

UNIVERSITY *of* WEST FLORIDA

HISTORIC TRUST

BRINGING HISTORY TO LIFE

Monday

September 26, 2022

**MEETING OF THE
BOARD OF DIRECTORS**



UNIVERSITY *of* WEST FLORIDA
HISTORIC TRUST

AGENDA

September 26, 2022 - Noon

1. Opening of Meeting/Introductions
 - a. Roll Call
2. Public Comments
3. Approval of Minutes
 - a. Board of Directors Meeting: July 25, 2022
4. Additions to the Agenda
5. Adoption of the Agenda
6. Advancement Report - Mr. Howard Reddy
7. Executive Director Report – Mr. Robert Overton
8. Treasurer’s Report – Mr. Charlie Switzer
 - a. *Presentation of Audited Financial Statements - Saltmarsh, Cleveland, and Gund
9. Committee Reports and Recommendation
 - a. PMA Board Report - Mr. Chris Heaney
 - b. Property and Collections Committee - Mr. Dave Luttrell
 - a. *Gifts and Loans
 - b. *DeFuniak MOU
 - c. *MOU Extensions
10. Old Business
11. New Business
 - a. Bootleg Ball 2023
 - b. *2023 Meeting Schedule
12. Chair’s Comments
13. Adjournment
 - a. Next meeting: November 28, 2022

**Minutes of the Meeting of
July 25th, 2022**

DIRECTORS PRESENT: Mr. Scott Barrow, Dr. Della Scott-Ireton, Dr. Amy Mitchell-Cook, Dr. Lornetta Epps, Mrs. Pam Swartz, Dr. Martha Saunders, Mr. John Peacock, Mrs. Teri Levin, and Mr. Edward Tisdale.

DIRECTORS ABSENT: Mr. Collier Merrill, Mr. Charlie Switzer, Mrs. Suzanne Lewis, and Mr. David Luttrell.

STAFF PRESENT: Mr. Robert Overton, Mr. Howard Reddy, Mr. Nicholas Croghan, Mrs. Anna Wall, Mr. Ross Pristera, Mrs. Adrienne Walker, Ms. Claire Stewart, and Ms. Amy Eve.

INVITED GUESTS PRESENT: Ms. Jessica Scholl, Mr. Daniel Engelau.

PUBLIC PRESENT: Ms. Claudine Kriss.

1. **Opening of Meeting:** Mr. Barrow called the meeting to order at 12:06 p.m. The presence of a quorum was noted. A quorum was present. Dr. Epps and Mrs. Levin attended via Zoom. Mr. Barrow announced that Mr. Heaney is now the PMA Board Chair and will be attending the board meetings and Mr. Tisdale has been appointed to this board by Dr. Saunders.
2. **Public Comments / Questions:** Mrs. Claudine Kriss spoke regarding the upcoming exhibit in PMH on the Great Gulf Coast Art Festival and shared that they will be having a reception and would like the board to attend if possible. She has been working with Mr. Pristera and Ms. Cragg and she thanked them for their commitment and time.
3. **Approval of Minutes:** The board reviewed the minutes from the meeting on May 23rd, 2022. A correction was noted that Mrs. Schwartz was present and the board then approved the minutes unanimously.
4. **Additions to the Agenda:** None
5. **Adoption of the Agenda:** The agenda was adopted unanimously.
6. **University Update:** Dr. Saunders reported on the ongoing campus Master Plan and shared that it will be shared soon. Staff and Faculty are busy preparing for the start of the Fall semester. Dr. Ellenberg will be stepping down in the coming months and they will hold a search for his position.

7. Advancement Update: Mr. Howard Reddy provided the Department of Advancement update. He shared that the final numbers are still settling but everything is looking positive. The Historic Trust Board is at 100 percent giving. Advancement is looking forward to a great year and has a number of exciting initiatives planned.

8. Executive Director Report: Mr. Robert Overton shared his report.

We have submitted our budget request for TDT funds to the county. At the July 13 meeting of the Escambia County Commission we justified our request for a \$25,000 increase in our funding for next FY. There will be two more budget hearings over the next couple of months before they make a final approval.

The \$750,000 in non-recurring state funding allocation that we requested was vetoed by the Governor. We are working with Representatives Williamson and Salzman on a legislative grant request for \$500,000 for this FY.

In partnership with Visit Pensacola we will be hosting a pre-screening of the Emmy Award winning PBS show A Taste of History: Pensacola. The event will take place on Thursday September 29th at the Museum of Commerce and will serve as a fundraiser for the Historic Trust. Guests will view a pre-release screening of the show that was filmed in Historic Pensacola Village as well as enjoy tasting the dishes prepared by the four chefs who participated. Both the show's host and the producer will be on hand to interact with the crowd and answer questions. Tickets will go on sale in early August.

We are working with Defuniak Springs Landmarks, Inc. to assist them in managing a Federal Historic Preservation Fund Paul Bruhn Historic Revitalization Subgrant. This grant provides funds to assist with the revitalization of Historic Houses surrounding the Campus of the Florida Chautauqua. The Historic Trust will serve as a consulting resource for the grant applicants as related to the historical accuracy of proposed restoration efforts. We worked with the City and Councilwoman Teniade' Broughton to host the City's Juneteenth Celebration on Museum Plaza on Saturday June 18th. The City has made \$25,000 available for this event. Around 1000 people participated.

Visitation: Overall YTD Site visitation up 200% over the same period from last year. (last year 55,935 people vs this year 168,101 people).

9. Treasurer's Report: Mr. Overton presented the financials in Mr. Switzer's absence. Total Income June: \$587,385.53 (includes PPP Forgiveness of \$278,690) Total Expense June \$616,063.18 (includes depreciation of \$327,358) The UWFHT had a monthly expense over income of \$28,677.65 and a year to date income over expense of \$121,896.21. As you all can see, our admissions revenue was up this year based on our prior projections and visitation is back on track and in some areas exceeding pre-Covid numbers. Our Annual Audit begins on Monday, July 25th. This month we are introducing new financial reports as

part of our recent efforts to streamline and adhere to best practices. These four reports include a Balance sheet, Profit and Loss YTD, Profit and Loss by Month, and Profit and Loss Budget Performance. These are the standard reports presented by most non-profits and utilizing these will also simplify report preparation for staff as well. Mrs. Schwartz made a motion to accept. Mr. Peacock seconded. The Treasurer's Report was approved with unanimous consent.

10. Committee Reports and Recommendations:

- a. PMA Board Report: Mr. Heaney provided the Board with the Pensacola Museum of Art's Board of Director's report. The American Alliance of Museums approved reaccreditation last week and we are pleased. We are also excited about our recent application for an Impact Grant to improve the Main Street facade and Sculpture Garden. We have a number of new exhibits being planned for early Fall. On Sept 17th we will hold our exhibit opening for the Clyde Butcher exhibition and hope the board will attend.

- b. Property and Collections Committee (PCC) Report: Mr. Overton provided the Property and Collections Committee (PCC) Report from their last meeting. Gifts and Loans were reviewed and brought to the Board for approval. Mr. Peacock made a motion to accept and Mr. Heaney seconded. They were unanimously approved. Mr. Pristera provided an update on the Train Covering project. He also announced that we have been funded for our Dorr house special category grant which will help restore doors and windows. We are currently working on our MOU with the Art sept and the Art Maker's space construction in progress.

11. Old Business:

- a. Crowe review of Historic Trust Internal Controls: The Florida University Systems Board of Governors has ordered an audit of the internal controls for all state university DSOs. Ours is now complete. We had two "Observations" noted in their report. We are instituting some changes to our processes to address each of these observations. Observation 1 - The executive director will now review and sign off on monthly reconciliation reports once they are completed. On Observation 2 - Conflict of Interest Forms will be submitted electronically via DocuSign.

12. New Business: None

13. Chair's Comments: Mr. Barrow shared that the Pop Murals committee held a brief meeting and are identifying more locations. They are also working to finalize the design and update the website.

