



Board Meeting Agenda  
May 19, 2020  
3:00 pm  
**(via Zoom Call)**

<b>Call to Order</b>	Cathy Layton, Chair
<b>Public Comment*</b>	Cathy Layton, Chair
<b>Mission Moment</b>	Cathy Layton, Chair
<b>Consent Agenda</b>	Cathy Layton, Chair
<b>Chair's Report</b>	Cathy Layton, Chair
<b>Finance Report</b>	
<ul style="list-style-type: none"><li>Financials – February, April 2020</li><li>Audit Bids</li><li>“Sweep Account” – CD Sweep Program to protect assets</li></ul>	Rob Lane, Treasurer
<b>Management Report</b>	
<ul style="list-style-type: none"><li>Mangrove Walk Construction Update</li><li>Site Plan Process Update</li><li>Fundraising Update</li><li>Communications Update</li></ul>	Bill Waddill, Chief Implementation Officer Veronica Brady, Director of Advancement AG Lafley, Founding CEO
<b>Agency/Sasaki Report</b>	
<ul style="list-style-type: none"><li>Phase 1 Design Progress, Schedule</li></ul>	Gina Ford, Susannah Ross
<b>Old Business</b>	Cathy Layton, Chair
<b>New Business</b>	Cathy Layton, Chair
<b>Adjourn</b>	Cathy Layton, Chair



\*Guidelines for comments by members of the public at BPC Board Meetings:

- Comments and input are welcome
- Speaker must register prior to speaking (name, organization)
- 2 to 3 minutes maximum time speaking per person
- 10-minute maximum period devoted to this segment

Handouts

Financial Reports –February, April 2020

Resource Committee Discussion – January 10, 2020

Board Member Meeting, Cynthia McCague – March 17, 2020

Consent Agenda

Board Meeting Minutes – January 21, 2020

Public Meetings: All meetings held at the Blue Pagoda unless noted.

Team Update - Call	June 16, 2020	3:00 pm
Board Meeting	July 21, 2020	3:00 pm
Team Update - Call	August 18, 2020	3:00 pm
Board Meeting	September 15, 2020	3:00 pm
Team Update - Call	October 20, 2020	3:00 pm
Board Meeting	November 17, 2020	3:00 pm
Team Update - Call	December 15, 2020	3:00 pm

## The Bay Park Conservancy, Inc.

## Balance Sheet

As of February 29, 2020

	<u>Feb 29, 20</u>	<u>Feb 28, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
CenterState Bank - Checking	33,345	12,201	21,145
CenterState Bank - Money Market	8,271,706	276,457	7,995,249
<b>Total Checking/Savings</b>	8,305,051	288,658	8,016,393
<b>Accounts Receivable</b>			
Grants Receivable	406,400	840,000	-433,600
<b>Total Accounts Receivable</b>	406,400	840,000	-433,600
<b>Total Current Assets</b>	8,711,451	1,128,658	7,582,793
<b>TOTAL ASSETS</b>	<u><b>8,711,451</b></u>	<u><b>1,128,658</b></u>	<u><b>7,582,793</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
Credit Card X2003	2,059	0	2,059
<b>Total Credit Cards</b>	2,059	0	2,059
<b>Total Current Liabilities</b>	2,059	0	2,059
<b>Total Liabilities</b>	2,059	0	2,059
<b>Equity</b>			
Temp. Restricted Net Assets	406,400	840,000	-433,600
Unrestricted Net Assets	7,587,764	272,360	7,315,404
Net Income	715,228	16,298	698,930
<b>Total Equity</b>	8,709,392	1,128,658	7,580,735
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>8,711,451</b></u>	<u><b>1,128,658</b></u>	<u><b>7,582,793</b></u>

