

University of Florida Historic St. Augustine, Inc. (UFHSA)

A direct support organization to UF as provided, Chapter 267.1736 Laws of Florida

UFHSA Board of Directors Meeting Minutes (FINAL – adopted 11/13/20)

May 19, 2020

Time Convened: 10:02 a.m.

Time Adjourned: 10:28 a.m.

Via Conference Call

Board Members Present via conference call: Allen Lastinger (Board Chair), Kathy Deagan, Charles Ellis, Michael Francis, John Frazier, Rick Gonzalez, Buff Gordon, Roy Hunt, Dr. Joe Joyner, Bill Proctor, Herschel Shepard, Don Slesnick, Doug Wiles, and Fr. Tom Willis

Board Members Absent: Bill Robinson

Others Present: Ed Poppell, Linda Dixon, Billy Triay, Deb Kinney

1. Welcome and Introductions

Chair Lastinger welcomed everyone in attendance and called the UFHSA conference call to order at 10:02 a.m. Chair Lastinger introduced and welcomed the four new Board members: Charles Ellis, John Fraser, Dr. Joe Joyner, and Fr. Tom Willis. Chair Lastinger also held a moment of silence for the passing of Gene Lyon and Arva Parks. Who were both strong supporters of UF Historic St. Augustine, Inc.

2. Discussion Items:

Chair Lastinger turned the meeting over to Ed Poppell. Ed Poppell began by reviewing the discussion items first given their relevance to the Budget action item.

a. COVID-19 Issues –

Ed Poppell gave a COVID-19 update - Last weekend St. Augustine began reopening and it is expected St Augustine will continue to reopen in a slow orderly process. Ed pointed out that there was concern by tenants, shop owners and their employees that visitors are not practicing social distancing and wearing masks. The concerns have been relayed to the City Manager, John Reagan and have ask if its ok if individual business tenants can require masks.

Ed expressed gratitude towards the Croce team for their leadership among business tenants and owners during the COVID-19 crisis.

Ed shared the actions that the City Manager is taking to detect the virus in coordination with the wastewater treatment plant. They have also been working together to get thermometers and masks for the businesses in downtown St. Augustine. Ed also mentioned the trains are doing a good job handing out masks and practicing social distancing while working at 1/3 capacity.

Ed pointed out that tenants have had rent relief for April and May. With continued progress to reopen St. Augustine, we are proposing to offer no rent in June, partial rent in July, and begin full rent in August. Rent relief is costing UFHSA \$50K a month with a total cost of \$175K if we return to a normal rent schedule in August.

Ed opened the discussion up for questions and concerns. Several Board members questioned what the mask policy is for UF, the City and County. Don Slesnick suggested there is no reason why individual shop owners couldn't enforce their own mask policy. Ed pointed out that ultimately, the shop owners would like to have the city or university adopt a mask policy, so they can point to an external policy and not damage their customer relations. Kathy Deagan asked how many tenants' shops had reopened. Bill Triay indicated that approximately 8-10 tenants' shops are currently open, but none are open at full capacity.

b. Memorial –

Ed suggested it was in the best interest of the Board to hold off on the memorial statue project at this time, considering the current situation. The project still needs federal and state input and an archaeological survey, which they expect there may be issues with the location. Additionally, a community input session had been scheduled to get public thoughts on the project, which had to be cancelled and will be rescheduled.

The Board considered the following Action Items:

3. Action Items:

a. Budget Approval 2020-2021

Ed Poppell and Linda Dixon reviewed the budget. Linda indicated that the budget contains recurring expenses and minimal capital projects that will be delayed until we know the budget status. Work will continue on roof replacements funded by insurance and FEMA reimbursement. As of the March bank statements, all accounts had been tracking well. The FY21 budget includes a 20% reduction in revenue with Colonial Quarter estimates similar to that realized after the recent hurricane. On the spending side, there are funds for building projects, but they are hold for now. Ed mentioned the Ribera yard project is complete except for some interpretive signage. Ed also pointed out that the state forecast doesn't look promising, because the legislature hasn't presented the budget yet and a special session may be required because of COVID-19. They expect a 10% reduction in state funds.

Board Chair Lastinger asked if the budget presented is a balanced budget even with the revenue shortfall, which Ed indicated was correct. Chair Lastinger then asked for a motion to approve Budget for approval which was made by Roy Hunt and a second, which was made by Kathy Deagan. Chair Lastinger then asked for all in favor of the motion and any opposed and the motion was approved unanimously.

b. Approval of Collections

Roy Hunt and Linda Dixon reviewed details about a stamp collection which is being donated for entry into UFHSA's permanent collection. Linda Dixon mentioned that the donor hasn't asked for anything in return but mentioned that a gift agreement would need to be prepared. Members questioned if library staff was agreeable to the donation. Linda noted that the donation would be part of the UFHSA permanent collection and library staffs' role includes curating all of UFHSAs collections. Don Slesnick moved to approve the collection emphasizing that he has a collection of his own so he knows this a very valuable collection, which will be a wonderful addition. Chair Lastinger then asked for a second, which was made by Herschel Shepard. Chair Lastinger then asked for all in favor of the motion and any opposed and the motion was approved unanimously.

4. New Business

Don Slesnick mentioned that if anyone is looking for another organization to make a charitable donation to the School for the Deaf and Blind is in desperate need of donations.

Roy Hunt asked if the next regular meeting has been scheduled. Chair Lastinger said that there is normally a regular meeting in the fall and a meeting will be scheduled in October or November.

5. Adjourn Board Meeting

There being no further discussion, Chair Lastinger adjourned at the meeting at 10:28 a.m.