14. Adjournment: The meeting was adjourned at 12:41 p.m. The next meeting is on September 26, 2022.

Visitation Report

August, 2022

Historic Pensacola	Current Month August 2022	YTD 2021/22	YTD 2022/23
Schoolchildren	0	0	83
Birthday Parties Attendees	0	0	0
Special Programs Attendees	16	350	16
Private Tour Attendees	0	0	0
Special Event Attendees	2184	3256	5264
Admissions ONSITE sales	5178	6151	12,411
TOTAL	7378	9757	17774
Online Admissions Total			
	388	786	1064
Pensacola Museum of Art			
Schoolchildren	97	0	112
Birthday Parties Attendees	0	0	0
Special Programs Attendees	46	92	66
Special Event Attendees	0	92	0
Admissions ONSITE SALES	832	1391	2188
TOTAL	975	1575	2366
Arcadia Mill			
Scheduled Tour Attendees	0	27	0
Site Visitors (Mill & Homestead)	664	1568	1461
Special Program Attendees	0	0	0
Tickets Sold	41	149	133
TOTAL	705	1,744	1594
GRAND TOTAL			
	9446	13,862	22,798

Treasurer's Report

MEMORANDUM

TO: UWF Historic Trust Board of Directors

FROM: Charlie Switzer, Treasurer

SUBJ: Treasurer's Report

DATE: September 26, 2022

Following this Memo are the August Financial Reports for the UWF Historic Trust.

Total Income August: \$ 110,484.76

Total Expense August: \$ 96,613.97

The UWFHT had a monthly income over expense of \$13,870.79 and year to date income over expense of \$8,182.63. Our admissions are up and our program incomes are holding strong. We have also brought in just over \$9,000 towards the upcoming Taste of History event and we are looking forward to it being a successful event. Our expenses are generally in line with our expectations and we are adapting to the new school year and the new fiscal year with a fresh perspective.

We are happy to report we received a clean audit with no findings and our auditors from Saltmarsh, Cleaveland, and Gund are on site today to present the 2021-2022 audited financial statements, which you will find included with the materials.

UWF Historic Trust
Schedule I - Profit & Loss
For the one month ended August 31, 2022 and 2021

	<u>Aug 22</u>	<u>Aug 21</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
3005 · ADMISSIONS	38,586.00	22,378.00	16,208.00
3006 · BIRTHDAY PARTIES	100.00	0.00	100.00
3200 · EDUCATION PROGRAMS	3,015.00	385.00	2,630.00
3320 · Special Programs	9,400.00	265.00	9,135.00
3350 · GRANTS	11,357.00	23,427.39	-12,070.39
3380 · PARKING	4,800.00	0.00	4,800.00
3400 · MUSEUM STORE	4,454.71	3,058.28	1,396.43
3500 · LEASE/BUILDINGS	14,384.37	15,131.30	-746.93
3510 · RENTALS/SHORT-TERM	19,882.00	17,180.10	2,701.90
3560 · DONATIONS	4,505.68	241.43	4,264.25
3600 · EARNED INTEREST	0.00	0.44	-0.44
3800 · SHORTAGE/OVERAGE	0.00	-2.46	2.46
Total Income	<u>110,484.76</u>	<u>82,064.48</u>	<u>28,420.28</u>
Gross Profit	110,484.76	82,064.48	28,420.28
Expense			
4110 · CONSULTING SERVICE	3,602.50	1,475.00	2,127.50
4113 · Payroll and Benefits	7,000.00	0.00	7,000.00
4115 · MUSEUM-STAFF	2,410.00	1,590.00	820.00
4120 · AUTO EXPENSE ALLOWANCE	600.00	500.00	100.00
4130 · INSURANCE & SURETY BONDS	8,277.00	7,061.00	1,216.00
4133 · PROPERTY MGMT	1,305.96	2,796.30	-1,490.34
4135 · AUDITING	0.00	1,000.00	-1,000.00
4155 · POSTAGE/FREIGHT/EXP.MAIL	734.84	0.00	734.84
4160 · PRINTING & DUPLICATING	10,163.00	376.00	9,787.00
4175 · DUES/SUBSCRIPTIONS	1,004.08	0.00	1,004.08
4180 · ADVERTISING/MRKTNG	10,389.02	1,511.77	8,877.25

UWF Historic Trust
Schedule I - Profit & Loss
For the one month ended August 31, 2022 and 2021

	<u>Aug 22</u>	<u>Aug 21</u>	<u>\$ Change</u>
4200 · EDUCATION PROGRAMS-SUPPLIES	2,189.29	682.78	1,506.51
4210 · Museum Store Purchases	1,717.63	1,001.68	715.95
4250 · TELEPHONE	266.12	173.74	92.38
4253 · WATER	10.59	34.82	-24.23
4275 · UTILITIES	12,525.80	7,536.81	4,988.99
5000 · TRAVEL EXPENSE	1,422.50	135.00	1,287.50
5100 · OFFICE / ADMIN EXPENSES	5,215.25	1,499.48	3,715.77
5250 · SPECIAL EVENTS	646.25	199.80	446.45
6000 · EXHIBITS/COLLECTIONS/CURATO...	3,222.17	4,243.79	-1,021.62
6100 · BLDG/MATERIALS & SUPPLIES	9,912.51	8,243.54	1,668.97
6135 · LANDSCAPING/GROUNDS	2,548.06	1,732.62	815.44
6175 · INDEPENDENT CONTRACTOR	4,652.40	3,051.01	1,601.39
7800 · OCO/OTHER CAPITAL OUTLAY	6,499.00	0.00	6,499.00
7900 · Grant Expenses	300.00	0.00	300.00
Total Expense	<u>96,613.97</u>	<u>44,845.14</u>	<u>51,768.83</u>
Net Ordinary Income	13,870.79	37,219.34	-23,348.55
Other Income/Expense			
Other Income			
3950 · Other Grants	15,000.00	0.00	15,000.00
Total Other Income	15,000.00	0.00	15,000.00
Other Expense			
5100.20 · 200th Anniversary Celebration	0.00	5,641.50	-5,641.50
6135.11 · Landscaping/Grounds Mtn-SMC	4,809.49	4,078.73	730.76
Total Other Expense	<u>4,809.49</u>	<u>9,720.23</u>	<u>-4,910.74</u>
Net Other Income	<u>10,190.51</u>	<u>-9,720.23</u>	<u>19,910.74</u>
Net Income	<u><u>24,061.30</u></u>	<u><u>27,499.11</u></u>	<u><u>-3,437.81</u></u>

UWF Historic Trust
Schedule II - Profit & Loss Budget Performance
For the one month and twelve months ended August 31, 2022

	Aug 22	Budget	\$ Over Budget	Jul - Aug 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
3005 · ADMISSIONS	38,586.00	20,000.00	18,586.00	94,739.91	40,000.00	54,739.91	240,000.00
3006 · BIRTHDAY PARTIES	100.00	416.67	-316.67	100.00	416.67	-316.67	5,600.00
3200 · EDUCATION PROGRAMS	3,015.00	3,833.33	-818.33	7,163.00	7,666.70	-503.70	46,500.00
3300 · CITY/COUNTY FUNDING	0.00	0.00	0.00	0.00	0.00	0.00	202,400.00
3310 · ESC COUNTY SCHOOL FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00
3320 · Special Programs	9,400.00	0.00	9,400.00	9,400.00	0.00	9,400.00	35,000.00
3350 · GRANTS	11,357.00	0.00	11,357.00	11,357.00	0.00	11,357.00	31,000.00
3380 · PARKING	4,800.00	5,000.00	-200.00	4,800.00	5,000.00	-200.00	60,000.00
3400 · MUSEUM STORE	4,454.71	3,750.00	704.71	10,118.40	7,500.00	2,618.40	45,000.00
3500 · LEASE/BUILDINGS	14,384.37	13,083.33	1,301.04	30,536.99	26,166.70	4,370.29	157,000.00
3510 · RENTALS/SHORT-TERM	19,882.00	17,500.00	2,382.00	35,432.00	31,500.00	3,932.00	210,000.00
3560 · DONATIONS	4,505.68	5,000.00	-494.32	4,515.02	5,000.00	-484.98	20,000.00
3570 · RESTRICTED GIFTS	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
3590 · Restricted Interest	0.00	0.00	0.00	0.00	0.00	0.00	225.00
3600 · EARNED INTEREST	0.00	0.00	0.00	0.40	0.00	0.40	100.00
Total Income	<u>110,484.76</u>	<u>68,583.33</u>	<u>41,901.43</u>	<u>208,162.72</u>	<u>123,250.07</u>	<u>84,912.65</u>	<u>1,077,825.00</u>
Gross Profit	110,484.76	68,583.33	41,901.43	208,162.72	123,250.07	84,912.65	1,077,825.00
Expense							
4110 · CONSULTING SERVICE	3,602.50	2,041.67	1,560.83	3,602.50	4,083.30	-480.80	24,500.00
4113 · Payroll and Benefits	7,000.00	7,000.00	0.00	7,000.00	14,000.00	-7,000.00	84,000.00
4115 · MUSEUM-STAFF	2,410.00	3,250.00	-840.00	3,360.00	6,500.00	-3,140.00	40,000.00
4120 · AUTO EXPENSE ALLOWANCE	600.00	600.00	0.00	1,200.00	1,200.00	0.00	7,200.00
4130 · INSURANCE & SURETY BONDS	8,277.00	8,000.00	277.00	8,277.00	8,000.00	277.00	20,000.00
4133 · PROPERTY MGMT	1,305.96	750.00	555.96	2,248.59	1,500.00	748.59	12,000.00
4135 · AUDITING	0.00	1,000.00	-1,000.00	0.00	1,000.00	-1,000.00	13,000.00
4136 · PROPERTY TAX	0.00	0.00	0.00	0.00	3,900.00	-3,900.00	7,800.00
4155 · POSTAGE/FREIGHT/EXP.MAIL	734.84	416.67	318.17	734.84	833.30	-98.46	5,000.00
4160 · PRINTING & DUPLICATING	10,163.00	1,833.33	8,329.67	10,855.00	3,666.70	7,188.30	22,000.00
4175 · DUES/SUBSCRIPTIONS	1,004.08	1,625.00	-620.92	1,393.15	3,250.00	-1,856.85	19,500.00
4176 · MEMORIALS	0.00	0.00	0.00	0.00	0.00	0.00	500.00