**The Bay Park Conservancy, Inc.**  
**Statement of Financial Income Expense**  
January 2019 through February 2020

**Income/Expense**

<u>Income</u>	<u>Phase 1 Budget</u>	<u>Actual</u>	<u>\$ Remaining</u>
Gifts and Grants (Private)	20,000,000	10,146,760	9,853,240
Other Grants (Public)	5,000,000	-	5,000,000
<b>Total Income</b>	<b>\$ 25,000,000</b>	<b>\$ 10,146,760</b>	<b>\$ 14,853,240</b>
 <u>Expense</u>			
Phase 1 - Implementation			
Design/Plan Consultants		1,020,846	
Contingency		71,174	
Other Consultants		230,358	
Capital-Fountain Garden		158,754	
Capital-Mangrove Walk		17,315	
Other Expenses		3,246	
Current Phase 1 - Implementation	<b>\$ 22,500,000</b>	<b>\$ 1,501,693</b>	<b>\$ 20,998,307</b>
Personnel Expense			
Compensation and Benefits		223,164	
Consultant - Advancement		150,000	
Professional Fees		92,103	
Other Professional Fees		18,705	
Total Personnel/Professional Expense		483,972	
Communications/Outreach			
Business Meals		4,450	
Memberships		588	
Website/Communications		27,312	
Community Outreach		105,279	
Communications/Outreach		137,629	
Occupancy		20,767	
Insurance		27,967	
Office Supplies and Equip		26,792	
Total Other Operating		75,526	
<b>Total Operating</b>	<b>\$ 2,500,000</b>	<b>\$ 697,127</b>	<b>\$ 1,802,873</b>
<b>Total Expense</b>	<b>\$ 25,000,000</b>	<b>\$ 2,198,820</b>	<b>\$ 22,801,180</b>
<b>Net Ordinary Income</b>	<b>\$ -</b>	<b>\$ 7,947,940</b>	<b>\$ (7,947,940)</b>
 <u>Other Income/Expense</u>			
Interest from Money Market		82,707	(82,707)
Bank wire fees		(15)	
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ 82,692</b>	<b>\$ (82,707)</b>
<b>Net Income</b>	<b>\$ -</b>	<b>\$ 8,030,632</b>	<b>\$ (8,030,647)</b>



Blue Pagoda, 655 N. Tamiami Trail, Sarasota, FL 34236

Board Meeting Minutes

January 21, 2020

3:00 pm – 5:00 pm

Board Members Present: Cathy Layton - Chair, Rob Lane – Treasurer, Keith DuBose, Carlos de Quesada, Michael Klauber, Cynthia McCague, Emily Walsh

Board Members Excused: Jennifer Compton (Secretary), Liz Alpert, Steve Cover, Rod Hershberger

BPC: Bill Waddill – Chief Implementation Officer, Veronica Brady – Director of Advancement, Lori Denny - Project Coordinator

Agency Consulting Team: Gina Ford, Susannah Ross by telephone

atLarge Marketing Team: Nicole Miskovic, Heather McLain

Public: Richard MacIndue, Paige Atkins, Maria L. Haber, Bill Diehl, Howard Davis, Steve Brown, Lou Costa, Gabrielle Connor, Monica Van Buskirk, Frances Bermudez, John Bryant, Shane Lamay, Bo Medred, Jon Thaxton, Norm Dumaine, Marty Taffel, Christy May

**Ms. Layton called the meeting to order at 3:00 pm. A quorum was present.**

**Ms. Layton requested public input:**

- Bill Diel – Expressed his opinion that he doesn't like the shade structures on boardwalk and lawn. He also expressed his concern about impacts to seagrasses.
- Mary Haber - Fencing and security monitoring possible from the top of her building.

**Consent Agenda**

- Ms. Layton asked for a motion to approve the consent agenda. The motion was made by Mr. Klauber and seconded by Ms. McCague. **Motion passed.**

## Chair Report

- Ms. Layton proposed Bill Waddill host board meetings at the BPC office during off months and other board members can call in. Motion to approve a meeting schedule starting January and every other month the informational call would take place, with Bill Waddill hosting the meeting at BPC for the public attendance. The motion was made by Mr. Lane and seconded by Ms. McCague. **Motion passed.**
- Meeting notices will be sent to the board members from Ms. Layton to discuss on board responsibilities over the next year.
- Compensation committee has been formed, and Cynthia McCague will be chair.

