**Florida Missing Children’s Day Foundation**

Meeting Minutes

19 June 2018



## In Attendance

* **Foundation Members:**
  + Lauren Adams
  + Ed Dean
  + Pamela Marsh
  + James Previtera
  + Kenneth Tucker
  + Forrest Van Camp
* **FDLE Members:**
  + Zach Berlinghoff
  + Mary Coffee
  + Jeff Dambly
  + Brendie Hawkins
  + Erin Rounds
  + Craig Schroeder

## Minutes

* **Kenneth Tucker (KT)**: Introduction of new members.
  + **KT**: I want to thank each of you both previous and new for agreeing to be a part of the Foundation.
  + **KT**: Our role primarily is to raise money to pay for the Florida Missing Children’s Day event.
  + **KT**: We started this year with a bit of a head start because last year’s ceremony was an abbreviated version because of the delay caused by the hurricane.
  + **KT**: I know that Lisa couldn’t make the call today but, Craig, can we get a treasurer’s report from you?
    - **Craig Schroeder (CS)**: Certainly, Lisa sent me the Treasurer’s report this morning.
    - **CS**: As of the beginning of the month, the Foundation had a balance of $22,600.46. Since then, the Foundation has received $2,000 and has had checks cleared for $200 worth of expenses. That leaves the Foundation with a current balance of $24,400.46.
* **KT**: The first thing on the agenda is a report on the Sunshine Laws, Craig do you know who was here to give us information on that?
  + **CS**: Yes, Jeff Dambly is here with us today to give us a quick overview on the Sunshine Laws and how they relate to the
  + **Jeff Dambly (JD)**: The gist of the Sunshine laws as they relate to the Foundation is that any communication between Foundation members, about Foundation business, needs to happen in a public setting, whether it’s a noticed in-person meeting or a conference call that’s noticed. I also created about a five page primer for Foundation members as the Sunshine Laws are related.
  + **JD**: Anytime we have two members of the Foundation together, in a conversation about Foundation business, it needs to be reserved for a noticed phone call or meeting.
  + **JD**: You can all talk to each other about personal business as long as it isn’t about Foundation business.
  + **JD**: That doesn’t mean you can’t talk to FDLE staff, they are here to assist you so you can ask them Foundation questions.
  + **JD**: There are certain scenarios that we will talk about that can be considered administrative tasks that don’t necessarily need to be in a public setting but that need to be discussed in a public setting to determine how to do those things.
  + **JD**: I think you all should have received a primer we put together that gives a broad overview of the Sunshine laws.
  + **JD**: Does anyone have any questions about this stuff?
  + **Ed Dean (ED)**: I did notice that we didn’t have anything on the agenda about meeting minutes; are the meeting minutes taken?
    - **CS**: Yes, it should have been on this agenda, but I forgot. That will be on future agendas and I will get everyone copies of these meeting minutes and the previous meeting minutes.
    - **ED**: Where are the meeting minutes kept?
    - **CS**: We keep them on the FDLE shared drive and we also post them on the MEPIC website.
* **KT**: I realized I didn’t introduce our already existing Foundation members. To start I am the President.
  + **KT**: As Vice-President we have Jim Previtera formerly of the St. Pete Police Department and now works for the Tamp Bay Rays.
  + **KT**: Our Treasurer is Lisa Goodner Kiel.
  + **KT**: And Joe Martinez, who couldn’t make it to today’s conference call, is our web guy.
* **KT**: Craig, I want to make sure we get everyone’s names on the website.
  + **CS**: I will ask Joe Martinez to update the site as soon as possible.
* **KT**: To catch everyone up, we have sent out letters to all Sheriff’s Offices and Police Departments under my name soliciting funds.
  + **KT**: In the past, most funds have gone out just to law enforcement; we are making an effort to reach out to other sectors, both private and public.
  + **KT**: Craig, can you send out the blank letter to our board members so they can see what went out?
    - **CS**: Definitely.
  + **KT**: And if any of you want to send the letter yourselves, feel free to do so. We all know organizations we can solicit funds form.
* **KT**: Something I’d like to get on future agendas is what other events can we host and how can we use these funds to pay for things like public service announcements.
