



Historic St. Andrews Waterfront Partnership

1134 Beck Avenue • Panama City, FL 32401 • (850) 872-7208

Historic St. Andrews Waterfront Partnership Board Meeting Minutes June 13, 2018

Agenda Item 1 – Call to Order

Called to order at 7:02 am, Wednesday June 13 by President Beverley Walterson.

Roll Call:

Board of Directors Present: Beverley Walterson, Robbie Fehrenbach, Vic Jones, Gradi Morgan, Judy Stevens, Mynta Harbison

Board of Directors Absent: Sean Lyon, Dave Smith, Sonya Caldwell

Management: Michelle Price

Agenda Item II – Approval of Minutes

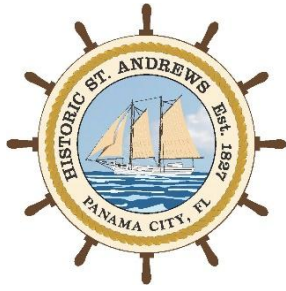
The May 9, 2018 meeting minutes were previously emailed to the Directors for review. Beverley called for comments or corrections. None were given so Robbie made a move to approve the minutes and Mynta seconded. All approved.

Agenda III – President's Report – Beverley Walterson

- A. Beverley commented on the favorable news coverage done on St. Andrews the past month. There was a story reported on the family from Italy who visited the museum and the father and son worked on the printing presses, along with a couple of segments on Beach TV, one about Buddy West and another on the Walking Tour.
- B. Beverley also shared that we will be partnering with Girls Inc. holding some workshops for the girls' summer program, as well as after school when it starts back up. Robbie conceived this idea as a good project for us to help give the girls good life skills through interaction with the community of St. Andrews as well as possibly through involvement with some of the merchants.

Agenda IV – Treasurer's Report – Vic Jones

- A. Vic reported a net income of \$9,200.00 for May, noting that most of that money will go right back out to pay obligations from Salty Dog Days and other events. We have approximately \$61,000.00 in the bank as of May. Market YTD net is right at \$11,000.00 and payroll so far for the year is \$16,500.00. It was also noted that the Salty Dog Days Fundraiser netted \$8,000.00 that went to Operation Spay Bay and Lucky Puppy.



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- B. Vic also reported that Quick Books Online is coming along nicely and his meetings with the accountant is getting a lot of questions answered and clarification on how to get it all set up.
- C. The second bank account is being set now and money divided between the two accounts. Second account is strictly for Michelle's payroll, to monitor the CRA money and money we have put in to match the CRA money for Michelle's payroll.

Agenda V – Old Business – Beverley Walterson

- A. Beverley reported that there has been no progress made on selecting new chairs for the conference table in the museum. She asked that Michelle put together a directive for selecting the chairs and plans for a chair fundraiser.
- B. The Salty Dog Day T-Shirts were printed, and a lot were sold during Salty Dog Days and at the market. The shirts have proved to be very popular and good sellers. The two new designs for St. Andrews should be ready to be looked at and approved soon.

Carry-over: Try to get chair selections narrowed down and implement a fundraiser.

Agenda VI – New Business – Beverley Walterson

- A. Beverley brought up the addition of the printing press that Curry Printing donated to the museum. It was installed outside in the little courtyard area next to the museum.
- B. Gradi reported that The Ukulele Orchestra of St. Andrews has asked to place a Little Free Library that they had constructed in the courtyard next to the museum. She requested that after the library has been placed, if we feel that there is enough room for a bench to also be placed there, that we consider it. It was decided that we will look at the space once the library is installed and decide then.
- C. Beverley noted that the museum needs a shredder. It was decided that we should be able to get one for \$100.00 but look at options and get the best deal on one that is heavy duty, not lightweight. Mynta made the motion to purchase a shredder and Robbie seconded. All approved.
- D. Robbie proposed that the arrow sign at Hwy. 98 & Beck Avenue be replaced with a larger one that indicates the Market on Saturdays and the hours, so that people are aware. A price cap of \$100.00 was decided on, with Gradi motioning to replace the sign and Judy seconding. All approved.
- E. Beverley stated that the signs on the front corners of the museum are peeling off and should be removed and replaced. New signs will be placed higher so that people cannot vandalize them. We will start the process of finding replacements.



