



Time: 12:00 pm

Date: 01-09-2013

Location: Prosperity Bank Board Room, Lynn Haven Branch

1. Call to order

President ~ Marty Perrett		Member at Large ~ Doug Crosby	
Vice President ~ Vivienne Reilly		Member at Large ~ Jeff Farver	
Treasurer ~ Lisa Thompson		Member at Large ~ Rodney Friend	
Secretary ~ Keri Todd		Member at Large ~ Sheri Hensel	
CEO ~ Dr. Tim Kitts		Member at Large ~ Bill Rhodes	
Board Liaison ~ Tiffany Ennis		Member at Large ~ Todd Thompson	
Member at Large ~ Tammi Brillard		Member at Large ~ Chuck Tucker	
Member at Large ~ Jerry Brown			

2. Approval of the Agenda

- Motion to approve:
- Motion seconded:

3. Approval of prior meeting minutes

- Motion to approve:
- Motion seconded:

4. Financial / Treasurer Report ~ Lisa Thompson

- Balance in account is \$775,614.67
- Deposits in December of \$754,975.36

5. Fundraisers Reports / Discussion / Chair positions

- Winter Social Report ~ Vivienne Reilly
- Golf Tournament ~ Chuck Tucker
- Fishing Tournament ~ Dr. Kitts

6. Capital Campaign Reports

- Naming Campaign Leader ~ Bill Rhodes
- Grant Search and Writer ~ Tammi Brillard
- Professional Group Leader ~ Open
- Direct Clientele Leader ~ Doug Crosby

7. Action Items from prior meeting

- Lisa Thompson ~ Banking Software
- Vivienne Reilly ~ Parents night out
- Todd Thompson ~ Donation document
- Bill Rhodes ~ Facility Naming options
- Leaders ~ Website information to Keri



8. New Business
9. Confirm next Foundation Board meeting date
10. Meeting adjourned



Time: 12:00 pm

Date: 01-09-2013

Location: Prosperity Bank Board Room, Lynn Haven Branch

1. Call to order 12:05 pm

President ~ Marty Perrett	Present	Member at Large ~ Doug Crosby	Present
Vice President ~ Vivienne Reilly	Present	Member at Large ~ Jeff Farver	Absent
Treasurer ~ Lisa Thompson	Present	Member at Large ~ Rodney Friend	Absent
Secretary ~ Keri Todd	Present	Member at Large ~ Sheri Hensel	Present
CEO ~ Dr. Tim Kitts	Present	Member at Large ~ Bill Rhodes	Present
Board Liaison ~ Tiffany Ennis	Present	Member at Large ~ Todd Thompson	Absent
Member at Large ~ Tammi Brillard	Present	Member at Large ~ Chuck Tucker	Present
Member at Large ~ Jerry Brown	Absent		

2. Approval of the Agenda

- Marty, addition to new business, GCSC Foundation Annual Meeting Dinner
- Motion to approve: Chuck
- Motion seconded: Lisa

3. Approval of prior meeting minutes

- Motion to approve: Vivienne
- Motion seconded: Chuck

4. Financial / Treasurer Report ~ Lisa Thompson

- Balance in account is \$775,614.67
- Deposits in December of \$754,975.36
- Marty, update on balance increase we received 2 deposits at the end of December
 - o \$750,000 donation to the aquatic center and is soliciting for additional funding to cover the full cost of the pool
 - An agreement was signed that the funds must be used to build the pool within 2 years or be returned to the payee
 - Question, do we want to set up a separate account
 - Answer, this has been discussed and we will not be setting up a separate account but will use banking software
 - Suggestion, can we put it in an escrow account
 - Answer, basically yes we could but this is under discussion on the type of account to put it in based on the contract that was signed
 - Question, where does the spirit money go
 - Answer, BH goes directly to Larry Bollinger and NBH goes directly to Meredith Higgins which allows the school to use the funds for any purpose
 - o This money goes to the Foundation and is included into the NBH tier



- The \$3500 donation is half the money needed for the 4th grade plumbing at BH
- The financial program, we may use Quick Books for non-profit
 - Who needs access to it, possibly everyone on the board and CFO
 - To have it on the schools server would mean Lisa would have to physically be at BH to access the software
 - Suggestion, we can get a stand-alone or online version
 - The main reason for the software is for ease of transition as the Treasurer position changes in the future
 - Suggestion, purchase a laptop for the Foundation that can be passed down to each Treasurer
 - Dwan just needs the reports, which means we can get Quick Books for non-profits and the reports can be sent to Tiffany for back-up
 - Question, Do we have a Foundation credit card
 - Answer, we can use the Inc. card and reimburse
 - Question, CRI is looking into what the foundation does
 - Suggestion, we may need a segregation of duties because of the large deposits coming, one person to log it and another to reconcile
 - We need two signers, take Lisa and Rodney off signing and have Vivienne and Tim and Chuck
 - Tiffany offered to reconcile the bank statement and will pick up at BH
 - Suggestion, also back up the information on a zip drive which makes the information portable
 - Question, do we have a Dropbox account for the foundation
 - We can scan these documents and
 - a. **Keri will contact Julie Maddox to set up a Dropbox for the foundation**

