

**Cape Canaveral Lighthouse Foundation**  
**Board of Directors Meeting Minutes**  
**Monday, August 16, 2021**  
**Virtual Meeting Conducted with ZOOM**

**Call to Order:** President Larry Ostarly called the meeting to order at 5:35pm. A quorum is present.

**1. Welcome and Recognition of Visitors – Larry Ostarly**

Larry remarked on the Descendant's Day event and the range of ages present from 3 years old to the impressive, very mobile 98 year old. Visitors today are Ed and Lisa Wilson.

**2. Special Guests:** Ed and Lisa Wilson:

Ed: CEO and President of Pinnacle Strategic Consulting, LLC; Past Commander of the 45<sup>th</sup> Space Wing and Director, Eastern Range 2010-2011; ; moved to Satellite Beach Dec. 2019; Ed and Lisa are married 35+ years; fans of the lighthouse; looking forward to the opportunity to join the Board of Directors.

Lisa: Honorary President of Lakeland Officers Spouses Club; Military Child Education Coalition; Red Cross volunteer; Boy Scouts of America; served on church board; passionate about the lighthouse mission; currently a lighthouse docent.

**3. 45<sup>th</sup> Space Wing Report – Lt. Col. Brian Shimek/Shawn Walleck - not present**

**4. Consent Items:**

**a. Approval of July 20, 2021 Minutes:**

Jim Underwood moved to approve the Minutes; Ron Ecker/Norm Moody seconded. Motion passed unanimously without objection.

**b. Committee Meetings and Staff Reports:**

Dixie Sansom moved to approve Consent Agenda Items; seconded by Chris Ecker.

**5. Consent Items Pulled for Discussion: none**

**6. Board Action Items:**

**a. Update on Water Heater – Rocky Johnson**

Florida East Coast Electric will be out on Wednesday, Aug 18. Everything should be good. Larry thanked Rocky for everything he's accomplished regarding this project. Rocky said Robert Elliot is a pleasure to work with and is a wealth of information.

**b. Lighthouse Maintenance Update – Ric Garwood:**

Routine Maintenance quarterly checks: fire extinguishers, smoke detectors, emergency lighting, and AC filter. Other repair item issues as they are reported.

Ants- using Home Defense spray.

Peeling shutters - they have repainted the 4 worst on the south side of the cottage, and will touch up as necessary.

Loose toilets -repair as reported to us. They are bolted down with plastic nuts and bolts which break and may need to be replaced.

Weeds - docents treat as needed.

Fungus on railings - they will remove growth, fill crack and repaint. This issue only appears to happen where there is a crack/split in the wood.

A/C freezing up - this issue probably needs to be discussed with A/C technician, but they were told the outside air was covered up to decrease humidity. This seems to cause ice on the coils. Becky reported the humidity levels in Museum are higher than desirable which is 45-55%. It's been in upper 50's-upper 60's all summer. Jim Underwood will contact Jon Black.

Ric replaced transformer, now all LED lights are working.

Wasp control – Steve Moore

Larry thanked Ric and Steve for the great job they are doing.

**c. Canaveral Tours Process – Becky Zingarelli**

Larry met with Shawn Walleck regarding the tours process with Shelley Parker. Shawn is looking for a better documentation trail from point A to point B; he has given us authority to continue what we've been doing. Shelley's action is to document her script, tour dates, routes; draft will be given to Becky. Shawn's preference is to have a single point of contact (SPC); that will be Becky Zingarelli. Larry feels Shawn will be a great advocate for the lighthouse.

**d. Collections Policy and Past Perfect - Becky Zingarelli**

Becky recommends that we adopt the National Parks Service approach which is the Permanent Collection (at the highest level of care); define 3 other lower tier collections: Period Pieces, Reproductions and Exhibit Support. Becky is working on changing the Collections Policy and will bring it back for Board approval at next meeting; meanwhile, she wants to enter data in Past Perfect. All items we have are currently in an Excel Worksheet; data will be transferred to Past Perfect in a specific Collection. Rocky Johnson asked about the objects Space Force has; Becky said some items were transferred to us "on loan" with documentation. Such items are tracked as "loaned" items in Past Perfect.

**e. Recommend Ed and Lisa Wilson as Board Members – Larry Ostarly**

Nancy Garwood moved to add Ed and Lisa Wilson as new members of the Board. Dixie Sansom seconded. Motion passed unanimously without objection. Welcome aboard, Ed and Lisa, we look forward to working with you!

**7. Selected Committee Updates:**

**a. 2021-2022 Event Planning Updates**

Descendant's Day – Bev Merrilees: Larry thanked Bev for a successful event. She's had positive feedback. She will present a complete report to the Board. Bev thanked Ron for a terrific job on the cemetery tour; visitors loved visiting Hangar C and the Museum. Bev will recommend April or May for next Descendant's Day event.

Running Event – Larry: Larry and Jim reviewed the numbers as outlined at last month's Board meeting; they met with Mitch Varnes; it was determined our organization is not in a financial position to take the risk to put on an event as in the past. Larry spoke with Debby Wells, president

of Space Coast Runners; she agreed to help us put together a running event. Our challenges are 1) parking 2) transportation 3) meeting Space Force criteria. Target date is April, 2022. Jim is meeting with Wayne Justice next week; running event will be discussed (parking availability). Tern nesting season may determine parking lot availability.

AMCM October 23 Update – Jeanna Merrifield: Counting on Board members to sell tickets; Goal is to be out of the AMCM by 8:25pm; Wild Ocean will market ticket sales beyond Brevard County; she asked us to pick up brochures at the lighthouse for distribution; raffle and live auction items are needed. Jeanna hopes we will reach about 130 people as at the last AMCM event. Mark Pieloch says it is a 100% go right now. Jeanna asked us to let her know when we sell tickets - she reports ticket sales to Mark Pieloch. Norm Moody will get a press release out to his media contacts. 10% discount for Lighthouse members. Live auction items should have value of at least \$500; minimum bid necessary; perhaps an online auction opportunity? Auctioneer is needed.

8. **Treasurer's Report – Brendan McMillin:** We have a net profit of \$28,000 so far this year. Gift shop expenses are where he predicted; income is about \$6,000 higher than projected. Sponsorships and grants are up; memberships are on track; fundraising a bit low.
9. **Adjournment:** There being no further business, the meeting adjourned at 6:40pm.

Respectfully submitted,

*Cheryl M. Bennett*

Cheryl M. Bennett, Secretary  
Cape Canaveral Lighthouse Foundation

**Dates to Remember:**

**September 17, 2021:** Deadline for October 1 Beacon input due to Jim Underwood: President's Message-Larry; Volunteer Spotlight-Bev; Museum Update & Did You Know-Becky; Membership Musings and Status-Chris. Feature Articles: Ron/Chris/Becky; FLA Meeting Highlights-Ron/Chris

**October 1, 2021:** Beacon Publication/Distribution

**September 18, 2021:** Deadline for Committee and Coordinator Reports for August BOD Consent Agenda

**September 21, 2021:** Next Board of Directors meeting

**Remaining 2021 Board Meeting Dates:**

Tues. Oct 19; Tues. Nov 16; Tues. Dec 21 (TBD)