

**EXECUTIVE COMMITTEE MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE FOUNDATION, INC.
VIRTUAL MEETING VIA ZOOM
April 14, 2020**

Members Present: Ms. Patty Manderville, President Mrs. Robin Weeks, Treasurer
Mr. Tres Stephenson, Vice-President Mr. Terry Atchley, Past President
Mr. Michael Kelly, Secretary Dr. Tom Leitzel

Excused: Mrs. Christy Crews Mrs. Lana Puckorius

Other Board

Members Present: Mr. Bill Jarrett Mr. Darrell Jensen

Staff Present: Mrs. Jamie Bateman Miss Anastasia Saunders
Ms. Melissa Lee Ms. Jill Sconyers

I. CALL TO ORDER

At 12:02 p.m., Ms. Manderville, President, called to order the Executive Committee meeting of the SFSC Foundation via Zoom. Mr. Atchley made a motion, seconded by Mr. Kelly, to approve the agenda as presented. The motion passed unanimously.

II. APPROVAL OF MINUTES

Mr. Atchley made a motion, seconded by Mr. Kelly, to approve the minutes of the 2/18/2020 meeting as presented. The motion passed unanimously.

III. FINANCIAL REPORTS

- a. Ms. Lee stated our returns are a bit off and will continue to be down until the economy is back to normal. She expects improvements by the end of the year.
- b. Mrs. Bateman reviewed the Gift Summary Report. There were no questions about the report. Mrs. Bateman commented that some tax laws have changed for 2020 that may have an impact on our donations. She will work on making the information available to our donors. Mr. Kelly made a motion, seconded by Mrs. Weeks, to accept the financial reports as presented. The motion passed unanimously.

IV. FOUNDATION UPDATES

- a. Mrs. Bateman reviewed the calendar pointing out the Spring Dinner was canceled and she expects the remainder of our events to continue as scheduled, in particular the Fall Showcase event on October 24. She stated it will be discussed at the May meeting, and depending on how the circumstances evolve, there may be a need to get the Events Committee together to review the plans.
- b. Mrs. Bateman shared the Financial Aid department on campus is reviewing the options for scholarship application reviews and will share with the board once they have made a recommendation. She will update the board as new information becomes available.
- c. Mrs. Bateman shared that Mr. Swaine has contacted the Highlands County School Board attorney about the Foundation relinquishing the Teacherage. They are working on the warranty deed that will make the transfer complete. She also shared that the college is working on the agreement with 1st United Methodist Church as the new location to conduct adult education classes in that area of Sebring.

V. Alumni Update

Ms. Saunders reviewed some of the measures she is implementing to increase alumni awareness. She has started a Moments of Motivation on Facebook where our alumni can post short videos of encouragement. She is working with “Live Alumni” and “LinkedIn” to find alumni in the medical field and connect with them. She has had some results and is getting in contact with those she can. She is working on a support our local business campaign on Facebook; they supported us before all this, so let’s support them now. Both she and Mrs. Bateman are contacting our donors, alumni and retirees by mail, email or phone simply to touch-base, telling them we are thinking about them and we hope they are well in this challenging time. They both have received positive feedback for our concern.

VI. TIME FOR DIRECTORS

Ms. Manderville opened the floor to the directors. She shared that the college is using Zoom to conduct classes and that instructors are using many creative methods to reach students and meet their instructional needs. Dr. Leitzel shared that many of our students are suffering and the college expects to receive a grant from the CARES legislation that will be for direct support of our students. The college is creating the applications and there will be many methods of outreach to inform the students of this financial opportunity.

VII. ADJOURNMENT

There being no further discussions, Ms. Manderville adjourned the virtual Zoom meeting at 12:34 p.m.

Respectfully submitted,

Michael Kelly

Board Secretary