UWF Historic Trust
Schedule II - Profit & Loss Budget Performance
 For the one month and twelve months ended August 31, 2022

	Aug 22	Budget	\$ Over Budget	Jul - Aug 22	YTD Budget	\$ Over Budget	Annual Budget
4180 · ADVERTISING/MRKTNG	10,389.02	5,000.00	5,389.02	12,927.02	10,000.00	2,927.02	60,000.00
4200 · EDUCATION PROGRAMS-SUPPLIES	2,189.29	3,085.00	-895.71	9,368.97	11,570.00	-2,201.03	42,850.00
4210 · Museum Store Purchases	1,717.63	1,875.00	-157.37	4,780.42	3,750.00	1,030.42	22,500.00
4215 · Special Programs Expenses	0.00	875.00	-875.00	0.00	1,750.00	-1,750.00	35,750.00
4225 · AWARDS/OTHER	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
4250 · TELEPHONE	266.12	333.33	-67.21	601.57	666.70	-65.13	4,000.00
4253 · WATER	10.59	250.00	-239.41	57.61	500.00	-442.39	3,000.00
4275 · UTILITIES	12,525.80	8,166.67	4,359.13	38,312.77	28,333.34	9,979.43	100,000.00
5000 · TRAVEL EXPENSE	1,422.50	2,250.00	-827.50	1,422.50	2,625.00	-1,202.50	27,000.00
5100 · OFFICE / ADMIN EXPENSES	5,215.25	1,916.67	3,298.58	9,777.28	3,833.34	5,943.94	23,000.00
5250 · SPECIAL EVENTS	646.25	1,625.00	-978.75	974.20	3,250.00	-2,275.80	23,500.00
6000 · EXHIBITS/COLLECTIONS/CURATOR...	3,222.17	10,000.00	-6,777.83	7,198.99	16,000.00	-8,801.01	130,000.00
6100 · BLDG/MATERIALS & SUPPLIES	9,912.51	3,875.00	6,037.51	17,873.78	7,750.00	10,123.78	48,000.00
6135 · LANDSCAPING/GROUNDS	2,548.06	2,800.00	-251.94	4,185.54	5,600.00	-1,414.46	70,000.00
6175 · INDEPENDENT CONTRACTOR	4,652.40	12,395.04	-7,742.64	47,029.36	40,103.34	6,926.02	164,054.00
7800 · OCO/OTHER CAPITAL OUTLAY	6,499.00	1,000.00	5,499.00	6,499.00	8,000.00	-1,501.00	20,000.00
7900 · Grant Expenses	300.00	0.00	300.00	300.00	0.00	300.00	45,171.00
Total Expense	96,613.97	81,963.38	14,650.59	199,980.09	191,665.02	8,315.07	1,077,825.00
Net Ordinary Income	13,870.79	-13,380.05	27,250.84	8,182.63	-68,414.95	76,597.58	0.00
Other Income/Expense							
Other Income							
3950 · Other Grants	15,000.00	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00
Total Other Income	15,000.00	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00
Other Expense							
5100.20 · 200th Anniversary Celebration	0.00	0.00	0.00	10,124.40	0.00	10,124.40	0.00
6135.11 · Landscaping/Grounds Mtn-SMC	4,809.49	0.00	4,809.49	8,709.49	0.00	8,709.49	0.00
Total Other Expense	4,809.49	0.00	4,809.49	18,833.89	0.00	18,833.89	0.00
Net Other Income	10,190.51	0.00	10,190.51	-3,833.89	0.00	-3,833.89	0.00
Net Income	24,061.30	-13,380.05	37,441.35	4,348.74	-68,414.95	72,763.69	0.00

	<u>Jul - Aug ...</u>	<u>Jul - Aug ...</u>	<u>% Change</u>
Ordinary Income/Expense			
Income			
3005 · ADMISSIONS	94,739.91	52,949.50	78.9%
3006 · BIRTHDAY PARTIES	100.00	0.00	100.0%
3200 · EDUCATION PROGRAMS	7,163.00	2,360.00	203.5%
3320 · Special Programs	9,400.00	265.00	3,447.2%
3350 · GRANTS	11,357.00	23,427.39	-51.5%
3380 · PARKING	4,800.00	4,800.00	0.0%
3400 · MUSEUM STORE	10,118.40	10,961.74	-7.7%
3500 · LEASE/BUILDINGS	30,536.99	30,450.86	0.3%
3510 · RENTALS/SHORT-TERM	35,432.00	48,640.60	-27.2%
3560 · DONATIONS	4,515.02	1,683.17	168.3%
3600 · EARNED INTEREST	0.40	0.85	-52.9%
3800 · SHORTAGE/OVERAGE	0.00	-2.41	100.0%
Total Income	<u>208,162.72</u>	<u>175,536.70</u>	<u>18.6%</u>
Gross Profit	208,162.72	175,536.70	18.6%
Expense			
4110 · CONSULTING SERVICE	3,602.50	1,475.00	144.2%
4113 · Payroll and Benefits	7,000.00	0.00	100.0%
4115 · MUSEUM-STAFF	3,360.00	2,177.00	54.3%
4120 · AUTO EXPENSE ALLOWANCE	1,200.00	1,000.00	20.0%
4130 · INSURANCE & SURETY BONDS	8,277.00	7,061.00	17.2%
4133 · PROPERTY MGMT	2,248.59	4,691.73	-52.1%
4135 · AUDITING	0.00	1,000.00	-100.0%
4155 · POSTAGE/FREIGHT/EXP.MAIL	734.84	0.00	100.0%
4160 · PRINTING & DUPLICATING	10,855.00	454.00	2,291.0%
4175 · DUES/SUBSCRIPTIONS	1,393.15	450.00	209.6%
4180 · ADVERTISING/MRKTNG	12,927.02	2,856.77	352.5%