* **KT**: Does anyone have any discussion about what their role is or what the next steps are?
  + **James Previtera (JP)**: I have a question: I haven’t received a letter yet, and my wife wants to donate.
    - **CS**: I will send the draft that went out to everyone to all of the Foundation members and it has the donation form attached that she could use.
* **Forrest Van Camp (FVC)**: Thank you for the information, I was also wondering if it would be appropriate if I called members of the school board association.
  + **KT**: To my knowledge, yes. It doesn’t have to be all done through phone calls.
* **KT**: Do we have anything else
  + **CS**: Just want to cover some administrative duties. Last year we established some administrative tasks and I want to go over those and make sure that those are duties the Foundation would like to continue, so we can establish them as our current administrative duties on this noticed meeting.
    - **CS**: We established that as new donations come in to the Foundation PO Box, the treasurer can send the names of those people to the secretary so the secretary can maintain a list of donors and send out thank you notes and ceremony invitations.
      * **KT**: Can the treasurer send the name, amount, and agency to the secretary?
      * **JD**: Yes.
    - **CS**: In turn, it was established the Secretary can send the names of the new donors to the person maintaining the web site so that the new sponsors can be listed on the website.
    - **CS**: If the Foundation decides that they want to continue operating in this manner we can establish all of these communications as administrative.
    - **KT**: That all sounds good.
* **KT**: I’d like to ask everyone to keep thinking about other Fundraising opportunities.
* **CS**: In addition, I will begin sending courtesy notices to you all when the Advisory Board has meetings if you all want to attend. And I know it’s short notice, but the next Advisory Board meetings will be this Thursday and Friday in Tallahassee at Staybridge Suites.
  + **ED**: Does the Advisory Board record minutes as well? Because I think that would be beneficial to us.
    - **CS**: Yes, and I can send those over to you.
    - **ED**: I think that would help us find new ideas in fundraising ventures.
  + **KT**: I went to the last meeting and was able to express ideas about the future of the Foundation.
  + **Mary Coffee (MC)**: We can absolutely do that, Craig is the primary liaison for the Board as well so he can provide any info on that as well.
* **MC**: I’m not sure all of the things Craig has supplied to everyone, but I am going to ask that we include a link to a video of the previous Florida Missing Children’s Day Ceremony.
  + **MC**: It is a powerful ceremony that means the world to the families of missing and deceased children. We have families that come every year that come as a show of support both for their children, law enforcement, and other families who have experience similar horrible things.
  + **MC**: I’m also going to ask Craig to send an outline of what the Florida Missing Children’s Day ceremony looks like; there are also some things we do for school children who are invited to the event. It is absolutely a training event for those schools.
  + **MC**: And in addition to the minutes, I think it would be helpful if we send the Advisory Board strategic plan to you all, I think that will help give a broader range of what their objectives are.
* **KT**: Do you have any updates on the Tampa Bay Rays.
  + **JP**: No major updates, I’m going to ask them for a donation once we get that letter.
* **KT**: Do we have anything from our new members?
* **ED**: I’m happy to be here and happy to serve on this Board.
* **KT**: I didn’t say a lot about Joyce Dawley who I recruited and couldn’t be here; she’s a former Special Agent in Charge out of FDLE and we went to the Academy together.
* **KT**: Does anyone have anything else?
  + **CS**: I have one other thing: the Foundation Bylaws were re-written by Jeff Dambly about a year ago and because the Foundation was in transition, they were never formally adopted.
  + **CS**: I would ask all members to please read the By-Laws—I will send those out after this meeting—and they will be voted on for approval at the next meeting.
* **KT**: Great, I’d like to get another meeting scheduled for the end of July beginning of August.
* **KT**: And if no one has anything else, I would make a motion to adjourn.
* **ED**: I agree.

## Adjourned