5. Fundraisers Reports / Discussion / Chair positions

- Winter Social Report ~ Vivienne Reilly
 - We have 2 obstacles 2/16 is a long weekend and NBH twirlers marching in the Disney parade which includes half of the parents that went to the social the past two years
 - We will need to change the date to keep Sharky's or move it into town
 - Suggestion, what about the Boardwalk ~ **Doug offered to make contact and report back**
 - Suggestion, what about the Holly Center on FSU
 - Boardwalk is great to book events and break the rules and bring in caterers and drinks and discounted room rates



- Holiday Inn / Wyndam is another option
- An email blast will go out as soon as a firm date is confirmed
- 2/23 is another options but is the first weekend of the spring break and Sharky's is not available
- Suggestion, set a recurring date for the 3rd or 4th Saturday in February with Boardwalk or where ever we decide to book the event
- Participants are going to go regardless of the location
- Suggestion, if we use Boardwalk we could have child care on site
- 2/16 @ Sharkys or 2/23 @ Boardwalk
- Golf Tournament ~ Chuck Tucker
 - No new updates
 - Question, how soon do you need a check for insurance
 - Answer, waiting on the signed contract from Golf Course
- Fishing Tournament ~ Dr. Kitts
 - No new updates
 - Stoney Thompson is working on this

6. Capital Campaign Reports

- Naming Campaign Leader ~ Bill Rhodes
 - Waiting on the presentation from Jason
 - Providing information required by the School District to grant .5 cent sales tax for the construction of the Gym
 - East side is the athletic complex
 - West side is the academic complex which includes the gym, tennis and band practice field
- Grant Search and Writer ~ Tammi Brillard
 - Grant writing team has been assembled with approximately 16 people
 - There are focus areas for the different groups
 - There will be a meeting for training let
 - a. 2/23 is a good date for Dr. Kitts
 - Putting volunteers where they have interest
 - Suggestion, Gulf Coast offers encore education classes which includes grant writing research for a nominal fee
- Professional Group Leader ~ Open
 - We need someone to fill this position
 - This is mostly pulling together data and then contacting the professionals parents with students at one or both schools



- Direct Clientele Leader ~ Doug Crosby
 - In full swing, room mother meeting on 1/22 at 8am @ Hancock Bank Community Room, invitations went out
 - Follow-up call will be made to confirm receipt of invitation and attendance
 - Question, What is the budget for the food cost
 - Answer, we could have up to 60 people attending
 - There should be a firm count on 1/16 once the follow-up calls are made
 - **Foundation board should be at the breakfast**
 - 1/15 Granny Cantrell's is to establish the people that will contact the room mothers on 1/16
 - 1/22 Is the sign-in, breakfast, presentation, list pass-out with scripting
 - A process needs to be established on how to return information
 - Cathryn @ BH and Marty @ NBH who will get the information to Keri
 - This is our bread and butter with annual contributions to not only build the facility but for ongoing facility maintenance

7. Action Items from prior meeting

- Lisa Thompson ~ Banking Software
 - Discussed during treasurer report
- Vivienne Reilly ~ Parents night out
 - Discussed during winter social
- Todd Thompson ~ Donation document
 - Not present, no report
- Bill Rhodes ~ Facility Naming options
 - Will contact Jason
- Leaders ~ Website information to Keri
 - **Needing information for each leader page on the website**
 - Need to vote on upgrading the website for the additional pages
 - Tim motion to approve
 - Lisa seconded
 - The update will be completed this weekend

8. New Business

- GCSC Foundation Annual Meeting Dinner
 - Question, do we need to attend again
 - Dinner is 2/8 at Edgewater which is a cost of \$1000 for a table of 8
 - Last year we had a sponsor pick up the cost to give the BH Foundation a presence there



- This is a great way for BH Foundation to get noticed in the community
- Marty, check with last year sponsor to see if they will be willing to sponsor again

9. Confirm next Foundation Board meeting date

- Wednesday, 2/6 @ 12pm Prosperity Bank, Lynn Haven

10. Meeting adjourned

- 1:10 pm

Action Items from 1/9/2012 Meeting	
Person Responsible	Action Item
Keri	contact Julie Maddox to set up a Dropbox Account for the Foundation
Doug	Contact Boardwalk as possible venue for the Winter Social
Board Members	Room Mom breakfast, Tuesday 1/22 8am at Hancock Bank 23 rd Street & Stanford
Leaders	Provide Keri with electronic information to be added to the Website for the Capital Campaign Pages
Marty	Check with last year's sponsor of the GCSC Foundation Dinner
All	Attend next Foundation meeting, Wednesday, 2/6 @ 12pm Prosperity Bank, Lynn Haven