



# Florida Missing Children's Day Foundation Conference Call Minutes

9 August 2017  
11:30 AM

## In Attendance

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- Carol Ferry
- Lisa Goodner-Kiel
- Brendie Hawkins
- Erin Rounds
- Craig Schroeder
- Floy Turner

## Minutes

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- Carol Ferry (CF): Before we begin, Craig, can you explain how these meetings are publicly noted?
  - Craig Schroeder (CS): Certainly. We post the meeting notices on the MEPIC website (<https://www.fdle.state.fl.us/MCICSearch/>), which we intend to start using more as a tool for the Foundation, Advisory Board, and the public as we hope to be able to also post the minutes there soon.
  - CS: The other way the meetings are publicly noted are in the Florida Weekly.
- Floy Turner (FT): Well let's begin by looking at the by-law revisions.
  - CS: Yes, Jeff Dambly has been working hard to revise the by-laws. Initially he was just going to revise the section that applies to formally splitting the Secretary and Treasurer positions. But instead he has worked to edit the entire by-laws, not making many major changes—other than the Secretary/Treasury—just fixing some of the language.
  - CS: Because FDLE staff hasn't had time to review all of Jeff's edits, I just sent you all the language that would officially split the Secretary and Treasurer position so you all can vote on that if you see fit.
  - FT: The changes look good to me.
  - CF: I won't be voting to formally split the two positions until all of the changes to the by-laws have been made available.
    - CF: I noticed that changing that Secretary/Treasurer position would mean that several other parts of the by-laws need to be amended so I do not want to vote until everything has been changed and sent over to us.
    - CF: Also it says the commissioner has to appoint the board members. And under the secretary section it says the secretary will be appointed by the Commissioner upon the advice of the Board but it doesn't say that under the treasurer. And the wording is different.

- CF: It also says that the Vice-President is elected by the Board and appointed by the
    - Lisa Goodner-Kiel (LGK): Yeah, I agree the language should be consistent for all of them.
    - CF: The proposed changes also don't agree with the wording in the Letter of Agreement.
    - CF: I would highly recommend that the Articles of Incorporation, the Letter of Agreement, and the proposed by-laws should all be done at once with all three documents going out to all Board members for input.
    - FT: Yes, that sounds reasonable. Craig, can you all please advise Jeff of these notes?
      - CS: Certainly
  - LGK: As you are looking at the language, I think it would also be helpful to have an annual financial report. And I suggest that that should also be included in the duties of the treasurer's responsibilities.
    - CF: Isn't the annual report already in there?
    - Brendie Hawkins (BH): We do an annual report but it's not a comprehensive *financial* annual report.
    - CF: Well I thought I had sent one to Lisa before.
    - LGK: Maybe you have but I don't remember.
      - CS: Let me try to clarify, FDLE does prepare an annual report—this is what is sent to the Governor and the Cabinet, it describes the FMCDF and its intentions. It briefly mentions money raised in the previous calendar year but it is not a comprehensive financial report.
    - CF: Well can I forward the reports to Lisa directly?
      - CS: No, you would need to send that through us to forward to other members?
      - CF: Isn't sending it to Craig to give to Lisa the same as just giving it to Lisa? Wouldn't that just be using Craig as intermediary?
        - BH: No, discussing financial information would be substantive. And we are not using Craig as a middle-man of communication; we are using Craig to disperse FMCDF documentation. Using Craig just to communicate back and forth would still be a Sunshine violation.
      - CF: Well I want to make sure that there are extra copies of these records in case something happens to my records.
        - CS: If you send them to me I will begin archiving them on our shared drive.
- FT: Moving on: next on the agenda is the Department of Agriculture and Consumer Services (DOACS) renewal.
  - LGK: I can confirm that I completed the application and sent it to Craig. It will go in the mail tomorrow.