	<u>Jul - Aug ...</u>	<u>Jul - Aug ...</u>	<u>% Change</u>
4200 · EDUCATION PROGRAMS-SUPPLIES	9,368.97	2,531.99	270.0%
4210 · Museum Store Purchases	4,780.42	2,087.41	129.0%
4250 · TELEPHONE	601.57	339.59	77.2%
4253 · WATER	57.61	68.57	-16.0%
4275 · UTILITIES	38,312.77	34,551.43	10.9%
5000 · TRAVEL EXPENSE	1,422.50	135.00	953.7%
5100 · OFFICE / ADMIN EXPENSES	9,777.28	3,146.00	210.8%
5250 · SPECIAL EVENTS	974.20	1,451.89	-32.9%
6000 · EXHIBITS/COLLECTIONS/CURATO...	7,198.99	8,554.98	-15.9%
6100 · BLDG/MATERIALS & SUPPLIES	17,873.78	14,298.34	25.0%
6135 · LANDSCAPING/GROUNDS	4,185.54	3,432.62	21.9%
6175 · INDEPENDENT CONTRACTOR	47,029.36	6,909.24	580.7%
7800 · OCO/OTHER CAPITAL OUTLAY	6,499.00	0.00	100.0%
7900 · Grant Expenses	300.00	0.00	100.0%
Total Expense	<u>199,980.09</u>	<u>98,672.56</u>	<u>102.7%</u>
Net Ordinary Income	8,182.63	76,864.14	-89.4%
Other Income/Expense			
Other Income			
3950 · Other Grants	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.0%</u>
Total Other Income	15,000.00	15,000.00	0.0%
Other Expense			
5100.20 · 200th Anniversary Celebration	10,124.40	24,603.17	-58.9%
6135.11 · Landscaping/Grounds Mtnc-SMC	<u>8,709.49</u>	<u>4,078.73</u>	<u>113.5%</u>
Total Other Expense	<u>18,833.89</u>	<u>28,681.90</u>	<u>-34.3%</u>
Net Other Income	<u>-3,833.89</u>	<u>-13,681.90</u>	<u>72.0%</u>
Net Income	<u><u>4,348.74</u></u>	<u><u>63,182.24</u></u>	<u><u>-93.1%</u></u>

UWF Historic Trust
Balance Sheet
 August 31, 2022 and 2021

	Aug 31, 22	Aug 31, 21
ASSETS		
Current Assets		
Checking/Savings		
102000 · CASH/MUSEUM CHANGE FUND	1,385.00	1,385.00
103000 · OPERATING ACCOUNT - REGIONS	264,873.59	63,294.29
103100 · SAVINGS/RESERVES - REGIONS	50,499.43	50,494.84
103300 · PMA TEMP RESTRICTED - REGIONS	33,996.61	33,996.61
103700 · ST. MICHAEL'S - REGIONS	10,864.10	11,034.54
106200 · HANCOCK BANK CD/OCC REPAIRS	140,873.07	140,732.28
106601 · PNC CD/VEAL AWARD	38,782.20	38,774.44
108000 · FOUNDATION INVSTMNT ACCNT-EN...	1,035,445.65	1,280,022.65
108249 · PMA Collections Endowment - UWF	50,000.00	50,000.00
Total Checking/Savings	1,626,719.65	1,669,734.65
Accounts Receivable		
11000 · ACCOUNTS RECEIVABLE	-130.00	-875.00
11001 · AR - Short Term Rentals	-3,485.00	12,764.88
117000 · ACCOUNTS RECEIVABLE-INTEREST	111.09	131.25
Total Accounts Receivable	-3,503.91	12,021.13
Other Current Assets		
111000 · GRANTS RECEIVABLE	229,675.14	199,003.74
112000 · DUE FROM UNIVERSITY	0.00	50,386.00
113001 · DUE FROM UWF FDN DONOR/MEMB...	425.00	-300.00
113008 · Due from Arcadia Mill	0.00	-50.00
113009 · Due from UWF FDN - PMA Member	-475.00	-100.00
116000 · OTHER RECEIVABLE-NAI HALFORD	12,139.88	15,227.08
118000 · PRE-PAID INSURANCE	11,773.82	11,306.64
122000 · INVENTORY - ARCADIA MILL	1,960.75	2,277.81
125000 · INVENTORY OF STORES (HPV)	66,295.10	97,982.63
129000 · INVENTORY - PMA	7,230.45	6,219.08
Total Other Current Assets	329,025.14	381,952.98
Total Current Assets	1,952,240.88	2,063,708.76
Fixed Assets		
130000 · LAND	1,010,660.00	1,010,660.00
131000 · BUILDINGS	5,222,917.59	5,222,917.59
132000 · FURNITURE AND EQUIPMENT	418,461.47	419,139.80
133000 · FURNITURE, FIXTURES & EQUIP-PHS	9,085.00	9,085.00
134000 · FURNITURE & EQUIPMENT/TTW	4,921.61	8,011.48
134500 · FURNITURE & EQUIPMENT-BARKLEY	17,488.92	17,488.92
134900 · FURNITURE, FIXTURES & EQUIP-PMA	63,973.79	63,973.79
135000 · ACCUMULATED DEPRECIATION	-2,937,624.62	-2,614,034.42
Total Fixed Assets	3,809,883.76	4,137,242.16
Other Assets		
141000 · HISTORICAL PROP/ANTIQUES	125,247.59	125,247.59
149000 · PMA Collection	123,966.27	123,966.27
151000 · Utilities Deposits	834.47	834.47
Total Other Assets	250,048.33	250,048.33
TOTAL ASSETS	6,012,172.97	6,450,999.25
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
110003 · Regions Credit Card	2,738.54	2,277.70
Total Credit Cards	2,738.54	2,277.70

UWF Historic Trust
Balance Sheet
August 31, 2022 and 2021

	Aug 31, 22	Aug 31, 21
Other Current Liabilities		
201500 · DEFERRED GRANT	0.00	10,000.00
201551 · Holding - AME Zion Mag Cem	3,115.69	4,196.19
201560 · Due to - Cemeteries Spc Prjcts	12,000.00	7,000.00
201700 · SALES TAX PAYABLE	2,439.38	5,488.87
216100 · PPP Loan	0.00	278,690.00
221000 · RENTAL DEPOSITS	90,173.50	70,187.33
221200 · Deposit - Parties and Tours	50.00	0.00
221500 · RENTAL DEPOSITS-LONG-TERM L...	14,457.28	15,754.42
Total Other Current Liabilities	122,235.85	391,316.81
Total Current Liabilities	124,974.39	393,594.51
Total Liabilities	124,974.39	393,594.51
Equity		
Opening Bal Equity	199,222.40	199,222.40
Retained Earnings	2,742,800.09	2,854,172.75
296000 · FUND BALANCE/UNRESTRICTED	2,697,402.35	2,671,237.35
297000 · FUND BALANCE/TEMP. RESTRICTED	151,929.00	143,788.00
297550 · Fund Balance/Temp Rest/PMA Acc	0.00	24,872.00
298000 · Fund Balance/Perm Restricted	57,500.00	57,500.00
299550 · Fund Balance/Brd Des/PMA Collec	33,996.00	43,430.00
Net Income	4,348.74	63,182.24
Total Equity	5,887,198.58	6,057,404.74
TOTAL LIABILITIES & EQUITY	6,012,172.97	6,450,999.25

Review of 2021/2022 Annual Audited Financials

Organizations affiliated with or operated through the University of West Florida, including Direct Support Organizations, must be certified annually by the University of West Florida. Section 13 of the agreement between the University of West Florida and the West Florida Historic Preservation, Inc., (now UWF Historic Trust), dated July 1, 2001, requires UWF shall certify on an annual basis, after consideration of the information provided by the Corporation (UWF Historic Trust) that the corporation is complying with the terms of this agreement and in a manner consistent with the goals and purposes of UWF and in the best interest of the State. Such certification shall be made annually and reported in the minutes of the meeting of the Board of Trustees of UWF. To ensure compliance with the agreement, the associate vice president for Internal Auditing and Management Consulting performed a cursory review of the attached documents and determined they met the requirements.

Working with Saltmarsh, Cleaveland and Gund, staff recently completed the annual audit of UWF Historic Trust financial statements. Ms. Amy Stachowicz and Ms. Molly Murphy from Saltmarsh, Cleaveland and Gund are in attendance to present the audit and address questions if needed.

Board Action Requested: Acceptance of the 2021/2022 audited financial statements provided by Saltmarsh, Cleaveland and Gund.

Printed copies of Financials provided at meeting

Pensacola Museum of Art
Board of Directors Meeting
August 18, 2022
Minutes

Board Members Present: Mr. Chris Heaney, Mr. David Earle, Mr. Edward Tisdale, Ms. Connie Crosby, Mr. John Markowitz, Mr. Tucker O'Connor, Mrs. Adrienne Maygarden, and Mrs. Tonya Zimmern

Board Members Absent: Mrs. Betty Roberts, Mr. Andrew Spencer, Mrs. Teri Levin, Mrs. Kathi Gordon, Mrs. Teresa Dos Santos, Mrs. Susan Ragan, Dr. Patrick Rowe, and Mrs. Sue Sue Sherrill

Staff Members Present: Mr. Robert Overton, Mr. Nicholas Croghan, Mrs. Anna Wall, and Ms. Alli Hays

Public Present: None

Opening of Meeting: Mr. Heaney called the meeting to order at 4:02 p.m. No Quorum Present. Informational Meeting - No Quorum to Approve.

