

May 18, 2022, 8:32 AM | Called to order by President Paul Rountree

In Attendance

Executive Officers	Board Members		
President Paul Rountree	Lisa Busto	Jo Ann Jones	Sean Parks
VP Mike Latham	Patty Delaney	Chelsea Metka	Jill Swidler
Secretary Nancy Srodes	Tom English	Mike Mitchell	Ray Villegas
Treasurer Don Rose	Jose Gonzalez	Justin Nichols	
Recording Minutes	Guests		
Doris Bloodsworth	Aileen Mand, Event Producer		

Approval of Minutes

- A **MOTION** was made by Mike Latham to approve the Board Meeting minutes from April 20, 2022. Tom English seconded the motion. The **MOTION** passed unanimously.

Treasurer's Report

- Treasurer Don Rose presented the monthly financial report. He reported that an outstanding invoice from CES will be paid and reflected in next month's report.
- A **MOTION** was made by Mike Latham to approve the Financial Report as presented. Ray Villegas seconded the motion. The **MOTION** passed unanimously.
- Paul Rountree reported that Curt Binney, the accountant for the Community Foundation of South Lake, has agreed to help with the financial and legal separation of Project Scholars from the Community Foundation of South Lake

Old and Recurring Business

- Event Producer's Report – Aileen Mand**
 - Aileen shared the following updates:
 - 5K/1K** – The 5K race and 1K fun run for kids are returning. The co-host will be Dash Sports. Details to be worked out to mutual satisfaction.
 - Ticketing** – Aileen recommends PromoTix. The contract is in progress.
 - Sponsorships** – Aileen has found a sponsor for the Fall FunFestival (\$10K). She is still seeking sponsors for the Beer Tent, People's Choice BBQ Contest, and the Color Me Clermont Mural.
 - Action item:** Paul requested a chart showing status of sponsorships, including who has committed, what amount and what sponsorships are open.
 - Food & Beverage and Nonprofits** – Applications went out.
 - Beer Vendor** – Aileen contacted the Miller's distributor and is waiting for a response.
 - Volunteers** – Aileen and Doris met with Jennifer Grafton about coordinating volunteers.

- **Lake activities and petting zoo** – Paul will speak to the board’s insurance agent about what is required to make both of these activities possible and report back to the event producer and board.
- **Contact while Aileen is on vacation** – Not addressed.
- **Other Items:**
 - Looking for more activities for the Kids Zone, seeking different plastic fencing, seeking plastic chairs, considering a large screen for video games, seeking a T-shirt vendor.
- **Other Event Updates**
 - **CPD Meeting about Security – Tom English**
Tom had a follow-up meeting with the Clermont Police Department. He is waiting to get some specific numbers about security officers allowed for the event and then will work with Doris to issue an RFP for security agencies.
 - **CPD Meeting about Teens – Doris Bloodsworth and Aileen Mand**
Doris and Aileen met with Chief Broadway about providing activities that would proactively address problems associated with teen fighting. CPD will work with Aileen to produce basketball and football skill competitions with prizes.
- **Scholarship Committee – Nancy Srodes**
 - Nancy reported that the May 12 Meet-and-Greet Reception went well and praised Stephanie Henry for her efforts.
- **Communications and Marketing – Doris Bloodsworth**
 - Deferred due to the length of the meeting and need to adjourn for next meeting.
- **Mentorship Committee – Paul Rountree**
 - Paul reported that the Committee had met and was meeting again May 26 to discuss consideration of a new structure for the mentorship program.
- **Welcome Breakfast – Mike Latham**
 - Mike reported some of the Executive Officers met with the new board members for an informal discussion.
- **Timeline Check – Paul Rountree**
 - Deferred due to the length of the meeting and need to adjourn for next meeting.

New Business

- **New Billing Process – Paul Rountree**
The Executive Committee, Doris and Aileen will meet with Denise Calderon, CPA after the board meeting to discuss using QuickBooks for all accounts receivables and payables.

Next meeting: June 15, 2022 – 8:30 AM.

Adjournment: The meeting adjourned at 9:29 AM.

The Executive Committee met immediately after the May 18 Board Meeting and took the following action:

The Executive Committee met with CPA Denise Calderon and approved expanding her services to handle all accounts receivable and payable. A **MOTION** was made by Tom English to agree to the CPA’s request for an increase in payment from \$40 to \$55 an hour for an estimated 1-2 hours a month as required for an annual cost of less than \$2,000. Mike Latham seconded the motion. The **MOTION** passed unanimously. Doris Bloodsworth and Aileen Mand were also present at the meeting. The new process will be used as soon as is feasible.