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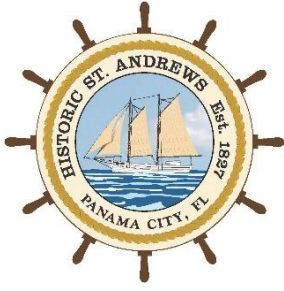
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Agenda VII – Executive Directors Report – Michelle Price

- A. Michelle reported that there were 166 tours of the Museum, and more than 500 visitors overall in the museum for the month of May. The number of hours the museum was open in May was 105.5 hours. There were three special meetings in the museum and there were also three walking tours. There was 227 documented volunteer hours but feel there were more that were not documented. There were also four Saturday markets in May.
- B. The Print Shop has established consistent prices for different types of print jobs available and an order form for print shop orders.
- C. The Rotary Club has awarded us a \$500.00 grant, to be used in the print shop for print apprenticeship resource program for educators.
- D. Lucky's Market gave us a grant of \$3,375.60 to be used toward environmental sustainability promoted at the market. Plans are to purchase paper bags to hand out to the vendors for them to use in place of plastic bags, and to purchase canvas bags we will have printed on and sell at the market.
- E. Michelle reported that we had a Volunteer Docent training day in May that six people attended. It is planned that this will be done periodically.
- F. Michelle also reported that Museum Day is September 22, nationally, and we will try to come up with something to promote that.

Agenda IX – Committee Reports

- A. Robbie mentioned that Curry Printing, in addition to donating the Chandler Press that we placed outside, also donated two Hamilton Type Set cases full of type set that will be very beneficial to the print shop. Curry also loaned a couple of print machines that we can use for a while that will be good for children to operate. They also sold us a lot of paper, envelopes and such for a very low price, that we can use. A big thank you to the Swiglers for thinking of us and making these awesome donations.
- B. Robbie also brought up that we need to reprint some more of the St. Andrews Trail brochures but need to update some of the information in the brochure. We will need to make sure all the signs are still up throughout the trail. We also need to explore re-establishing the St. Andrews Bird Trail and are re-working the St. Andrews Business District Map and Brochure.
- C. It was brought up that we have active termites in the museum that have damaged the floors. We are getting bids for repairs, and will be getting repair work done, but need to get a schedule established to check the museum monthly.
- D. A request was made for cap of \$400.00 to purchase frames and mats for the display wall in the museum. Judy made the motion, and Mynta seconded. All approved.



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Agenda X – CRA Report – Jared Jones, Onya Bates

- A. Jared spoke first to update us on the work (not) being done on 13th Street because we are still waiting on AT&T to remove their pole. At this point we still do not know when the pole will be removed, but he has instructed the city engineers to go ahead and do as much preliminary work as can be done so that when the pole is removed the city will be ready to complete the streetscaping.
- B. Keith Baker from Leisure Services spoke to us about the removal of the Four Headed Palm, which has died. He said that they have been working on options to be considered as possible replacements for the palm, which will be removed. Nothing has been proposed, but he wanted us to know it is being worked on. He also shared that they have been talking to the Tech Center at Gulf Coast State College about cutting discs from the trunks of the tree and possibly doing some type of laser image of the tree on the discs. Once the tree is removed and the trunks inspected, we will know if this is a possibility and from there we will plan some type of function for celebrating the tree.
- C. Onya was asked about the Bayview parking lot and when the fencing and landscaping would be done. She will have to check and see if landscaping was planned for the lot, and if so, when it will be done.

Agenda XI – Items from the floor

- A. Heather updated us with upcoming events and reminded us that concerts at the marina are starting up and will be on Tuesday nights. She also reminded us that September 7 is Art Break Day in St. Andrews.

Adjourn – Mynta motioned, all seconded. Meeting adjourned at 8:29.

Submitted by Gradi Morgan, Secretary

Approved by:

Beverley Walterson, President