**Florida Missing Children’s Day Foundation**

Meeting Minutes

18 December 2018


## In Attendance

* **Foundation Members:**
	+ Lauren Adams
	+ Joyce Dawley
	+ Ed Dean
	+ Lisa Goodner Kiel
	+ Pamela Marsh
	+ Jon Shaw
	+ Kenneth Tucker
* **FDLE Members:**
	+ Zach Berlinghoff
	+ Mary Coffee
	+ Jeff Dambly
	+ Erin Rounds
	+ Craig Schroeder

## Minutes

1. Foundation Changes
	1. Lisa Goodner Kiel submitted her resignation as treasurer. Moving forward, Lisa suggests that having someone with an accounting background as the next treasurer would be beneficial especially because the Foundation plans to increase its income to give cold case grants to local law enforcement agencies. Ken Tucker recommends hiring an accountant to conduct an audit of the Foundation.
	2. Ken had previously discussed funding grants for cold cases to local law enforcement agencies with the Florida Department of Law Enforcement’s (FDLE) legal counsel. The opinion from FDLE’s legal counsel is that the Foundation cannot fund grants to local agencies without a change to the statute. Ken plans to make an appointment with FDLE Assistant Commissioner Cookie Pritt to discuss changing the statute to fund such grants. Because the statute falls under FDLE, any changes would depend on the willingness of FDLE.
	3. Chief Jon Shaw with the Margate Police Department has joined the Foundation.
	4. Ken would like the Foundation to have an in-person meeting. Craig Schroeder mentioned that the FDLE Missing Endangered Persons Information Clearinghouse Advisory Board has a meeting scheduled for March 7th and 8th, 2019, in Tallahassee. The Foundation could use the same facilities (Staybridge Suites) for a meeting on March 6th. The Foundation would be able to reimburse travel expenses.
2. Treasurer's Report (see attached)

Accepted as presented. Current balance is $21,256.18. The report includes deposits and expense activity since the last Treasurer’s Report dated July 17, 2018. The expenses totaled on the report close out the expenses for the 2018 Florida Missing Children’s Day (FMCD).

* 1. Per Craig, a good number to estimate the budget for each year’s FMCD event is $25,000. Ken requested that Craig put together a proposed budget for the 2019 FMCD so the Foundation members can approve the proposed budget at the in-person meeting in March.
	2. Because of the Foundation’s fiduciary responsibilities, Ed Dean requested that future treasurer’s reports include an itemized list of deposits and expenses for Foundation members to review.
	3. Regarding the Foundation’s tax-exempt status, Lisa confirmed the Foundation has a consumer certificate of exemption (501(c)(3) status) that expires April 30, 2020. Lisa also has a letter in the Foundation files from the Internal Revenue Service (IRS) dated March 18, 2010, granting tax-exempt status
1. 2019 FMCD Strategy
	1. Ken asked Craig to recirculate the 2018 Donor Solicitation Letter to the Foundation members, so they can be thinking about revisions.

The 2019 Donor Solicitation letter should include language to let local law enforcement agencies know that the Foundation is eligible to receive forfeiture funds. In addition, language should be included to remind the local law enforcement agencies that they are required to donate 25% of their forfeiture funds if they receive over $15,000 per year in forfeiture funds.

* 1. The Foundation is planning have an in-person meeting in Tallahassee on March 6, 2019.
	2. Ken plans to speak with FDLE Assistant Commissioner Pritt about changes to the Foundation statute to allow the Foundation to give grants to local law enforcement agencies for cold cases.
	3. Ken would like the Foundation to get more donations from corporate sponsors and to seek larger donations for the purpose of supporting possible future grants. Also, for fundraising, the Foundation could try options besides donations such as holding 5k runs.
	4. Ken would like the Foundation to hire an accountant to work with the Foundation’s treasurer for purposes of auditing the Foundation and making it easier to recruit a new treasurer. FDLE Assistant General Counsel Jeff Dambly agreed that the expense of an accountant could be paid out of the Foundation budget.
1. Additional Items
	1. Ed mentioned that the approval of the last meeting’s minutes needs to happen at each meeting. The Foundation will approve this meeting’s minutes as well as the July 31, 2018, minutes at the next scheduled Foundation meeting.
	2. Thank you to Lisa Goodner Kiel for her service to the Foundation as treasurer!

Motion made to adjourn meeting. Motion seconded and approved.

## Adjourned

**Florida Missing Children’s Day Foundation**

**Treasurer’s Report**

**December 18, 2018**

**Beginning Balance as of August 28, 2018: $ 31,847.76**

**Deposits: 6925.00**

**Expenses: 17,516.68**

**Ending Balance as of December 18, 2018: $ 21,256.18**