**Florida Missing Children’s Day Foundation**

Meeting Minutes

Conference Call – 19 April 2022



## In Attendance

* **Foundation Members:**
  + Lauren Adams
  + Joyce Dawley
  + Ed Dean
  + Charlotte Jerrett
  + James Previtera
  + Kenneth Tucker
  + Forrest Van Camp
* **FDLE Members:**
  + Megan Bohnenberger
  + ASAC Chad Brown
  + Ashley Bullard
  + Jeff Dambly
  + Brendie Hawkins
  + Alexis Snell
  + Pete Warren

## Minutes

1. Welcome
   1. Welcome and introduction from Foundation President Ken Tucker.
2. Previous Meeting Minutes
3. Motion made to approve the previous meeting minutes dated May 18, 2021, as presented. Motion seconded and approved.
4. Treasurer’s Report
   1. Foundation Treasurer Charlotte Jerrett presented the treasurer’s report dated March 31, 2022. The Foundation has taken in $11,750 in donations, so far in 2022. The Foundation ended 2021 with an available balance of approximately $32,000, and a bank balance of approximately $34,000 due to some payments not posted yet. There have been several fraudulent charges on the Foundation account that have already been refunded, and new debit cards have been issued.
   2. Charlotte reported that the Foundation’s PayPal account has been dormant for several years and requested an opinion on whether to leave it open or move the funds (approximately $1,200) to the Foundation bank account and close the PayPal account. Florida Department of Law Enforcement (FDLE) member Brendie Hawkins confirmed that the PayPal account is no longer used on the Foundation’s website for public donations. The new Foundation website allows for donations to be directly deposited into the Foundation bank account. The Foundation board consensus is to close the PayPal account and move the funds to the bank account.
   3. Ken recognized that the Palm Beach County Sheriff’s Office has donated $5,000 which is the highest sponsorship level as an Advocate Sponsor. He also requested that Charlotte do a comparison of agencies’ donations from the past years to present at the next Foundation meeting.
5. FMCD Status
   1. Brendie reported that FDLE staff is moving forward with the Florida Missing Children’s Day (FMCD) ceremony accommodations. They have reserved the Capitol’s 22nd floor and courtyard for the date along with additional reservations for rain plans in the Knott Building. They are obtaining quotes for the regular vendors for items such as sound equipment and tent/chairs/stage rentals. The catering budget was increased this year due to higher quotes. FDLE member Ashley Ballard stated that the Capitol is still undergoing construction so there is a chance that plans could change should the Capitol courtyard close down. Also, due to the construction, the Missing Endangered Persons Information Clearinghouse Advisor Board (MEPICAB) will proceed with local safety events instead of the safety fair at the FMCD event.
   2. Ashley reported that the poster winner has been chosen, and FDLE is working on creating the billboard. The essay contest and regional essay contest winners have also been chosen.
   3. MEPICAB would like to make a new miscellaneous nomination/award category called “The Everyday Hero” that would work as a catch-all for people or animals that have exhibited exceptional service for missing persons that does not meet the specific criteria of the other awards. Brendie and Ashley recommended that the Foundation consider paying travel expenses for “The Everyday Hero” winner. The Foundation currently pays travel expenses for six to eight other categories each year.

Motion made that the travel expenses be limited to two people for “The Everyday Hero” award, but if more is needed, the Foundation can vote on it. Motion seconded and approved.

* 1. Brendie provided information on another new contest category for kindergartners through 8th graders. The children can make video submissions for the chance to sing the National Anthem at the FMCD ceremony. If approved, the inaugural contest would take place in 2023. FDLE would narrow down the video submissions then let Foundation members make the final selection. Ken suggested that this is probably worthy of pursuing, and the Foundation would discuss more at the next meeting.

1. Safety Fairs
   1. Ashley reported that FDLE has been participating in safety fairs around the state including several in Tallahassee and others in Gadsden County and Saint Petersburg. FDLE will also participate in the upcoming take your child to work day in Tallahassee at Southwood. FDLE has made contact with over 1,000 people which is more than could be reached at a typical FMCD safety fair. The Foundation’s new website has been promoted at every event, and the safety fair events are posted on the website as FDLE attends them. Due to the increase in the number of contacts, FDLE added additional money for promotional items in the 2022 FMCD budget.
   2. Brendie stated that a lot of the events are in conjunction with local police departments and sheriffs’ offices. Some of those local agencies create child identification cards at the event. FDLE Assistant Special Agent in Charge (ASAC) Chad Brown is pursuing a child identification card machine for FDLE to use at the safety fair events.
2. Invitations
   1. In past years, an FMCD ceremony invitation letter has been sent to over 800 recipients. FDLE has created a post card invitation to use in lieu of the letter to save on postage. The printing of the postcard will be outsourced and funded by the Foundation. An example of the postcard was provided by Ashley. It includes a QR code that will point the recipient to the Foundation website. Ken and Foundation member Joyce Dawley agreed that there was no objection to also include the FDLE logo on the post card since they are doing most of the work.
3. FMCD Quotes and Proposed Budget
   1. Ashley reported that the 2022 FMCD budget is $26,474 which is an approximate 20% increase over last year’s budget due to an increase in catering costs, the addition of marketing items and invitations, the inclusion of the deposit of the tent rental, the addition of dog bowls and bones for category winners, the addition of ice and bottled water for attendees, and the addition of website and domain costs. The Essay Contest budget decreased from $700 to $400 because only four out of the seven regions made contest submissions this year.
   2. Ken confirmed with FDLE staff that future purchases of promotional items would only include those items that the Foundation had previously approved.
   3. Motion made to approve the budget with the addition of $800 to the Travel Reimbursement category for “The Everyday Hero” winner(s) bringing the total 2022 FMCD budget to $27,274. Motion seconded and approved.
4. Corporation Sponsorships and Events
   1. FDLE staff met Deputy Miller with the Pasco County Sheriff’s Office along with K9 Buster at a safety fair event. He provided that his chain of command has connections with the Buccaneers and Lightning hockey teams and they might be able to partner with FDLE and FMCD for events.
   2. Foundation Vice President James Previtera will check on another event at a Tampa Bay Rays baseball game. Brendie will reach back out to James for more information after all the category winners have been chosen in late June.
   3. Ken emphasized the need for the Foundation to look for contacts within other professional sports organizations or private corporations especially if the Foundation is to continue to pursue changing the statute to allow for donations to provide grants for local police agencies to pursue missing persons cold cases. Ken stated that the Foundation may request a meeting with the new FDLE Commissioner to discuss changing the statute.
5. Foundation Membership
   1. Foundation reappointment letters are issued every two years. If any Foundation members are ready to step down, let Ashley know as soon as possible.
   2. Ken recommended that the Foundation part ways with former police Chief Jon Shaw. He will be sent a letter thanking him for his time on the Foundation board.
   3. Foundation member Joe Martinez has been unresponsive to FDLE invitations to Foundation meetings and has been absent from meetings for several years. Joe previously operated the Foundation’s website that is now operated by FDLE. He will be sent a letter thanking him for his time on the Foundation board.
   4. Pasco County Sheriff’s Office Deputy Miller informed FDLE staff that Chief Steve Kinsey with the Davie Police Department expressed an interest in being on the Foundation board. There were also recommendations of inviting Amos Rojas who is a retired FDLE Special Agent in Charge and United States Marshal. There was Foundation consensus to extend board memberships to both Chief Kinsey and Marshal Rojas.

The Foundation members discussed scheduling the next meeting sometime during July 11th through 14th, 2022.

Motion made to adjourn meeting. Motion seconded and approved.

## Adjourned

