



Florida Missing Children's Day Foundation Conference Call Minutes

13 June 2017
9:00 AM

In Attendance

- Mary Coffee
- Jeff Dambly
- Carol Ferry
- Lisa Goodner-Kiel
- Brendie Hawkins
- Joe Martinez
- Seth Montgomery
- John Pitta
- Peggy Pitta
- Craig Schroeder
- Hilary Sessions
- Floy Turner

Minutes

- **Seth Montgomery (SM):** Hello everyone. We'll just cut to the chase. Last year, our legal team review a lot of the Advisory Boards and Foundations that FDLE is involved with. With the Foundation specifically, our legal determined that it is an inherit conflict of interest in members of the Foundation also serving as members of the MEPIC Advisory Board.
- **SM:** With that being said, we already spoke with John Pitta on this matter and effective immediately, both John has decided to resign from the Foundation to stay on the MEPIC Advisory Board.
 - **Hilary Sessions (HS):** I'd like to stay on the Advisory Board as well and give up my position on the Foundation.
 - **Peggy Pitta (PP):** I would like to do the same.
 - **SM:** Okay, thank you. We respect your decision and we are very grateful you are both staying on the Advisory Board
 - **SM:** Barbara Renczkowski on the line; this decision will affect her as well.
 - **BARBARA RENZKOWSKI IS NOT ON THE LINE.**
 - **Floy Turner (FT):** I'd be happy to help with the transition, but after this year's Missing Children's Day, I'd like to transition to the Advisory Board.
 - **FT:** But I would ask Carol to assist me in these months to come.
- **SM:** Does this announcement impact anyone else's decision to stay on the Foundation?
 - **Carol Ferry (CF):** I have some questions I'd like to ask.
- **John Pitta (JP):** For those of us no longer on the Foundation, can we exit this conference call.
 - **SM:** Yes.

JOHN PITTA, PEGGY PITTA, AND HILARY SESSIONS LEAVE CONFERENCE CALL.

- **SM:** I know this is a big change; we can begin to parse through some of these changes now if you'd like.
- **CF:** I see the Foundation at a standstill and I don't know if we're making any decisions.
 - **Brendie Hawkins (BH):** Well, we are in the process of putting together regular foundation meetings. We want to make it so you all can meet regularly in the sunshine.
- **CF:** Also, as we transition the Foundation, I recommend having a back-up person for every position.
- **FT:** I think meeting more will make things much easier and more seamless.
- **CF:** It's still difficult to conduct business when I don't have any financial information.
 - **BH:** Well regularly scheduled Foundation meetings should mitigate that problem.
 - **CF:** Well it seems like the finances are hidden, shouldn't those be more visible to the members?
 - **Jeff Dambly (JD):** I think what Brendie is getting at is that this information is available, but with regularly scheduled meetings it can be discussed openly amongst Foundation members.
 - **CF:** Well can't we send financial emails once a month?
 - **JD:** No, because discussing money is the heart of what the Foundation does and any discussion of finances has to be publicly noted according to Sunshine laws.
 - **JD:** But before each Foundation meeting, FDLE staff can provide packets of financial information to review.
- **CF:** I think there's really only been four of us doing all of the fundraising; does everyone on the Foundation realize they should all be raising funds.
 - **SM:** The structure of the Foundation and how it operates is an issue for the Foundation itself to decide. We have oversight and can construct the by-laws, but the way you all raise money is up to you all.
 - **CF:** But are the Foundation members aware they are supposed to be raising money?
 - **SM:** Well the Foundation's job as a whole is to raise money, how that breaks down to individual responsibility is up the Foundation.
 - **CF:** Well I think in any non-profit organization, it is everyone's job to support.
 - **BH:** As Seth said, this is something we can discuss, and we'll put it on the next agenda.
- **BH:** We want to start having these meeting every three weeks; we already have our Advisory Board meetings on Wednesday afternoon, would Wednesday mornings work for Foundation conference calls?
 - **CF:** Wednesday mornings aren't good for me.

- **BH:** What about Wednesday afternoons, around 4:00?
 - **FT:** Yes, that works.
 - **CF:** Works for me as well.
- **BH:** So at the next meeting we need to talk about new procedures and responsibilities of Foundation members. I'd also ask that you all review the Foundation by-laws so we can discuss any amendments we want to make.
- **BH:** Our next posted meeting is on July 5th, does that work for everyone?
 - **Lisa Goodner-Kiel (LGK):** It doesn't work for me, but I can email a financial report to Craig so the other members can discuss it.
 - **FT:** July 5th works for me.
 - **CF:** Works for me.
- **CF:** So do we need to have a meeting every time I need to get notices of donations so I can send sponsors thank you letters?
 - **BH:** We do not need a meeting we just need the Foundation to establish that process as a strictly administrative procedure.
 - **LGK:** Well I can send that information to the FMCD email, but more than one person checks it.
 - **CF:** I'm the only one that checks that email.
 - **BH:** Carol, we understand you are the only person who regularly checks the account but you're not the only person with access it.
 - **BH:** So to avoid any appearance of a sunshine violation, I would ask that Lisa send any notifications of new sponsors to your direct email address and CC Craig so that it becomes public record.
 - **LGK:** SO when I send new sponsor information to Carol I should just copy Craig?
 - **BH:** Yes, ma'am.
- **CF:** Can we do the same email procedure on fundraising issues? Is that questionable?
 - **JD:** It is depending on FDLE's involvement. We want to make sure there is no appearance that we or the Foundation are trying to run-around Sunshine laws. If it's clearly an administrative task, send the email and CC Craig, but any substantive issues should be discussed at noticed meetings.
 - **CF:** Well, where I take it to be a conflict is that how the money is being used isn't a public discussion.
 - **JD:** Well FDLE isn't making those decisions. Those expenditures are fixed year-to-year. Any time we make vendor agreements we get approval from the Foundation.
 - **CF:** Well I see that as the Foundation not taking part in the Foundation's expenditures, like seeking out competitive bidding.
 - **BH:** Carol, this has actually come up before. We do send all new expenditures through the Foundation for approval. And we have an event coordinator who has done competitive bidding for all of the vendors and resources that are used on missing children's day.