Review of Minutes: Mr. Heaney presented the minutes from the meeting on June 16, 2022.

Historic Trust's Executive Directors Report:

- Mr. Robert Overton provided the Historic Trust's Executive Director's report and reminded the Board that the Historic Trust is still going through the annual audit.
- The museums are still awaiting news regarding a legislative grant request for \$500,000 this fiscal year because the governor vetoed the request for one-time, non-recurring funds of \$750,000 out of the state budget.
- Visit Pensacola and the historic village partnered with the Emmy award-winning PBS show, *A Taste of History*, to film a Pensacola episode. Some local chefs featured are Irv Miller from Jackson's Steakhouse, Blake Rushing at Union Public House, and Gus Silivos. On Thursday, September 29th, the show's host and producers will return for a fundraiser to watch a pre-release episode screening at the Museum of Commerce. The episode will air to the public on October 1st. The fundraiser will include food prepared by the feature chefs with a wine pairing. Visit Pensacola is covering the cost for most of the event, including the food. The Historic Trust is providing the Museum of Commerce and alcohol. The Fish House agreed to be a wine sponsor, and Mr. Overton is reaching out to the local microbreweries about sponsoring beer. Tickets went on sale at the beginning of August, and as of today, the staff sold 45 of the 72 available tickets, totaling \$9,000 in income so far.
- The Memorandum of Understanding with the Florida Public Archaeology Network and UWF's Sea 3D Lab in the Museum of Commerce will expire this fall. The Historic Trust will need to reevaluate these agreements due to budget cuts.
- The Pensacola Museum of Art's elevator is functioning again. It cost \$73,000 to replace the main piston, but half was already paid during the last fiscal year. They will receive the final payment upon inspection completion.

- Work continues on the UWF's Art Department Maker's space in the Museum of Commerce. The space should be operational sometime in September because the furniture and equipment will be delivered throughout August. The goal is to have a grand opening at the Maker's Fair in November.
- The ribbon cutting for America's First Settlement Trail took place in Plaza Ferdinand last Sunday, August 21, with about 120 participants. It follows a 3.2-mile loop around downtown Pensacola highlighting historical points along the way. The event held prizes for those completing the trail, such as \$100 gift certificates for local businesses. Mr. Overton reminded the Board that it is not a Historic Trust project, but the staff worked with the city to provide the historical information. Visitation numbers for all museums are up for July, the start of the new fiscal year, at 8,766 visitors. Last July, the site had 8,288 visitors.

PMA Directors Report: Mr. Nicholas Croghan presented PMA's Director's Report. Mr. Nicholas Croghan shared PMA's Director's Report. The University of West Florida Pensacola Museum of Art has again achieved accreditation by the American Alliance of Museums, the highest national recognition afforded to the nation's museums. In their letter, they stated, "We thank you for all the care and diligence that went into the preparation of the final report. Each of the tabling concerns have been addressed thoroughly and we commend the institution for engaging a broad coalition of stakeholders to update its planning processes, collection management practices, security, and education models. Reaccreditation means the museum continues to meet National Standards and Best Practices for U.S. Museums and remains a member of a community of institutions that have chosen to hold themselves publicly accountable to excellence." Of the nation's estimated 33,000 museums, less than 1,090 are currently accredited. The Pensacola Museum of Art is one of only 56 museums accredited in Florida.

In the media, the museum's reaccreditation has been well received, and we are currently scheduling radio interviews and other PR initiatives. InWeekly featured current exhibitions in a couple of articles: a two-page spread for the Clyde Butcher exhibition, the Permanent Collection Exhibition was featured as a cover story for the week of July 7th, and a featured interview with UWF alumni Kenneth Jordan.

Mr. Croghan reiterated Mr. Overton's comments on visitation numbers being up. For the start of the new fiscal year, the Art Museum had 1,355 visitors in July 2022, compared to only 799 in July 2021.

Summer camps in the education department are ending, and the museum is preparing for the fall. 60 students from grades 1-10 attended the summer camps. The education department is already preparing to open a second term for Next Generation: Homeschool for the fall, totaling 26 students across three classes, creating an income of \$4,230. The Afterschool Art Club already has nine students enrolled, establishing an income of \$1,290. Four students were awarded scholarships, two full and two partial, through the art museum's new scholarship program provided by outside donations. The Art Academy for Autism already has 20 students through 3 classes divided by age groups. Overall, the art museum will host 55 students, totaling \$5,520 in income. Last fall, only 36 students enrolled, providing \$2,350 in revenue.

Regarding grant updates, six Impact100 committee members visited the site on Thursday, July 14th, and we discussed the organization's history, current exhibitions, and programs. Then went

outside to look at the proposed renovations to the courtyard and sculpture garden. The grant will fund overall maintenance, better ADA accessibility, and a more pleasant courtyard open to the public during operating hours.

In upcoming programming, there is the Clyde Butcher artist talk and book signing. PMA Members are invited to a private book signing and reception at 5:00 pm on September 16th. The general public is welcome to join after at 6:00 pm for light refreshments before Clyde Butcher's talk and book signing. Mrs. Anna Wall talked about the upcoming Séance exhibition. On September 30th, Shannon Taggart will host a talk and book signing at the museum, which will be the release of the book's second edition. Taggart's event will follow the same itinerary as Clyde Butcher's talk. A member's only reception will be held before the public program at 6:30. Mr. Croghan let the Board know that Mrs. Wall already has the Séance exhibition prepared to travel, which will only increase revenue. After its time in Pensacola, it will go to the University of Northern Iowa, where it will pay a renter's fee for the show. Foo Foo Fest is partially funding the Vandals to Vanguard Exhibition and accompanying local events. A private VIP reception will be held on Thursday night, November 3, 2022, to help open the show. This exhibition explores the evolution of pop art and street art through works from the museum's collection and loans from local collectors. The exhibition will feature contemporary masterpieces by pop favorites like Andy Warhol and Keith Haring alongside current notorious street artists like Banksy and Mr. Brainwash.

After presenting the Pensacola Museum of Art's Director's Report, Mr. Croghan presented PMA's 2021-2022 Annual Report. Through the last fiscal year, the art museum received over \$16,000 in grants, 16 exhibitions, 16 art classes and camps, more than 15 public programs, including lectures and events, and two new acquisitions to the permanent collection, *Spider-Man* by Mr. Brainwash and *Six Views of Yellowstone* by William H. Rau. The website underwent a significant update. Mr. Croghan reminded the Board about the past year's notable media mentions, with over ten articles and reviews. He mentioned the museum's awards like InWeekly's Best of the Coast for best art gallery/museum and Pensacola News Journals Best of the Bay for best museum. The 16 exhibitions over the last fiscal year were broad and tailored to various interests. The education department hosted five summer camps in 2021, 36 students that fall, bringing in \$2,350 in income, and 38 students this spring that brought \$2,805 to the museum. The new Curator of Education and Public Programs, Ms. Catilin Rhea, has done much since her hiring. The Youth Art Focus program established a new event, Youth Arts Day. PMA partnered with the Pensacola Opera and the Pensacola Children's Chorus to provide artistic entertainment in the galleries. He hopes to host it again this year. The PMA Guild donated \$9,000 to education programming. On December 4, 2021, Councilwoman for District 5, Teniadé Broughton, hosted the "Highlights in Black" event and brought in over 300 people site-wide, many of whom have never visited before, and we received a \$1,000 donation for the organization. The art museum partnered with Foo Foo Fest and the Pensacola Little Theatre for four nights of 3D Projection Performances. This event had dual projectors that simultaneously displayed vibrant visuals on both of our buildings. Jefferson St. was closed and allowed for actors to create an immersive experience. Mr. Croghan highlighted the Dr. Matthew Pettway lecture, "Expelling the Devil from within: Afro-Caribbean Spirituality and Revolution in the Poetry of Plácido," hosted on February 23, 2022. It focused on Dr. Pettway's research on African spirituality in the poetry of Plácido, a nineteenth-century Black Cuban author. Additionally, he

discussed Plácido's work relating to José Antonio Aponte's 1812 Cuban uprising and our current exhibition *Visionary Aponte: Art and Black Freedom*.