## Finance

- Mr. Lane advised a Finance Committee is being assembled which will also act as the Audit committee. It will become a resource for current finances and future funding. By our next meeting, Mr. Lane will have a proposed roster for the Finance Committee.
- Mr. Lane advised an RFP will be sent out to local companies for audit services.
- Mr. Lane reviewed the financial reporting through December 31, 2019.
- Ms. Brady indicated there are a couple more gifts received that will be included in the year-end adjustments. In addition, the City contribution of \$1M this year (their 2020 budget year began on October 1, 2019) and \$1M for 2021 fiscal year.

## Management Report

Mr. Waddill and Ms. Brady presented the management report:

- Mr. Waddill spoke about the improvements in The Bay Fountain Garden project. Some of our environmental strategies have begun with this project.
- Second project is the Mangrove Walk. Ms. Brady shared additional information on the Mangrove Walk groundbreaking.
- Mr. Waddill shared an update that the site plan for Phase 1 was submitted to the City for review and was accepted as complete last week. Mr. Waddill shared timing of permitting and construction.
- Mr. Waddill shared the next Community Meeting may be held approximately the third week in February.
- Ms. Brady provided an update on Communications.
- Ms. Brady provided an update on Fundraising, Giving Challenge in April, and upcoming broad strategic planning in 2020.

## Agency Report – Susannah Ross, Gina Ford and Jerry Sparkman from Sweet Sparkman

- Ms. Ford provided a high-level summary of the Phase 1 site plan (sharing black and white construction drawings).
- Bird’s Eye view drawing has been updated, and more information will be provided by Jerry Sparkman, on the shading options. Images for the main walk and boardwalk were shared.
- Ms. Ford reviewed construction drawing of mangrove site plan.
- Ms. Ford reviewed “mood board” and quality of materials planned to be used (light, breezy, airy yet tactile).

- Ms. Ford discussed the mangrove walk notes.
- Ms. Ford reviewed “Node Character” (osprey, twin oaks, cabbage palms, porch swing, deck bridges notes).
- Ms. Ford discussed the use of “Interpretive Precedents”.
- Mr. Sparkman broached the subject of “field theory” by Walter Netsch. “Architecture is a social art” and must be both “meaningful and beautiful”. Geometric design. Native materials.
- Overall goals – shade and gathering
- Blending of architecture and landscaping (food pavilion and reading room)
- Ms. Ford added the focus of using architecture to support form and life.
- Mr. Sparkman and Mr. Waddill shared info on the shade structures being energy efficient and potentially net zero, within the established budget.
- Ms. McCague asked how the design would withstand storm surge. Mr. Waddill and Mr. Sparkman reviewed the managed retreat approach.
- Ms. Layton appreciates we have taken a portion of our community’s past and used it to look forward.
- Mr. Waddill advised Ms. Ford will be coming to town and working on materials in the near future.

### **Additional Discussion**

Mr. Lane expressed a desire to learn from other similar park projects. Mr. Waddill said the team could prepare a list of relevant similar parks if Board members would like to do some of their own research. Mr. Lane expressed that other park conservancies could have experiences that could be helpful as well.

Ms. McCague indicated we could use any learned relevant information for “benchmarking” as well. Ms. Ford shared that the City Parks Alliance could be a good resource.

### **Old Business**

- None

### **New Business**

- None

### **Adjourn**

**The meeting adjourned at 4:17 pm.**



Blue Pagoda, 655 N. Tamiami Trail, Sarasota, FL 34236

Resource Committee Discussion

January 10, 2020

4:00 pm – 5:00 pm

Board Members Present: Cathy Layton, Rob Lane, Jennifer Compton

The attendees discussed individual board responsibilities, and how the Chair might better engage each board member for the greatest commitment to The Bay Park Conservancy. The Chair will meet with each board member in the next two months.

Changing the board meeting schedule to every other month was discussed and positively received. This will be discussed at the full board meeting on January 21, 2020.

Meeting adjourned at 5:00 pm.





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Board Member Meeting Minutes

March 17, 2020

2:00 PM

Board Members Present: Cathy Layton – Chair, Cynthia McCague

No members of the public were present.

Layton and McCague met to discuss Board Roles and Responsibilities, and to obtain a signed commitment, which was provided to BPC staff for filing.

**The meeting adjourned at 2:50 pm.**