- CF: I talked to someone at DOACS who said that it can be hand delivered. Lisa, don't you want to hand deliver it?
    - LGK: I have it completed.
- FT: Moving to the next item is the Indian River County FMCD Proclamation.
  - FT: I will be going in Indian River's county meeting in August to be present for their Missing Children's Day Proclamation.
  - FT: I have asked John Pitta to join me since he has done this before.
  - CF: Last year I sent county proclamation to all counties but they were too late because I sent them in June. I think they need to go out in May in future years. I think having more counties do these proclamations is a good way of raising awareness of Missing Children's Day,
  - FT: Yes, I think that's important because it is a great way to get our name out there.
- FT: Next on the agenda is the Florida Missing Children's Day invitations.
  - CF: I've sent the invites to all the sponsors as well as the thank you letters. As of now we have two RSVPs.
  - FT: I didn't respond because I figured you knew I was coming.
  - CS: Carol, can you send me the list of RSVPs as they come in.
    - CF: Yes.
  - FT: Also, how is the breakfast looking?
  - CS: It's looking good on our end. The 22<sup>nd</sup> floor is reserved and the catering is secured.
- CF: I have one other thing: I know Heather Mitchell is the event planner but I think it should be recorded on the record that she is the spouse of an FDLE member.
  - FT: I think that something that we may want to run by Jeff.
  - BH: We will do that.
- FT: Next up is the Missing Children's Day Awards, Craig, what do you have to report?
  - CS: I know we have already told you all the winners of the law enforcement and citizen awards, but I can also report the other awards.
    - CS: The John and Revé Walsh Award is going to Dr. Michael Warren of the C.A. Pound Human Identification Laboratory. He has been instrumental in missing persons investigations across the state including the Tiffany Sessions case.
    - CS: The Evelyn Williams Memorial Award is going to Jan Henderson whom you all know.
      - CS: We are trying to surprise Jan at the ceremony so if you should speak with her don't let her know.
    - CS: The Young Hero Award is going to a young girl who escaped an attempted kidnapping in a Wal-Mart parking lot and was able to give the police a description that led to the suspect's arrest.
    - CS: And we do not have a Commissioner's Award winner this year.
- FT: Now we'll go to Lisa for the financial report.
  - LGK: As of August we have \$21,615. We've had deposits of \$4,500 for an ending of \$26,115.25.

- CF: Didn't we have something on the last meeting agenda about open items of fundraising something with Amazon?
  - FT: Yeah, we did but I think we can table that discussion. Aren't we almost done with fundraising for this year.
    - CF: No, we are not.
    - CF: I have sent out 66 direct mails and have cold called as follow-ups. I have also sent over 200 direct mailers to police chiefs. I have sent out over 400 letters. I have also followed up with any police chiefs who have contributed over the last six years. I have also sent out emails through the FPCA to officers and district directors. So there have been 83 email follow ups this past week. The next follow-up will begin this week making phone calls to sheriff's offices.
    - CF: I'm going to hit the phones this week if anyone wants to help.
    - FT: I'll take some of the ones in northeast florida. All the counties around Jax, Clay Putnam, Marion. I can do the ones in the northeast.
    - CF: Okay, well Marion has already contributed.
    - CF: Do you know Sadie Darnell in Alachua.
    - FT: Yes, I can call them.
    - CF: What about Brevard.
    - FT: Yes.
    - CF: If I give you some names can you call them.
    - FT: Yes
    - CF: Yes. Alachua, Brevard, Calhoun, Flagler, Leon.
    - FT: And I'll also call Clay and Duval.
    - CF: Also, Sarasota. They're usually big contributors.
    - FT: Okay.
    - CF: Seminole.
    - FT: Okay
    - CF: And I'll take the other ones. The ones I gave you are the ones that are most likely to contribute.
- FT: Do we have anything else under new business?
  - NONE
- FT: Do we have anything to bring to the MEPICAB?
  - NONE
- CF: I do have one other thing: our by-laws say they we are supposed to have an annual meeting? When is that?
  - CS: That's a good question. That's something we need to hammer out.
  - CF: I know we used to do it following FMCD.
  - BH: I think we can bring it to command staff and ask them to make it sometime in spring so we can prepare for fundraising.
  - CF: I think we need to have fundraising ready by January 1<sup>st</sup>.
  - CF: Can we go no later than January 15<sup>th</sup>.

- BH: I can't lock down any date right now.
- CF: I think we should have them in November.
- BH: Well we probably can't do anything until the first of the year as far as in-person meetings go.
- CF: Well can't a conference call suffice as an annual meeting?
- BH: Yes, certainly.
- CS: Next conference call. MEPICAB meets on the 30<sup>th</sup> of August.
  - LGK: That doesn't work for me.
  - BH: What date works that week?
  - LGK: 28<sup>th</sup>.
  - BH: Does that work for everyone?
  - CF: Yes.
  - FT: Yes.
  - BH: Okay, does 11:30 work?
  - CF: Yes
  - FT: Yes
  - LGK: I have a noon call on the 28<sup>th</sup>, can we do it at 1?
  - ALL: Yes.
  - CF: Lisa are you able to check the mail regularly for the next few weeks?
  - LGK: Yes,
  - CF: One other thing, we should ask if there are any changes to the minutes of the previous meetings.
    - CS: I will add that to the agenda.
- FT: If there is nothing else we can adjourn.

## Adjourned

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