

**Cape Canaveral Lighthouse Foundation**  
**Board of Directors Meeting Minutes**  
**Tuesday, July 20, 2021**  
**Virtual Meeting Conducted with ZOOM and In-Person**

**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**

No visitors.

It was a good month for Lighthouse tours and membership renewals, including a new Lifetime Member. Ron Ecker will review policies/procedures regarding large tour groups to help address challenges with large groups.

**2. Special Guest – none**

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

**4. Consent Items:**

**a. Approval of June 15, 2021 Minutes:**

Jim Underwood moved to approve the Minutes; Mary Anne Moore seconded. Motion passed unanimously without objection.

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

Shane Smith moved to approve Consent Agenda Items; seconded by Nancy Garwood. Motion passed unanimously without objection.

**5. Consent Items Pulled for Discussion:**

**a. 5.b.6 Approve \$500 for Descendants Day expenses/incidentals – Bev Merrilees**

Postage, copy/printing, paper and lunch. Ron Ecker moved to approve funding for Descendants Day; George Eustis seconded. Motion passed unanimously without objection.

**6. Board Action Items:**

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

He spoke with Doug Bress with FLCC; should be finished end of July, beginning of August.

Jim mentioned that regarding the internal hookups, Kristi Blanchard is working with people who are due to retire perhaps in a month.

**b. 10% Discount Discussion – Larry Ostarly**

a) Both volunteers AND members will get the 10% discount in the store and brick sales; inform cashier at point of sale if one is a volunteer or member.

b) There has been about \$500 in merchandise theft in the past 6 months or so; Larry sent an email to Brevard Achievement Center asking them to look out for anything out of place; also, an email will be sent to Volunteers and Board members. Future discussion of cameras is a possibility.

Motion made by Brendan McMillin to extend 10% discount to both members and volunteers; seconded by Mary Anne Moore. Motion carried.

**c. Lease Renewal – Larry Ostarly**

Space Force is working their way through the renewal; no issues. Ron Ecker noted that Jon Hill, Executive Director/CEO of Pensacola Lighthouse and Maritime Museum, said if we have a 10 year lease, it will open up additional grants.

**d. August Meeting date change – Larry Ostarly** has a conflict with the next board meeting date and requested the meeting be changed to either Aug. 10 or Aug.16. There being no objections, it was decided to be on Monday, Aug. 16, via ZOOM. ZOOM did not work well in the Space Florida conference room. In-person meetings will be by exception.

**e. Audio System – Bev Merrilees/Larry Ostarly**

Investment in an audio system is about \$1,000. Larry is requesting \$1,200 to cover any incidentals. Bev spoke with Chris Kohl (performer at our Member event): good system; price is good; quick availability. Will be purchased from Island Music on Merritt Island. Shane Smith moved to purchase an audio system for \$1,200; Jim seconded. Motion passed unanimously without objection.

**f. Keeper's Closet Gift Shop – Karen Arbuckle**

Explained the need to improve the ability to stock the store, especially with delivery delays. Nancy Garwood moved to increase the floating budget from \$3,000 to \$5,000 for rotating stock; Jim Underwood seconded. Motion passed unanimously without objection.

**7. Selected Committee Updates:**

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

Descendants Day – Bev Merrilees: everything is moving along; 30 have responded so far; expects about 75 guests. R.S.V.P. is Aug. 1.

Running Event – Shane Smith: Space Force requested that CCLF pay Mitch Varnes of Smooth Running a set management fee, and we pay all the expenses. This is the opposite of the previous running events. Based on a half marathon with 1,000 participants, Mitch projected revenue of \$68,000; he projected expenses of \$59,500, to include a \$10,000 set fee to Running Zone; net to CCLF would be \$8,500. This excludes any sponsorship revenue we generate. With this plan, CCLF would commit to about \$60,000; possible mitigation through advance non-refundable ticket sales. Space Force is talking about removing some of the risks, ex: commit a date without possibility of a rocket launch. Space Force would like to come up with an enduring MOA which lays out the parameters for running events through future generals and JAG. Space Force is having its own marathon in December 2021. Ours would be perhaps in April 2022. Larry suggested we look at an April date; commitment from Space Force; look at our break-even point; risks vs potential profit.

American Muscle Car Museum: October 23, 2021 6-8pm; Jeanna Merrifield has the tickets prepared. Larry has a meeting scheduled at Fish Lips on July 28 at 11:30 to discuss the event, along with Ron and Chris Ecker, Jeanna Merrifield, Mary Anne Moore, Norm Moody, Jim Underwood, Brendan McMillin, Bev Merrilees. Larry will reach out also to Ciro Morales and Todd McDowell. Jim noted that Mark Pieloch has shortened the time to 2 hours in consideration of his volunteers at the AMCM. Eventbrite information will be sent to Mary Anne's tour contacts; Patricia Lautner will

engage the Chamber of Commerce; Norm Moody will touch base with his media contacts. Mark Pieloch will limit number of auction items to five. Suggestions for auction items: dinner and theater tickets; trip to top of lighthouse. Nancy Garwood expressed concern about the short two hour time limit for viewing the cars as well as holding an auction.

**8. Treasurer's Report – Brendan McMillin:** attached to the agenda.

**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:**

**August 18, 2021:** Deadline for Sept 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

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

**August 13, 2021:** Deadline for Committee and Coordinator Reports for August BOD Consent Agenda

**CHANGE OF DATE: MONDAY, August 16, 2021 - Next CCLF Board of Directors Meeting (ZOOM)**

**Remaining 2021 Board Meeting Dates:**

**Mon. Aug 16;** Tues. Sept 21; Tues. Oct 19; Tues. Nov 16; Tues. Dec 21 (TBD)