- **LGK:** Additionally, I have been checking the PO Box and I have gotten other things in the mail—things from Amazon Smile and Publix. Would it be appropriate to send to Craig to add to the next meeting's agenda?
 - **SM:** Yes, I think so.
- **CF:** Aren't we losing track of public record if we don't send through the FMCD account?
 - **SM:** Not if FDLE is CC'ed.
 - **FT:** Wouldn't it be appropriate for Lisa to CC Craig *and* Carol to open the line of communication.
 - **JD:** As long as it is strictly administrative but I think we should try to limit communication.
 - **CF:** Well I feel like I'm operating with my hands tied. The Facebook and website aren't updated and those are things that are administrative things.
 - **JD:** Well that's why Brendie wants regularly scheduled meetings.
- **BH:** My request would be that if you want to create new administrative procedures then send those to Craig, FDLE can review, and we can discuss at the next meeting.
 - **JD:** And some things may be hard to determine whether its administrative or substantive. So we need to discuss any new administrative responsibilities on the record.
 - **CF:** Well we did set up these processes in 2011.
 - **LGK:** Carol, I've been on the Foundation since September and I don't know anything about the procedures. I think some of ou all just do things because you know how and that is the way things have been done. I think establishing processes and getting these procedures on record will help me personally and will help the Foundation going forward.
 - **LGK:** And I think these recurring meetings will help as well.
 - **BH:** And Carol, I would also ask you to remember that those procedures that were created or implemented in 2011 weren't in publicly noticed meetings and aren't on record anywhere.
 - **JD:** Let me provide some background on all of this: about a year and a half ago, FDLE did a comprehensive review of how Advisory Boards comply with Sunshine laws. It was determined that both the Advisory Board and the Foundation fall under Sunshine requirements.
 - **JD:** So my concern would be that the meetings in 2011 and past years don't comply with the current Sunshine standards.
 - **JD:** So our intent is not to micro-manage the Foundation but to have oversight and make sure you all are complying with legal and policy obligations. Once we reboot the Foundation, with your help, all of this will greatly benefit the flow of the Foundation.
 - **BH:** And Carol, I'd like you to type up all of the previous processes so we can review and it will give us a good base to revamp these processes.
- **CF:** We also need to find out who is the keeper of the records.

- **CF:** Moving on to the website. It hasn't been updated in months and we've been trying to get the relevant information on there to no avail.
 - **CS:** We actually got most of the updates posted on the website yesterday.
 - **CF:** Well I'm still seeing the home page that says 2016 information. Why isn't this stuff being updated in a timely manner?
 - **CS:** Because the site is a tool of fundraising, FDLE can't post information to the site, which is a function of the Foundation.
 - **JD:** I would suggest that these conversations about the website and advertising are substantive. If the Foundation agrees it is common practice to post FMCD information then you can forward that information to Joe. But if it is substantive changes—i.e. changes to events, sponsors, etc.—than those conversations would need to be publicly noted.
 - **CF:** Can I send sponsor names to Joe and Candace so they can list sponsors on our website and Facebook page?
 - **JD:** I would equate that to being administrative, so if you all agree here that that is the process, then that should be fine.
 - **SM:** It seems that what we need to do is hash out all the administrative processes at the next meeting. Once we compile that we can post it on the site.
 - **CF:** So I can't send out thank-you letters until next meeting.
 - **SM:** We can hash out that procedure right now since this is a publicly noticed meeting.
- **FT:** Okay, so I'd like to make a motion that we proceed with the administrative task of sending thank you letters, whereby Lisa may notice Carol of new sponsors so she can send them a thank you note. All in favor.
 - **ALL:** Aye.
- **CF:** Can I also make a motion that we establish a new procedure that says thank you info be relayed for inclusion on the Facebook page and website.
 - **FT:** All in favor.
 - **ALL:** Aye
- **FT:** I would also make a motion that any information posted to the Facebook page come from FDLE.
 - **CF:** I disagree, we should post anything that would help located a missing child,
 - **FT:** I just want to guard against putting any non-verified information on the Facebook page.
 - **FT:** And also, sometimes Missing child alerts end quickly, so I don't want to be posting news articles to already resolved cases.
 - **SM:** This is a Foundation issue and we're happy to provide guidance.
 - **CF:** I would say, that for the time being, any information about Florida Missing Children's Day, National Missing Children's Day, and Florida missing children cold cases, should be included on the FB page.
 - **FT:** All in favor
 - **ALL:** Aye
 - **FT:** Motion carried.
- **SM:** So do we have anything else?

- **CF:** I Know that there was a discussion to extend victim's families reimbursements at Missing Children's Day. Something involving eh Attorney General's office maybe?
 - **BH:** I had heard something similar involving FASRO, not the Attorney General.
 - **FT:** I need to go, but can we add this topic to the agenda for the next meeting.
 - **BH:** Certainly.
- **CF:** Also, Amy Mercer from FPCA suggested a GoFundMe Page, can we add that to the agenda for the next meeting.
 - **SM:** Yes.
- **SM:** Any other items we want to discuss at the next meeting, please send to Craig so he can add it to the agenda.
- **FT:** Adjourn meeting.

Adjourned
