

Board Meeting Agenda

Monday, August 31, 2020

5:30pm Executive Session

Members Present: David Zaccagnino, John Munn, Lisa Pierce, Kathy Morgan Johnson, Charlie Salem, Christine Hicks, Mark Short, Christopher Culhane, Jim McDaniel

Meeting called to order at 5:35pm.

Approval of minutes – The board voted to approve July minutes as submitted and revisited and approved June minutes with edits made since July meeting. Motion to approve the minutes as stated above was made by John Munn and seconded by Kathy Morgan. The board voted unanimously to accept the minutes from both June (with edits) and July's meetings.

Finance:

Total revenues for July 2020 were \$41,085.08 with program revenues at \$17,668.75 and fundraising revenues at \$23,416.33. Total expenses for July 2020 were \$86,586.21 creating a Net Income deficit of (\$45,501.13).

1. **Cash flow** is \$383,386 including SBA loan of \$149,900.
2. **Budget 20/21** – Chris Culhane reported that the budget was in its final stages of completion and would be finished soon for the board to review.
3. **Historical Financials** – Mark Short reported that the financial data in the PowerPoint deck was derived from audited statements. Since the audit for June 30, 2020 is not done, the financial data is only through June of 2019
4. **ByLaw Amendments** – After discussion of the last changes made to the bylaws, the board thanked Lisa Pierce for bringing forth the most current draft of the bylaws in a word document for one final phase of editing to bring to the Board for its approval.
5. **IF Agreement** - Board VP, John Munn who met with Island Fitness at The Center's Brenda Canning reporting her new contract with The Center, reported that there was a successful resolution to the contract issues that were up for discussion between Ms. Canning and The Center. It was the consensus of The Board to extend Island Fitness at The Center's contract with Brenda Canning. The Board noted that this matter of contracting with Island Fitness as technically a 1099 vendor, was in the purview of Christopher Culhane's role as Executive Director, however, it did decide to have John Munn complete the process of negotiation that he began with Brenda. Ultimately, both The Center and Island Fitness are happy with the relationship that is serving both parties well at this unique time and hopefully well into the future.
6. **IF Tangible** – The situation regarding the tax liability to The Center on equipment brought by Island Fitness has been resolved favorably for The Center due to its 501(c)(3) status. The Center will not pay taxes on these items. The tax collector will be informed of this development.
7. **Audit 19/20** – We are in the middle of the audit. Aris Thompson and Chris Culhane are very far ahead of last year at this time and feel the process is going well.

8. Active Net – The Center is still working out its shift of database software from ActiveNet to EZ Facility. There is no change in this situation and the decision of the board was to stay the course of waiting to see what settlement ActiveNet is looking to propose for this change by The Center.
9. Staffing Organization Chart – The Center is short staffed due to reduced revenues from programs that ended fy2019 and still exist in Q1 of fy2020. We hope to see the numbers of those coming through The Center for programs, classes and events return to normal soon.
10. Executive Director Review – 360 Evaluation – The bid we received for doing a full 360 evaluation of Chris Culhane was too expensive (\$4,600) at this point in our fiscal year. Mr. Culhane will be filling out a self-evaluation which will be used in meeting with the Board to develop goals and feedback for 2020-2021.
11. Treasurer – The Board is vetting Dan Anderson to be its next Treasurer. Current Treasurer, Christine Hicks is staying on until January to help him with the transition.
John Munn motioned on behalf of The Governance Committee that Dan Anderson meet with this committee for further discussion about his move to full membership. The motion was seconded by Kathy Morgan Johnson. The vote of the board was a unanimous one in favor of the motion.
On Monday, September 14, 2020, at the request of President Zaccagnino via email, John Munn made a motion to approve the appointment of Dan Anderson as Treasurer of the Board of Trustees. The motion was seconded by Charlie Salem. The motion passed unanimously by email vote of 8-0 (including members Don Purvis and Mike Thrasher not listed in attendance for 8-31-20 meeting above).
12. Secretary – President David Zaccagnino and board member Kathy Morgan Johnson will meet privately to discuss her interest in assuming the role of Secretary of Board.
13. Development Report – The Center has taken in funds totaling \$52,390.83 since July 1, 2020. The Center is working with Commissioner Terry Schaefer of The City of Holmes Beach and Jayne Christenson to bring together a plan to have mini reefs installed under Holmes Beach City Piers and docks. Next meeting is September 17, 2020. Major donors are being contacted early to help “set the table” for the upcoming Phase 1 of the fall campaign, Go Green 2. Plans are in the works to set up an event and online plan that makes this mid-November to mid-January campaign a success for The Center!
14. Tax Mitigation – We have done individual, personalized appeals to small business owners in the area to share the idea of having a plan to offset the expenses that were used to receive PPP loan forgiveness. We will also include the rack card in the Annual Fund mailing.
15. Committees – Chris Culhane shared a draft of Board Committees and their proposed members. It was hoped that all committees would meet before the next full board meeting. Board Committees now include: Executive, Development/Events, Strategic Planning, Governance, and Finance Committees.
16. There was a discussion of the annual Ugly Golf Tournament and the administration reported that it was not looking to hold it this fall for reasons of safety, low return with CDC compliance, and reduced staff to assist with the event.
17. Event Calendar – Concert Series
 - a. Discussion on events - Key Royale still having golf tournaments. Has The Center done a fishing tournament? Off of the new pier? How about bringing concerts and Murder Mystery outside to Pier Park? Kids will be coming back in November from college.

- b. There is a full slate of 5 concerts being planned beginning in January. Stay tuned for more information. Holding these outside is a real possibility.

As there were no Old Business/New Business items to be discussed, Christine Major Hicks moved to have the meeting adjourned. Her motion was seconded by Charlie Salem and the vote in favor of the motion was unanimous. Thus, the meeting adjourned at 7:12pm.

Minutes respectfully submitted by Director of Development, Jim McDaniel.