Treasurer's Report: Mr. David Earle presented the Treasurer's report and began by explaining the new updates regarding the spreadsheets outlining the information. He is working with Ms. Amy Eve to bring the museum up to date on Best Practices for Nonprofit Organizations. Sitewide, July 2022 had \$94,218.63 in income and \$125,132.18 in expenses, with a monthly year-to-date of \$30,913.55 in expenses over income. He reminded the Board that it is the start of a new Fiscal Year, and those numbers should even out as the year progresses. Mr. Robert Overton added that admission numbers are up over all the museums, making this July's visitation income \$54,072.42, whereas last year, it was \$30,571.50. Ticket prices remain the same and now include access to all the museums. Education programming is up, museum stores are down a little, building leases are up, and short-term rentals are down, but the Executive Director expects those numbers to even out throughout the year. The site's total income is down from last year due to grants.

He reminded the Board about the new parking lot agreement with Premium Parking. Last year, the Historic Trust agreed with the City of Pensacola to manage the parking lot, which brought in about \$36,000. The new arrangement with Premium will bring in a guaranteed \$60,000 per year, and they took over on August 1st.

Executive Committee Report: Mr. Chris Heaney let the new Board members know that the last Executive Committee meeting minutes are attached to their Board Meeting Materials. The Committee meets on the off-month, but if there are any questions or concerns, they can reach out to Mr. Earle or Mr. Heaney.

New Business: No New Business

Chair's comments: Mr. Chris Heaney announced the new appointment of Mr. John Markowitz as Collections Committee Chair. He encourages the Board to share any social media posts regarding the museum, and he is proud of the museum's accreditation.

Ms. Connie Crosby provided an update on next year's Bootleg Ball. The theme is similar to last year's and will be called Mugshots and Molls. Instead of highlighting flappers and a speakeasy, it will feature gangsters and a jail. Mr. Overton added that ticket prices would also be different, with various prices providing different experiences. Last year's event had a band and DJ, but there will only be a DJ this year.

Mr. Chris Heaney plans to work with Mr. Croghan and Mr. Overton on creating a new Board member packet with a tour of the museum and collections.

Mr. Robert Overton announced that the Board would need to fill out a conflict of interest form at the next meeting, October 20, 2022.

Adjournment: The meeting was adjourned at 4:50 pm

MINUTES
Meeting of UWF Historic Trust
Property & Collections Committee
August 22nd, 2022
3:00 - 4:00 p.m.

Attending:

Gregg Harding, Bill Lees, Elizabeth Benchley, Dave Luttrell, Rob Overton, Lori McDuffie, Adrienne Walker, Jessie Cragg, Ross Pristera, Hill Goodspeed, Logan DeVries, Margo Stringfield

1. Opening of Meeting

- Public Comment - none
- Review and Approval of Minutes from Previous Meeting: 06/27/2022
 1. ***GH motioned to approve, EB seconded, passes***

2. Reports

- Collections Report
 1. Gifts and Loans – Lori
 - Gifts - ***BL motioned to approve, EB seconded, passes***
 1. TC 809 - Dodson bricks and items
 1. EB - believes shackles are from trash pit behind Pfeiffer where L. Sutton dug; can provide more provenance info for items
 2. TC 872 - Bokas yearbooks
 3. TC 874 - Jacobson jazz posters
 - Loans - ***EB motioned to approve, BL seconded, passes***
 1. No outgoing; 16 renewed
 2. Request to close missing loan, transfer to dead loan file
 3. 12 incoming loans for GGAF exhibit
 - Deaccession
 1. 72 books that are duplicates in reference library
 1. ***BL motioned to approve, HG seconded, passes***
 2. Book will go to Dr. Jamin Wells at UWF for History Library
 2. 300+ Hollowell scrapbooks that are in poor condition and contain already digitized material
 1. ***MS motioned to approve, GH seconded, passes***
 3. 1974.018 collection of KKK robes that are in poor condition and have little provenance (*temporarily halted*)
 1. BL - noticed discrepancy in number of hoods based on Dr. Wells published report; suggested reaching out to KKK Advisory Committee on how to best dispose of them
 2. RO suggested tabling discussion until more information and plan determined
 1. ***BL motioned to approve suggestion, GH seconded, passes***

2. Exhibits Report – Jess
 - Museum of History:
 1. *Textiles of the Times* opened June 24th; contains new interactives and has been a popular exhibit
 2. *Greetings from Pensacola* closing next week; will be replaced with the *Great Gulfcoast Arts Fest 50th Anniversary* exhibit opening on Sept. 15th through Feb. 2023
 3. *Visualized Landscapes* (Map Exhibit) has been extended and gallery will now be a rotating archival exhibit space
 4. *Spiritualism* has shrunk and moved to a hallway display to accommodate extension of maps and lack of artifacts to fill out space
 - Museum of Commerce:
 1. Labels have been rewritten and will be printed/installed in the coming weeks to update the space
 - Voices of Pensacola:
 1. *Lost Pensacola* poster exhibit to open in late October; final project for [Joe Vinson](#)'s grad program and features stylized maps of the city's lost landmarks such as San Carlos & Panton and Leslie Trading Post
- Arcadia Report - Adrienne
 1. Fire marshall visit on Friday
 2. Boardwalk rot being tested for fungus that may contribute to deterioration; working with WesCon to replace
- Archives Report - Adrienne
 1. Ongoing projects (deaccession, organizing, inventory)
 2. appointments are steady
- Historic Preservation/Facilities Report
 1. Facilities Report
 - a. Maintenance - Ross
 - a. FEMA claim closed from Hurricane Sally; \$2.5 million damages, after insurance and FEMA was additional \$130,000 to cover last of the expenses
 - b. 3 A/c replaced since July
 - c. PMA elevator repair completed, waiting inspection
 - d. MOC artmaker space 95% finished, open by September
 - e. Bowden Classroom 1 getting new technology installed this week
 - f. MOH fire suppression system replaced with non-flammable material
 - g. All elevators need new sensor to comply with recent code change; cost is \$12,000 per elevator for 6 elevators on site
 2. ARB Report - Ross

- E. Garden St hotel approved; 9 story @ 110'
 1. will likely spur more development on that block

3. Old Business

- Train Covering Update - Ross
 1. still awaiting update from architect & potentially will have to get another bid due to not being in budget
- Fountain park upgrades - Adrienne
 1. request to upgrade utilities at FP to prevent further damage to archaeology
 2. client meeting tomorrow with event stakeholders to approve cost, he is aware of compliance timelines and budget

4. New Business

- Parking proposal
 1. previous unsolicited bid to manage parking lot on Tarragona accepted; guaranteed \$60k/year plus 25% profit
 2. second offer to manage lot being PMA, behind Tivoli, and Fountain Park lot; Rob reaching out to interested parties to gauge possibility and will bring back when ready to propose final plan
- Leases/MOUs
 1. DeFuniak Trust MOU
 1. small group advocating for historic preservation in DuFuniak received federal grant that gives 5 private property owners funds to restore their facades
 2. MOU proposes that UWFHT act as consulting party to help with allocating and using funds appropriately which consists of best practices advice and disbursement of money but no assistance on physical properties, no certifications provided, no safety assurances, and no handling of finances
 3. MOU asks for 18 months of grant that chair person become employee of the Trust to be paid for with the grant funds
 4. GH? - clarification on who oversees group; the UWFHT will provide reports to PCC but PCC has no oversight
 5. ***RO asked for approval of MOU to take to Historic Trust Board, BL moved to accept, GH seconded, passes***
 2. Holly Hays
 1. owner/operator of South Market, now Kitty Mitchell Bar & Tapas which will open next month
 2. lease agreement stated ½ through the 5 years, she could ask for an extension
 3. she wants to upgrade courtyard area; issue in past with her using it exclusively for restaurant seating even though community space
 4. RO & LD suggest adding 'land lease' addendum to lease that allows for her exclusive use of courtyard so long as she agrees to maintain it and provide PCC with any plans for approval before work starts

3. HAAS Center

1. Dep't of UWF, uses part of MOC and the Parrish School House to house Sea3D lab and offices; lease set to expire in November 2022
2. last year \$6,100 paid by UWFHT for utilities to spaces, they pay no rent
3. RO will extend current lease through fiscal year, giving time to renegotiate lease that accounts for out-of-pocket expenses

