**Florida Missing Children’s Day Foundation**

Meeting Minutes

In-Person Meeting - 06 March 2019



## In Attendance

* **Foundation Members:**
  + Lauren Adams
  + Joyce Dawley
  + Ed Dean
  + Charlotte Jerrett
  + Joe Martinez
  + Jon Shaw
  + Kenneth Tucker
  + Forrest Van Camp
* **FDLE Members:**
  + Mary Coffee
  + Brendie Hawkins
  + Seth Montgomery
  + Erin Rounds
  + Craig Schroeder

## Minutes

1. Welcome and Introduction
   1. Welcome to the Florida Missing Children’s Day Foundation’s (Foundation) new treasurer, Charlotte Jerrett, Chief Financial Officer of the Florida Fish and Wildlife Conservation Commission.
   2. Foundation Audit:

When considering an audit of the Foundation’s finances, Charlotte suggests an independent audit. Foundation members recommend looking for an accounting firm that would do an audit for gratis. Suggestions of possible sources of finding auditors are the statewide association of auditors and the law firm Foundation member Pamela Marsh is working with. Ken Tucker recommends Charlotte initiate research and work with Florida Department of Law Enforcement (FDLE) staff to contact Pamela.

Motion made to move forward with the Foundation’s financial audit focusing on an auditor that will be free of charge. If a cost is involved, Ken can make the decision to approve or not. Motion seconded and approved.

* 1. Foundation members and FDLE staff present made introductions of themselves.

1. Foundation Changes
   1. Vote to Formally Accept the Foundation By-Laws:

A draft version of the Foundation By-Laws has been in place for some time. Per Craig Schroeder, the highlighted parts of the draft by-laws were updated by FDLE attorney Jeff Dambly. The draft also separates the Foundation’s single Secretary/Treasurer position into two Board of Director positions, a Secretary and a Treasurer.

Motion made to approve the By-Laws as presented with the understanding that if future legislation expands the roll of the Foundation, the Foundation will need to revisit and update the By-Laws. Motion seconded and approved.

1. Expanding Role of the Foundation
   1. Legislative Bill:

In addition to raising money to fund Florida Missing Children’s Day each year, the Foundation would like to raise money in order to award grants to law enforcement agencies for the purpose of cold case investigations involving Florida’s missing children. Ken spoke with FDLE attorney Jeff Dambly who researched and determined that the Foundation’s statute 683.231 currently limits the scope of the Foundation to Florida Missing Children’s Day; the statute needs to be amended in order to provide grants. Ken also spoke with FDLE Commissioner Rick Swearingen and Assistant Commissioner Cookie Pritt who were in support of creating a bill to update the Foundation’s statute. The Foundation would also want to get support for the bill from the Florida Sheriff’s Association and the Florida Police Chief’s Association.

If the changes to the statute are approved, the Foundation would need to create a grant selection process through its By-Laws and an account to keep funds for Florida Missing Children’s Day separate from grant monies.

During discussion of wording of the bill, Ed Dean suggested the following wording, “The Florida Missing Children’s Day Foundation is authorized to raise private funds, separate and in addition to funds raised for the support of the Florida Missing Children’s Day event, to award through grants to Florida law enforcement agencies for the purpose of continuing investigations into cases involving Florida children who are determined to be missing, which grants shall be made in the discretion of the Florida Missing Children’s Day Foundations’ discretion consistent with the by-laws of the Foundation.”

Motion made to present Ed’s wording to FDLE to begin the process of creating a bill. Motion seconded and approved.

1. Treasurer’s Report
   1. The previous Treasurer’s Report dated December 18, 2018, was amended by Craig to include a payment of $2,473.50. The estimated new balance is $18,782.68.
   2. 2019 FMCD Ceremony Budget:

Craig presented an estimated budget for the 2019 Florida Missing Children’s Day ceremony and events.

* + 1. The 2019 budget does not include $5,000 for an outside event coordinator as did previous budgets because Craig will be taking care of the coordination.
    2. Discussion of possible changes to the budget included: payment of hotel and travel for families of missing children (currently hotel and travel reimbursements are only for families of children who have been confirmed deceased); FDLE will determine criteria for providing hotel and travel reimbursements; providing more travel reimbursement may also increase catering costs; updating the cash award from $250 to $500 in case there are winners in each of the citizen and school bus categories (per Craig, a cash award has not been given since he has been involved with the event).

Motion made to accept the 2019 Florida Missing Children’s Day budget with the following changes: add $1,000 to the Travel Reimbursement category, add $1,000 to the Hotel Category, add $500 to the Caterer category, and $250 to the Cash Award category, for a total of $23,420. If FDLE exceeds the dollar amount in any category, the budget will need to be brought back to the Foundation for approval. Motion seconded and approved.

1. 2019 FMCD Strategy
   1. Discussion about updating the Solicitation Letter:

Three different letters will be prepared and updated to focus on solicitations to Law Enforcement sponsors, Corporate sponsors, and School Board/Generic sponsors.

Jon Shaw suggested adding information to the Law Enforcement letter that the Foundation is one of the few organizations that state forfeiture funds can be used for. Also, because municipal fiscal years run on a different timeline than the state fiscal year of July 1 through June 30, language should be included in the letter noting that if funds are donated after that particular year’s FMCD ceremony, the funds will support future ceremonies.

Joyce Dawley suggested adding to the solicitation letters that FMCD is funded strictly through contributions.

Forrest Van Camp mentioned that the school boards can make donations. There are also school foundations that can contribute to other non-profit foundations. Another marketing option is to contact political candidates to use their leftover campaign contribution monies.

Lauren Adams will start a draft for the Law Enforcement and Corporate sponsor letters. Forrest will make changes to the solicitation letter to make it more appropriate for school board members and superintendents.

* 1. Timeline:

Letters should be finalized and sent out by the end of April or early May. Several conferences including law enforcement chiefs, sheriffs, and school boards occur in May and June that Foundation members may attend to try to get donations.

Other opportunities for awareness and solicitations may include sending Foundation members to events such as FDLE’s Ft. Myers Regional Operations Center’s child’s fair safety day and the Dade Medical Examiner’s missing person’s day.

* 1. Department of Highway Safety and Motor Vehicles (DHSMV):

Individuals updating their vehicle registrations or driver’s licenses have the option to make donations to several different organizations. Ken would like to get the Foundation on the list for donations. Mary Coffee confirmed that it is part of legislation to get the organizations on the list.

1. Secretarial Supplies
   1. None needed at this time.
2. Additional Items
   1. Motion made to approve the previous meeting minutes dated July 31, 2018, and December 18, 2018, as presented. Motion seconded and approved.
   2. The next in-person Foundation meeting is on the calendar for June 5th to coincide with the next Missing and Endangered Persons Information Clearinghouse Advisory Board meeting.
   3. FMCD expenditures coming up in May and June include $100 checks for the regional essay contest winners and miscellaneous supplies.
   4. Ken would like to do press releases for regional winners, and have formal ceremonies to increase public awareness.

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**

Note: $2,473.50 check was sent to PSG on 1/10/19.

**ESTIMATED NEW BALANCE: $18,782.68**

