

**HORIZON FOUNDATION, INC. BOARD OF DIRECTORS
MEETING MINUTES
January 5, 2018**

Members Present:

Gray Davis	Dan Eveloff
Gary Griffin	Randy Henderson
Gail Markham	Michael Martin
Amy Quaremba	Robbie Roepstorff
Russell Schropp	Chris Spiro
Jim Wilson	

Members Absent:

Greg Adkins	Dennis Boback
Dane Eagle	Chauncey Goss
John Manning	David Miller
Jennifer Nelson	Ben Siegel
Dan Thompson	

Staff & Guests Present:

Warren Baucom	Rachel Busch
Rebecca Czyz	Antranette Forbes
Tiffany Grint	Pamela Johnson
Amy McQuagge	Glen Salyer
Jim Humphrey (IDA Counsel)	Adam Palmer (LandQwest Commercial)

I. CALL TO ORDER

President Gary Griffin called the meeting to order at 8:06 a.m.

II. APPROVAL OF MINUTES

A motion to approve the minutes of the November 30, 2017 meeting was made by Chris Spiro, seconded by Gail Markham, and unanimously approved.

III. PRESIDENT'S REPORT

None given.

IV. TREASURER'S REPORT

a. Financials (November 2017)

Dan Eveloff reviewed the November 2017 financials. The summary sheet shows that the budget totals for the general operating and marketing expenses decreased slightly to \$618,246.51, reflecting normal seasonal activities.

The Young Professionals received a \$5,000.00 sponsorship from Chico's for FY17-18.

Accounts receivable funds decreased 15% from the prior month for a total of \$3,500.00. As of November, \$283,000.00 was collected, 71% towards the annual fundraising goal of \$400,000.00 for 2017.

Total expenses through November represented \$312,885.50, or 53% of the annual budget of \$582,650.00. The total cost exceeded budget by 21% due to speaker fees and venue rentals.

The accounting line item was exceeded due to bookkeeping services by an external company and auditor services.

A motion to accept the November 2017 financials was made by Jim Wilson, seconded by Randy Henderson, and unanimously approved.

V. UNFINISHED BUSINESS

a. Status of Chief Fundraising Officer

Gray Davis developed a written job description for the contracted 1099 Chief fundraising position. The Foundation currently has two applications from interested parties.

b. IDA/Horizon Foundation Agreement Authorization

Griffin gave thanks to the IDA for proposing to fund the 1099 contracted position to help further the economic development of Lee County. Jim Humphrey, IDA Counsel, spoke about working with Thomas Hart (Knott Ebelini Hart) to prepare the agreement, which will be presented to the IDA at their January 26 meeting. The agreement states that the IDA agrees to support the Foundation and its efforts to improve the business environment by providing financial assistance to the Foundation, up to a maximum of \$50,000.00 for the calendar year 2018.

A motion to authorize the Horizon Foundation President to execute the agreement upon approval by the IDA was made by Henderson, seconded by Russell Schropp, and unanimously approved.

Griffin agreed that either he or the Council's Chair or Vice Chair would attend the January 26 IDA meeting.

c. Bylaw Amendment Review

Thomas Hart reviewed the Horizon Foundation bylaws and found little or no changes that needed to be made in regards to the 1099 contracted fundraising position.

VI. NEW BUSINESS

a. Bookkeeping Services Proposal

Gray Davis recommended Sharon Brotherton, President of ShaBro Alternative Office Solutions as a bookkeeper for the Foundation, as she specializes in working with non-profit organizations. Brotherton has worked with the Uncommon Friends Foundation for the past ten years.

A motion to approve bookkeeping services for the Foundation, based on the proposal from ShaBro Alternative Office Solutions was made by Spiro, seconded by Michael Martin, and unanimously approved.

b. Westin Cape Coral Resort (Annual Meeting) Contract

The 2018 Horizon Council Annual Meeting venue rental and food service costs, based on 250 people is \$10,312.50, which exceeds the \$10,000.00 threshold and requires approval by the Board.

A motion to approve the 2018 Annual Meeting contract with the Westin Cape Coral Resort was made by Spiro, seconded by Henderson, and unanimously approved.

c. Credit Card Authorization for Pamela Johnson

With the transition of EDO Directors, the credit card for John Boland was closed, and a request was made to authorize Johnson for a Horizon Foundation credit card.

A motion to authorize a Horizon Foundation credit card for Pamela Johnson was made by Spiro, seconded by Schropp, and unanimously approved.

VII. EXECUTIVE DIRECTOR COMMENTS

a. Annual Meeting

The 2018 Horizon Council Annual Meeting currently has 200 attendants, 250 are expected. Stewart Colovin, Chief Creative Officer and Executive Vice President of MMGY Global will be the keynote speaker and will speak about destination branding.

b. Women's Business Summit

The Women's Business Summit will be held on February 16, 2018 at Florida SouthWestern State College. Diane Ellis, Brand President for Chico's FAS will be the keynote speaker. The summit will include several breakout sessions covering topics such as salary negotiations, harassment avoidance, working with millennials, ageism, corporate philanthropy, employment law and diversity and inclusion in the workplace.

VIII. MEMBER & PUBLIC COMMENTS

IX. ADJOURN

With no further business, the meeting adjourned at 8:36 a.m.