

**EXECUTIVE COMMITTEE MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE FOUNDATION, INC.  
HOTEL JACARANDA RESTAURANT  
August 21, 2018**

**Members Present:** Ms. Patty Manderville, President      Mr. Tres Stephenson, Vice-President  
Mr. Michael Kelly, Secretary      Mrs. Robin Weeks, Treasurer  
Dr. Tom Leitzel      Mrs. Lana Puckorius, DBOT Liaison  
Mrs. Christy Crews

**Excused:** Mr. Terry Atchley, Past-President

**Staff Present:** Mrs. Jamie Bateman      Ms. Melissa Lee  
Ms. Jill Sconyers      Mrs. Deanne Shanklin

**I. CALL TO ORDER**

At 12:03 p.m., Ms. Manderville, President called to order the Executive Directors meeting of the SFSC Foundation. Mrs. Puckorius made a motion, seconded by Mr. Stephenson, to approve the agenda as presented. The motion passed unanimously.

**II. APPROVAL OF MINUTES**

Mrs. Puckorius made a motion, seconded by Mrs. Weeks, to approve the minutes of the 4/10/18 meeting. The motion passed unanimously.

**III.** Ms. Lee reviewed the Investment Returns and the Consolidated Balance Sheet. She commented that the Finance Committee recommends doing an RFP for our investments and will begin working on it. Mrs. Bateman reviewed the gift summary report. Mrs. Weeks asked how this timeframe compared to last year, and Mrs. Bateman said she would run a report and send to the Executive Committee members. There were no other questions. Mr. Stephenson made a motion, seconded by Mrs. Weeks, to accept the finance report as submitted. The motion passed unanimously.

**IV.** Dr. Leitzel reiterated that the College is once again Gold Status. He said enrollment numbers are holding steady, but the final fall numbers are not yet available. He mentioned the substantial salary our new RN graduates receive.

**V. FOUNDATION UPDATES**

**A. - C.** Mrs. Bateman confirmed that the DBOT reappointed Mrs. Puckorius as their liaison to the Foundation Board. She mentioned that the Events Committee will meet for a lunch meeting on Friday, August 31, the location TBD. She briefly discussed some possible event changes that will be further reviewed by the Event Committee and discussed in greater depth at future meetings. She stated that all our rental spaces are taken and Tassel and Thread plans to open mid-September.

**D.** Mrs. Bateman reported a good turn-out for our employee appreciation luncheons, and thanked the board members who participated. She stated that she received four new payroll deduction donations from the newcomers' orientation, and we will support the quarterly newcomers' orientation sessions by providing pastries a

along with our “support the Foundation” donation pitch. She received a few new payroll donations during the luncheons.

- E.** Mrs. Bateman proposed a \$10,000 budget for the Innovation Grants this year. The board suggested this budget be reviewed if more grant requests were received than the budget allowed. A motion was made by Mrs. Puckorius, seconded by Mrs. Weeks, to accept the proposed budget with the review option at a later date. The motion passed unanimously.
- F.** Mrs. Bateman revealed the new Foundation logo stating we will not begin using it until after the September meeting. The board members expressed appreciation for the new design.
- G. - H.** Mrs. Bateman reviewed our upcoming event dates, reminding member to mark their calendars. Mrs. Bateman asked the board if a separate retreat should be scheduled to discuss the Capital Campaign or to add it to one of our upcoming Board Meetings. The consensus was to add it to a Board Meeting, and if additional time was needed after that, to reconsider a separate retreat.
- I.** Mrs. Bateman reminded the board that Silver Palm Consulting is on a continuing contract and she and Dr. Leitzel commented on what a great job Silver Palm Consulting is doing for the college. Members of the Executive Committee agreed and commended Silver Palm Consulting on the great job they are doing.
- J. - K.** Mrs. Bateman stated that the board attorney, Mr. Swaine, suggested each board member review the Sunshine Laws, he provided a handout on the subject. He also proposed some amendments to our Bylaws. Mr. Swaine will present at the Board Meeting in September on both these topics.

## **VI. ALUMNI UPDATE**

Mrs. Shanklin reported that the next Alumni Meeting will be to elect the new officers, giving a nod to their outgoing President, Ms. Manderville. Mrs. Shanklin reported that each county will have a “Lunch Bunch” meeting each month, with DeSoto on the first Friday, Hardee on the third and Highlands on the last Friday of each month. These lunches will start in September.

## **VII. TIME FOR DIRECTORS**

Ms. Manderville opened the floor for discussion. Dr. Leitzel asked if the Foundation would be participating in Giving Tuesday again this year and if so, suggested it be added to our events calendar. Mrs. Bateman said that we are participating and would get it added to our calendars.

**August 21, 2018**

**Page 3**

**VIII. ADJOURNMENT**

There being no further discussions, Mrs. Weeks made a motion that was seconded by Mrs. Puckorius to adjourn the meeting. The motion passed unanimously, and Ms. Manderville adjourned the meeting at 1:12 p.m.

Respectfully submitted,

*Michael Kelly*

Board Secretary