

**The Center of Anna Maria Island**  
**Board of Trustees Meeting Minutes**

**May 12, 2020**

Meeting called to order at 3:07PM by Board Chair, David Zaccagnino.

**Present in attendance:** Charlie Salem, David Zaccagnino, Mike Thrasher, Christine Major Hicks, Chris Culhane, Kathy Morgan Johnson, Mark Short, John Munn, Jim McDaniel

**Approval of the March meeting minutes:** After a short discussion of several edits, **Christine Major Hicks moved that the minutes as submitted after corrections, be accepted by the Board. The motion was seconded by John Munn and was passed unanimously by the voting members present.**

**Finance Report:** The March 2020 FYTD RESULTS as released showed a relatively favorable (\$1,673) variance from budget for NET INCOME at the end of the month.

TOTAL REVENUES before CAPITAL OVERLAY were \$853,888 with a variance of (\$47,040) and TOTAL EXPENSES before CAPITAL OVERLAY were \$889,362 with a variance from budget of (\$24,412).

After CAPITAL OVERLAYS, TOTAL EXPENSES WERE \$963,839 (77,524) from budget AND TOTAL REVENUES WERE \$938,042 (79,198) creating the (\$1,673) NET INCOME variance against budget.

**Cash Flow Outlook 5/12/2020 Report**

Projected cash flow for 6/30/2020 is \$183,637

This number does not project any revenues from Mary Parker (\$150,000) or from County (\$35K)

Regarding the disbursement of the \$15,000 from the Eisenbarth Funds, there was a **motion made by Christine Major Hicks to send \$15,000 from the Eisenbarth Fund to the Manatee Community Foundation directly to go into endowment funds. The motion was seconded by John Munn and passed by unanimous vote.**

**PPP** - Chris Culhane reported that The Center had ameliorated the lost revenue situation from the closing of The Center by applying for and receiving the PPP monies (\$84,000) dedicated to be distributed to small businesses. When asked how much of that loan would likely be forgiven, his answer was 100%. He also reported that they had applied for EIDL funding as well but did not get approved for these monies.

**Return to Work Action Plan –**

May 18 The Center would open for day camp for our local families. The morning would be a homework help session from 9-12:00noon and the afternoon, from 12:00-4:00pm would after care activities. Mr. Culhane reported that at that point, we had 13 sign ups (within 2 days of announcing the opening) and that the staff would be flexible with last minute sign ups. It was discussed spreading the news once

again that scholarships are available to BTC families and to any age members needing assistance with program fees.

Ashley and Connor coming back first to ensure camp preparation is in place.

## **COVID 19 Policies:**

**Policies and Procedures** – Create new manual with do's and don'ts of the new gym culture.

There was a discussion of ensuring that upon reopening, the staff and the public knew the new rules and felt comfortable with the steps taken to ensure that both visitors and staff were safe in our environment. Capture video of sanitizing happening before reopening, cleaning week moved to just before opening instead of the traditional week in August.

The Board emphasized in this discussion the importance of the visible evidence that The Center is now cleaning at a higher level. Cleaning happening during the day. Video of preparation cleaning released on Facebook. Staff all wearing masks. Social distancing guidelines visible in the facility. Look at what other gyms are doing to see if there is anything we have forgotten. Visitors not expected to wear masks especially on Cardio equipment.

## **Island Fitness Contract**

Looking for a 2 year contract with an option for 2 year renewal. Reset bonus going forward. New contract begins September 1, 2020.

Discussion on whether or not to have Brenda come back a week early or on May 26, 2020. There was a feeling that Chris should hold off until we are back in full swing.

Should videos continue after the Center opens. Not everyone is back right away due to different thresholds of risk v. reward so maybe consider keeping those slower to come back, connected in the meantime?

## **KB Auditor's Report (4PM)**

Roger Scarselletta and Eric Troyer from Kerkering Barberio presented the audit report in power point form sharing the highlights.

The Center Financial Statement Audit

- Unmodified Opinion
- No material weaknesses identified

Management Letter Recommendations

- Lien Release
- Membership Revenue Recognition
- Dual signatures
- Tracking temporarily restricted net assets

**Key Points:**

- Underwater Endowment Reporting – Need to make headway on getting money back into MCF accounts

- Reduction in Expenses – Auditors congratulated the team on making reductions in spending to help produce the presented final numbers

Upon conclusion of the presentation and departure of auditors from the meeting, **Kathy Morgan Johnson made a motion to approve the audit as a board. The motion was seconded by John Munn and passed by unanimous vote.**

## **Development Report**

**Annual Giving Update:** \$336,966.64

**Analytics** goals update at the time of this publishing including for Active Donors (265 current/200 goal), Number of Gifts (371/300), Revenue per donor (1,271/1,262), Revenue per gift (908/933), Number of new donors (128/70), and reactivated donors (102/44). Two important numbers going forward will be to chart the retained donor revenue (63,433) and new donor revenue (182,220).

**Giving Challenge** - \$91,046 raised in 24 hours. Three \$10,000 challenge gifts. 5 weeks of social media build up prior to the Challenge with #StayHome, on-line work outs, and looks at the past. Clearly we reached a population that was quarantining and reading both our weekly email updates and reminders and our regular videos over that period of time. Thanks to the generosity of all involved: Board, staff, volunteers, major donors, and donors. There were lessons to be learned from having a detailed communications plan, Challenge donors, an interesting social media campaign, and a group of volunteers who canvassed the community for their support....and when all is said and done, the community respects the recent work of the board and staff and trusts them with their service and their donations. Well done, leadership!

### **Red Tide Mitigation and Technology Development Initiative**

The Center in partnership with Mote Marine would like the blessing of the board to write a proposal to be part of the study sanctioned by Governor DeSantis, to address the health of our coastal waters. We have a sponsor in Dr. Tracy Fanara who is excited to work with The Center on the development of a volunteer system of gathering and reporting data from our 109 Go Green Mini Reefs currently filtering our local waters. Without formal motion, the board gave their blessing on this effort to further the fundraising provided by the reefs, further enhance the community leadership presence of The Center around environmental issues, further explore how grant monies allotted can help The Center with its research and off load a small portion of operating expenses simultaneously with overlapping activities.

June 8 at 10am there will be a press conference celebrating the installation of 14 double reefs under the Bradenton Beach City Pier. Join us on this day!

**Before adjourning, three action items were addressed in a short discussion.**

1. The board passed along to Jim McDaniel its desire at this point to not have him push Bob Blalock for the Parker gift at this point, rather to give them some space as they move from grieving Mary's loss to distributing funds to nonprofits in the wake of her passing.
2. Chris Culhane was to meet with Mayor Murphy.

3. Get a plan in place to have 2 signatures on checks over a certain amount.

**Meeting adjourned by Board Chair, Zaccagnino at 5:03PM.**

Minutes respectfully submitted by Jim McDaniel, Director of Development