**Florida Missing Children’s Day Foundation**

Meeting Minutes

31 July 2018


## In Attendance

* **Foundation Members:**
	+ Lauren Adams
	+ Joyce Dawley
	+ Ed Dean
	+ Lisa Goodner Kiel
	+ Pamela Marsh
	+ James Previtera
	+ Kenneth Tucker
* **FDLE Members:**
	+ Zach Berlinghoff
	+ Jeff Dambly
	+ Brendie Hawkins
	+ Craig Schroeder

## Minutes

1. Approval of Minutes

Approved as presented except for correcting a spelling mistake (add "a" to Tampa).

1. Treasurer's Report (see attached)

Accepted as presented. Current balance is $29,200.26

* 1. Budget:

No budget has been presented to the Foundation for 2018. Craig Schroeder stated that a typical Florida Missing Children's Day (FMCD) budget is about $24,000 - $25,000.

Ken Tucker asked FDLE to send budget to all board members for review. The Foundation will approve estimated FMCD budget at the next Foundation meeting.

* 1. Contributions to Date:

Donor's Report (see attached) - accepted as presented.

Jim Previtera noted that the Tampa Bay Rays had requested and received certain information they needed to donate and would be sending $2,500.

* 1. Continued Efforts for Contributions:

Due to law changes of forfeiture dollars some law enforcement agencies are not able to donate as much as previous years or are not able to donate at all. Because of this law change, Ken encouraged the Foundation members to also reach out to corporate sponsors. He said he would reach out to Publix, Ace Hardware, and the Jacksonville Jaguars. He also brought up the idea of having award winners mentioned at Tampa Bay Rays and Jacksonville Jaguar games. Per Craig, Publix and Target have both been sponsors in the past. Craig will provide contact information for Target to Ken.

Ken discussed using the donation money for other activities during the year such as training, resources, and recognition. Jim mentioned awarding a grant to a law enforcement agency who has a missing persons or cold case unit.

Lisa Goodner Kiel suggested following up with those law enforcement agencies that were contacted for donations, but have not donated, and possibly extending the date for donations. Craig would like to keep the donation deadline as August 24th in order to get the donors' information on the banners. Ken would also like a list of those agencies that have donated in the last year or so but have not donated this year.

Lisa has received checks from anonymous donors and requested direction on whether they should be accepted. FDLE attorney Jeff Dambly said he is not aware of any statutory prohibitions, but it could raise questions of impropriety. The Foundation members agreed it would be best to not accept anonymous donations. Lisa will return the checks.

1. Expenses
	1. Safety Fair Goody Bags:

The Leon County Sheriff's Office has provided safety fair goody bags in previous years, but they are not able to provide them this year. Craig said that leftover bags can be used for this year, and he requested approval from the Foundation to order the goodies to put in the bags. Craig said the approximate cost would be $1,000 - $1,500.

Motion made to allow FDLE to purchase goody bag goodies up to $1,500 using Foundation funds. Motion seconded and approved.

* 1. Young Hero Travel:

The Young Hero Award winner's father cannot drive to travel to the ceremony. FDLE has researched the following options and pricing: option 1 - fly, between $700-800; option 2 - Greyhound (FDLE determined this trip would be too long for travel); and option 3 - Red Coach (8-hour trip) $200-250 for both father and daughter to travel together. FDLE requested that the Foundation choose and pay for a method of travel.

Motion made for the Foundation to pay for the award winner and her father's choice of travel. Motion seconded and approved.

* 1. Doubletree Accommodations:

Craig said that the Foundation has previously given payment information to the Doubletree for accommodations of certain FMCD guests. There are usually 6-8 families who require accommodations. FDLE requests that the Foundation provide payment information to the Doubletree to cover up to 10 families at an estimate of $1,500 at $101 per night

Motion made to approve payment information be sent to the Doubletree for up to $1,500 with an option to approve more in the future if needed. Motion seconded and approved.

* 1. Administrative Supplies:

Lauren Adams requested approval to buy supplies for the Secretary position including: Microsoft Word ($149.99); jump drive (approximately $10); printer ink (approximately $60 for 3 cartridges); storage box (approximately $10); and paper, envelopes, postage, labels (pricing depending on the particular job).

A continuing motion was made that Foundation President Kenneth Tucker has the authority to approve administrative costs without coming back to the Board for approval. Motion seconded and approved.

1. Additional Items:

Ed Dean suggested that the Foundation have a meeting after FMCD to put together a list of activities for which to use donation money and to set a target donation amount. The specific information may help with reaching out to corporate sponsors. Craig took a roll of Foundation members who plan to attend FMCD which included all present at today's meeting; therefore, it is likely a Foundation meeting will be held at the Capitol after FMCD.

Motion made to adjourn meeting. Motion seconded and approved.

## Adjourned

**Florida Missing Children’s Day Foundation**

**Treasurer’s Report**

**July 16, 2018**

**Beginning Balance as of June 19, 2018: $ 24,400.46**

**Deposits: $ 8000.00**

**Expenses (Checks cleared): $ 3200.00**

**Ending Balance as of July 16, 2018: $ 29,200.46**

**Florida Missing Children’s Day Foundation**

Donor Report

10 July 2018

**Advocate Sponsor - $5,000.00**

**Presenting Sponsor - $2,500.00**

Townley Engineering & Mfg. Co.

Townley Foundry & Machine Co.

**Gold Sponsor - $1,000.00**

Dean, Ed and Sarah T.

Florida Sheriffs Association

Highlands County Sheriff’s Office

Indian River County Sheriff’s Office

Orlando Police Department

Pinellas County Sheriff’s Office

**Silver Sponsor - $500.00**

City of Plantation

Clearwater Police Department

Collier County Sheriff’s Office

Florida Police Chiefs Association

Leon County Sheriff’s Office

Orange County Sheriff’s Office

Seminole County Sheriff’s Office

**Bronze Sponsor - $250.00**

City of Kissimmee

Lake County Sheriff’s Office

Miami Shores Police Department

Sumter County Sheriff’s Office

Village of Virginia Gardens Police Department

**Unable to Donate**

Flagler County Sheriff’s Office