

Cape Canaveral Lighthouse Foundation
Board of Directors Meeting Minutes
Tuesday, February 18, 2020
Space Florida Conference Room, Cape Canaveral, Florida

Call to Order: President Jim Underwood called the meeting to order at 5:28pm.

1. Welcome & Recognition of Visitors: Lt. Col. Brian Shimek

Jim Underwood welcomed Lt. Col. Brian Shimek (taking the place of Lt. Col. Art Morse) as the new Det 1 Commander). Lt. Col. Shimek was at Peterson, CO, his background is in acquisitions. He originally started his career at Vandenburg on the Western Range and now has 15 years in Air Force. He is absorbing as much as possible about the Cape and looking forward to working with everyone, including the Marathon.

Jim recognized Dixie Sansom on teleconference. Dixie updated our grant request: we don't show up in the initial budget, either the house or the senate. She recommends we contact both Sen. Wright and Rep. Sirois as soon as possible to get funding in, before conference begins.

2. Special Guest: Mitch Varnes

Jim welcomed Mitch Varnes, our partner for the Half Marathon, his organization runs the marathon for us. Jim invited Mitch to a meeting at PAB on Feb. 27. Mitch feels blessed and fortunate to work with the Foundation on this event. He worked at NASA for 10 years, born in Brevard County. Presented us a \$5,000 check. He brought leftover medallions from the Marathon to be re-purposed into key chains, fan pulls, Christmas ornaments.

3. Mission Moment: Todd McDowell

Todd was stationed at the Coast Guard Station in the early 90's as Electronic Technician doing upkeep and maintenance on equipment located on the first floor of lighthouse. Entered the first marathon with his family and was inspired to join this organization and help financially and in any way he can. Jim, on behalf of the Board, recognized and thanked him for his help in supporting the museum development.

4. 45the Space Wing Report: Dr. Sonny Witt: absent

5. Consent Agenda Items:

Consent Item (5A): Approval of January 25, 2020 Minutes: Sharon Crockett moved to approve; seconded by Shane Smith. Motion approved.

Consent Item (5B) Committee Meeting & Staff Reports, and Consent Item (5C) Approval of Advertising in CBRCC Visitors Guide

Bob Merrilees moved to approve, Sharon Crockett seconded. Motion approved.

6. Board Items Pulled for Discussion: none

7. Board Action Items: Budget Overview, Brendan McMillan:

Jim asked Board to review the proposed Budget and give ideas to Brendan before next Board meeting. It is to be used as a guide to go through the year. Once budget is approved and a specific item is in the budget, we can then go ahead with that item. Norm Moody has one quote for a new website, \$4,200, will get another estimate.

8. Selected Committee Updates:

(A) Events and (B) Fundraising: Jeanna Merrifield & Jim Underwood: Looking at some type of lighthouse event in 2020, either May or in the fall. Also looking to mitigate the expense of the event (buses, food...). Jeanna reached out to Mark at American Muscle Car Museum, only available time is a combination with another group in December. Jim and Jeanna not opposed to joining another group, but December is a difficult month. Looking at 2021, Mark asked us to submit list of top three months. Feb., May, or Sept/Oct. AMCM does not have events in summer months. Additional suggestions include keeping live auctions at a minimum; consider some type of raffle, also trip on the Miss Cape Canaveral.

9. Treasurer's Report: Brendan McMillan

The first Finance Committee meeting of 2020 was held. Committee will meet every three months. Brendan thanked Becky Zingarelli and Ron and Chris Ecker for their input. Net income in 2019, less the grant, was \$41,000. Fundraising funds can be put aside as

Capitol Reserve Funds. Brendan is currently working on getting the taxes completed. Jim noted that we had an email and letter writing campaign to potential sponsors and we realized \$20,000, also in-kind sponsorships. There are two potential sponsors, including the Canaveral Port Authority. Jim is meeting with Port Commissioner Wayne Justice on Mar. 6.

10. President's Report – Jim Underwood

A. 2020 Operations Planning Workshop Overview of 5 areas:

Item #1: Establish 2020 Organization

Item #2: Establish 2020 Budget

Item #3: Establish Operating Schedule for Commercial Tours

Item #4: Establish ad hoc Committee to review external/internal communications requirements

Item #5: Community Outreach and Recognition

B. Environmental Compliance Inspection: renewal of lease for 15 years

C. Half Marathon Ice Bath

D. New Det 1 Commander at CCAFS – Lt. Col. Brian Shimek

Shane moved to adjourn, Bev seconded. There being no further business, the meeting adjourned at 6:23pm.

Respectfully submitted,

Cheryl M. Bennett

Cheryl M. Bennett, Secretary

Cape Canaveral Lighthouse Foundation

Dates to Remember:

February 29, 2020: Keeper's Closet Gift Shop Training, 11am-1pm, KCM

March 1, 2020: Canaveral Beacon Vol. 10, Issue 2 Distribution Date

March 14, 2020: Deadline for Committee Reports for Consent Agenda

Next board meeting: March 17, 2020, 5:30-6:30pm, SFCR

April 20, 2020: Deadline for Beacon Vol. 10, Issue 3

June 20, 2020: Descendants Day and Deadline for Beacon Vol. 10, Issue 4

Remaining 2020 Board Meeting Dates:

Tues, Mar. 17

Sat. April 4 (Combined with Ops Workshop #2)

Tues. May 19

Tues. June 16

Tues. Jul. 21

Tues. Aug. 18

Sat. Sept. 5 (Combined with Ops Workshop #3)

Tues. Oct. 20

Tues. Nov. 17

Tues. Dec. 8 (Holiday Board Meeting)