during this three week period of time. Additionally, the board strongly urged that signage clearly state that each person using the fitness area is to clean before and after each use. They also reinforced the need for a dedicated employee to regular cleaning and disinfecting of the facility.

7. Island Fitness – The board plans to meet with Brenda Canning regarding her (Island Fitness) contract with The Center. Is this the right time for a 2 year commitment?? With things being as tenuous as they are for the Center staying open day to day, include a contingency clause. Be sure that marketing of Island Fitness is discussed in the meeting with an eye toward having the cross promotion of The Center and Island Fitness. Amalgamation of Brands possibly?
8. ActiveNet Breach – Marissa Powers...there is a dispute between ActiveNet and The Center on the contract when The Center switched from ActiveNet to EZ Facility on July 1, 2019. The reasons for the switch included cost, not intuitive software, and the documentation on remediation efforts. Wording of the contract was unclear. Blalock Walters is representing The Center against motions on ActiveNet’s part to recoup up to \$120,000 (\$4,000 per month over 2.5 years).
9. Leadership Manatee – Last year with the transition, Chris did not apply with everything else on his plate. The board encouraged Mr. Culhane to apply this year. The deadline was June 30, 2020.
10. Staffing – Tim Holly left and went to Chiles Group. Ashley Frizman left to work for The Crossing Church on 75th Street just north of Cortez Road. The Board needs to recruit and appoint a new Treasurer to replace Christine Major Hicks who now resides full time in North Carolina.
11. Budget – Once Christine Major Hicks finishes the budget she will be resigning her Treasurer post. The board is very thankful for all of the support that she has provided during her tenure in this important role.
12. Mote Collaboration – Red Tide – Jim McDaniel reported that The Center would be submitting a proposal to the Red Tide Mitigation and Technology Development call for proposals, deadline June 30, 2020. The proposal shared with Mote Marine is for \$62,000 and makes the Center the hub of volunteerism in the area in the fight to keep our waters clean. The title of the proposal is Citizen-Scientist Guardian Corps. The proposal has The Center active in supporting the data needs of studies of water quality around our area in relation to Red Tide research by recruiting, training and managing the work of a corps of volunteers. This will keep the Center front and center in the cause to keep our waters clean, and bring community members to The Center through their volunteer assignments.
13. Development Report – Most recent news is The Center receiving an Impact Grant from The Community Foundation of Sarasota (6/5/20) in the amount of \$9,800 for mini reef distribution (\$5,600 to OHI and \$4,200 to The Center). Bradenton Beach installed its 28 reefs on June 17 (same numbers, another \$4,200 for The Center), and Jim McDaniel and Chris Culhane will attend Tuesday, July 21 City Meeting for Holmes Beach regarding another 20 reefs for Holmes Beach. This will be a follow up to a working session we attended in December of 2019.

See above on Blalock report of \$150,000 gift delay until December 2020. With this gift not in, rather than exceeding fundraising goal of \$525,000 for the year, we came in at \$410,000 (78%).

Analytics Highlights: Actual (Goal)

Active Donors: 270 (200)

Revenue per gift: \$1,060 (\$933)

Gifts: 385 (300)

New Donors: 135 (70)

Revenue per donor: \$1,440 (\$1,262)

Reactivated Donors: 105 (44)

Finally, Laura from Ellenton has shared with the finance committee her belief that many small business owners in the area have received PPP dollars and then proceeded to continue to keep revenues coming in. If these borrowers are not meeting the terms of the loans, they will have adverse tax implications. We will set up a meeting to follow up on this in the weeks that follow.

14. Event Planning – It will be a different year for our events to occur. The administration is looking at what events to keep and others that might be cut from the schedule due to the new constraints of assembling large groups. Need to be creative and modify or devise new events! We will be meeting on this as well in the coming days and as the budget gets put together.

15. Event Calendar –

- a. Grass Roots Concert
- b. Don Felder
- c. Christopher Cross
- d. Richard Marx
- e. Crystal Gayle

Old Business - none

New Business – none

Meeting Adjourned

Motion to adjourn the meeting was made by John Munn and seconded by Lisa Pierce. The motion passed by unanimous vote. Meeting was adjourned at 6:57pm.

Meeting minutes respectfully submitted by James McDaniel, Director of Development