4. FPAN

1. lease of L&N Terminal Building set to expire in Oct; renewed every 5 years
2. RO will extend current lease through fiscal year
3. Will check on who pays Security Monitoring; potentially getting paid twice

• Other News

1. LM reminded PCC of Table Talks at the Trust, a monthly Lunch & Learn series conducted in Voices; next one is Oct 21st from 12-1pm
2. MS asked about recent map discovery; JC updated PCC on the locating of original 1819 Brosnaham map in the archive - is getting properly cataloged, digitized, and stored for future use

5. Adjournment

- Next meeting scheduled for October 24, 2022

Property and Collections August 2022

Gifts and Loans

Temporary Custodies for Approval:

TC #: 809

Objects:

- Large brick collection - Bricks collected by both the donor and his father over decades (starting in the 1960s). Approximately 2000 bricks currently house at PHM Staircase and railing from a demolished house similar to Julee Cottage.
- Set of fence polls
- Stone grinder and Coffee mill
- Various other small items, including iron shackles

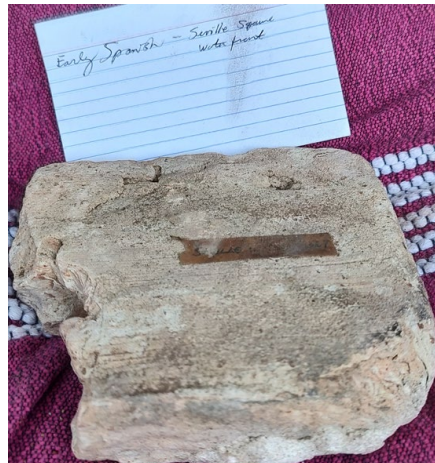
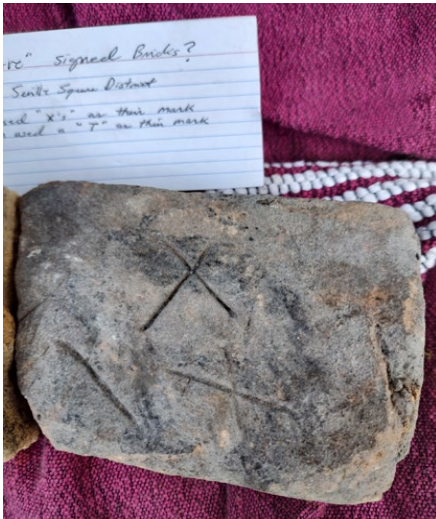
Offered by:

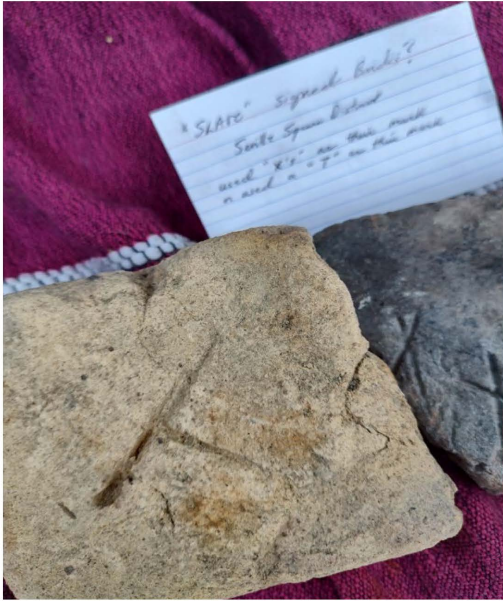
David Dodson

Date Received or Offered:

12/09/2020, set set delivered 4/29/2022

Notes: Donation has arrived in stages but there should not be anymore coming. Mr. Dodson would like to come down and work with the staff/volunteers who will be processing the collection. The staircase is currently located under the Barkley House.





TC #: 872

Objects:

- 3 PHS yearbooks (1950, 1951, and 1952)
- 2 PHS Tiger's Tale (1944 and 1945)
- W4OWN radio card
- PHS Class Day 1946 pamphlet
- Class of 1946 reunion info sheet

Offered by:

Victor Bokas

Date Received or Offered:

7/13/2022

Notes:



TC #: 874

Objects:

-- 2 posters:

11th annual Mardi Gras Ball with music by Franke Horne and His Bourbon Street Six

The Mississippi Coast Jazz Society presents their Sixth Annual Jazz Festival with handwritten note to Franke Horne

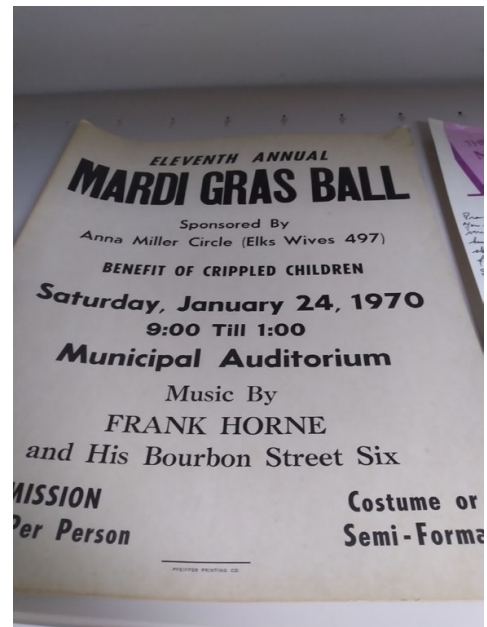
Offered by:

Joan H. Jacobson

Date Received or Offered:

8/4/2022

Notes: 9 folders of imagery related to Franke Horne and His Bourbon Street Six to be scanned and returned, UWFHT retaining digital copies of imagery



TC 871 and TC 873 - The items have not arrived (both shipping in from GA). Once they do then the TC will be presented to committee

Outgoing Loans:

- No new outgoing loan.
- Renewals have been sent out for existing loans (16)
- In communication with WSRE concerning the closing of our current loan at Maritime Park and picking up those items
- **Request to close missing loan, transfer to Dead Loan file**
 - French, 75mm cannon on double trail carriage originally lent in 1984 to the Florida Army National Guard, 53rd Signal Brigade
 - Item is noted as part of the Wentworth collection but never accessioned or given an object ID number
 - Last signed renewal 1993
 - 1993, John Daniels approved a restoration plan and was informed that the cannon would be moved to the 227th Field Artillery Brigade
 - Cannon has not been located for renewal since 1994
 - Multiple attempts to track and contact about the cannon were made between 2007 and 2011

Incoming Loans:

- Twelve incoming loans for the upcoming PMH exhibition Celebrating 50yrs of the Great Gulf Coast Arts Festival
- L2022.002 - L2022.010 are on site at this time. There are three incoming loans for the exhibit that have not yet arrived.

Deaccession - Request for Approval:

- Reference Library Deaccession
 - 72 books that are currently accessioned books in the research library
 - All titles have two or more copies that will remain within the library (2 copies minimum and copies written in are not part of the list to deaccession)
 - We request to deaccession the copies that are overage and unnecessary for the library.
 - Criteria for deaccessioning: "Object is duplicated by another artifact in the permanent collection." Collection Management Policy pg. 14

- Archive Deaccession
 - Hollowell Scrapbooks (approximately 3/4th of the collection)
 - Over 300 scrapbooks that are only newspaper articles.
 - All articles within the scrapbooks are stored digitally and are found on Newspapers.com
 - The scrapbooks are taking up a massive amount of space in the archive (8 full shelves) and are having to be stored standing.
 - The paper is deteriorating and the acidic glue has made most of the articles illegible
 - The scrapbook page paper is breaking and deteriorating
 - There is a large collection of Hollowell papers at the Archive on Campus, we could ask Dean if he wants these
 - Criteria for deaccessioning: “Objects cannot be properly stored, preserved, or interpreted.” Collection Management Policy pg. 15
 - Criteria for deaccessioning: “Object has deteriorated or been damaged beyond usefulness or repair.” Collections Management Policy pg. 14



- Collection Deaccession - 3D Collections/Textiles
 - 1974.018: Collection of KKK Robes and Hoods found in Rafford Hall
 - The fabric is deteriorating and is covered in mold and insect frass
 - Majority are torn and cannot be displayed without restoration
 - There are 48 items (40 robes and 8 hoods) for deaccessioning in this collection.
 - If deaccession is approved there will still be 20 robes and 4 hoods as well as other Klan items from this accession active in the HT Collection
 - Criteria for deaccessioning: "Objects cannot be properly stored, preserved, or interpreted." Collections Management Policy pg. 15
 - Criteria for deaccessioning: "Object has deteriorated or been damaged beyond usefulness or repair." Collections Management Policy pg. 14



**Memorandum of Understanding
Regarding DeFuniak Springs Landmarks**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into effective _____, 2022, between and among the WEST FLORIDA HISTORIC PRESERVATION, INC., a Florida non-profit corporation and a direct support organization of the University of West Florida (the “Historic Trust”), and DEFUNIAK SPRINGS LANDMARKS, INC. (“DeFuniak Springs”).

WHEREAS, DeFuniak Springs is a recipient of the Historic Preservation Fund’s Paul Bruhn Historic Revitalization Subgrant (the “grant”), and desires the Historic Trust to assist in managing certain aspects of the preservation efforts as made possible by the grant;

WHEREAS, the Historic Trust desires to assist DeFuniak Springs in administration of that certain Paul Bruhn Historic Revitalization Subgrant for the period and on the terms specified in this MOU;

WHEREAS, DeFuniak Springs has identified eligible grant properties; and

WHEREAS, the Historic Trust will provide assistance in coordination with DeFuniak Springs’ preservation efforts related to eligible historic properties pursuant to the grant;

NOW THEREFORE, in consideration of the mutual benefits and obligations of the parties and other good and valuable consideration, the Historic Trust and DeFuniak Springs enter into this MOU providing for preservation of eligible historic properties as follows:

1. GRANT PROJECT

1.1 The Historic Trust will work with and through DeFuniak Springs to administer funds for the following project: Revitalization of Historic Houses surrounding the Campus of the Florida Chautauqua (the “Project”).

1.2 Preservation efforts will be pursuant to the Bruhn Grant application and award attached as **Exhibit A**. The parties contemplate the Project will be completed as identified by the schedule in the attached Exhibit A, subject to time extensions as approved by all appropriate agencies.

1.3 The preservation efforts will involve eligible properties as identified by DeFuniak Springs pursuant to the grant requirements and criteria.

2. SCOPE OF THE HISTORIC TRUST CONTRIBUTION.

2.1 The Historic Trust will serve as consulting resource for grant applicants as related to the historical accuracy of proposed restoration efforts

2.2 The Historic Trust will assist grant applicants with grant-related reimbursement

requests. The Historic Trust assumes no responsibility for applicants obtaining reimbursement.

- 2.3 The Historic Trust will, in its discretion, provide relevant information and documentation existing in Historic Trust's possession to assist with DeFuniak Springs' bookkeeping as related to this grant. The Historic Trust will not be responsible for balancing DeFuniak Springs' books or ensuring required reporting.
- 2.4 The Historic Trust will not undertake responsibility for physical alterations to any portion of the Properties.
- 2.5 The Historic Trust will not be responsible for obtaining final architectural or engineering certification or approval on the Properties.
- 2.6 The Historic Trust will not undertake structural or other safety analysis of the Properties. The Historic Trust shall in no event be liable for damages arising from or related to physical improvements, or lack of improvements, including without limitation wiring, plumbing, insulation, roof, or structural quality.
- 2.7 The Historic Trust will not be responsible for acquiring title to the Properties.

3. EMPLOYMENT OF GRANT ADMINISTRATOR/PRESERVATION ASSISTANT.

- 3.1 The parties agree that the Historic Trust, through the University of West Florida, will employ one (1) staff personnel member in the role of Grant Administrator/Preservation Assistant ("Administrator").
- 3.2 The Administrator will be employed in an "Other Personnel Services" (OPS) staff position. Compensation will be a mutually agreeable annual salary plus applicable fringe benefits, including insurance and retirement options. In addition, the Administrator will be reimbursed for mileage at the state-rate as applicable for job-related travel.
- 3.3 Employment will begin on or about August 1, 2022 and continue on an at-will basis.
- 3.4 The Administrator will perform the job functions listed in the attached **Exhibit B**, and other duties as assigned by the Historic Trust.
- 3.5 To be considered eligible for employment, the applicants for the position must complete all application documentation and background screening as required by the University of West Florida.

4. SCOPE OF DEFUNIAK SPRINGS' CONTRIBUTION.

- 4.1 DeFuniak Springs will ensure appropriate compliance with all applicable codes and ordinances.
- 4.2 DeFuniak Springs will ensure appropriate title as necessary.
- 4.3 DeFuniak Springs will commemorate familial history to the extent it deems appropriate.
- 4.4 DeFuniak Springs will obtain all necessary grant applicant acknowledgments and agreements related to ongoing preservation requirements; and will ensure ongoing preservation requirements are met.
- 4.5 DeFuniak Springs will ensuring compliance with all applicable local, state, and federal law.
- 4.6 DeFuniak Springs will ensure proper environmental measures, including but not limited to, property construction and demolition remediation safe handling methods, site cleanup, presence of any hazardous materials, which includes asbestos cleaning.
- 4.7 DeFuniak Springs will ensure compliance with all grant requirements.

5. TERM AND RENEWAL. The Initial Term will begin on the effective date of this Agreement and continue for a period of eighteen months. Afterwards, it will be automatically renewed on annual basis unless otherwise terminated through written notice. The scope of this Agreement may be extended under mutually agreeable terms by written agreement of the parties. Either party may terminate this MOU at any time upon ninety (90) days' written notice.

6. INSURANCE.

6.1 DeFuniak Springs will maintain a commercial general liability insurance policy in an amount of at least \$1,000,000.00 for each occurrence and \$2,000,000.00 general aggregate. DeFuniak Springs will list as an additional insured the Historic Trust and its officers, agents, and employees. DeFuniak Springs will furnish to the Historic Trust a Certificate of Liability Insurance naming the Historic Trust as Certificate Holder.

7. AMENDMENTS. Amendments or modifications to this MOU must be in writing and executed by all parties to this MOU.

8. PUBLIC RECORDS. The parties shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this MOU, except as exempted in §1004.22 Florida

Statutes, and other applicable law. Refusal to allow such public access shall be grounds for unilateral cancellation of this MOU.

9. ASSIGNMENT. Under no circumstances shall any party assign to a third party any right or obligation pursuant to this MOU without prior written consent.

IN WITNESS WHEREOF, the parties have executed this MOU, effective the date first written above.

**WEST FLORIDA HISTORIC
PRESERVATION, INC.**

**DEFUNIAK SPRINGS LANDMARKS,
INC.**

By: Robert Overton
Its: Executive Director

By: Diane F. Pickett
Its:

OCPE MOU

Began 11/15/2017 and allows the UWF Office of Career and Professional Education to occupy the Old Christ Church Parish Schoolhouse building and lab space at the Museum of Commerce at no cost for the duration of the MOU. The Historic Trust will pay all utilities, including gas, electric, water, sewage, and trash. The Trust also maintains the building.

UWF Historic Trust Expenses paid FY 2021-22

Electricity	\$3,000.00
ECUA	\$1,200.00
Pest Control	\$720.00
Security	\$1,200.00
TOTAL	\$6,120.00

The term of the MOU is for five years and can be extended for additional periods by written agreement.

Term 1 – 11/15/2017 to 11/14/2022

Recommendation

Renew the current agreement through June 30, 2023 allowing time to work with OCPE on a new agreement.

FPAN MOU

Began 10/15/2007 and allows FPAN to occupy the L&N Marine Terminal building at no cost for the duration of the MOU. The Historic Trust will pay all utilities, including gas, electric, water, sewage, and trash. The Trust also maintains the building.

FY 2021-22

Electricity	\$5,400.00
ECUA	\$4,800.00
Pest Control	\$1,080.00
Cox	\$1,800.00
TOTAL	\$13,460.00

The term of the MOU is for five years and can be extended for additional periods by written agreement.

Term 1 – 10/15/2007 to 10/14/2012

Term 2 – 10/15/2012 to 10/14/2017

Term 3 – 10/15/2017 to 10/14/2022

Recommendation

Renew the current agreement through June 30, 2023 allowing time to work with FPAN on a new agreement.

New Business

2023 Meeting Schedule

Board Action Requested: Approval of 2023 Meeting Schedule



2023 Board of Director's Meeting Schedule:

January 23, 2023

March 27, 2023

May 22, 2023

July 24, 2023

September 25, 2023

November 27, 2023