

February 10, 2017

Katha Kissman
President & CEO
Harbor Branch Oceanographic Institute Foundation
Ft. Pierce, FL

Dear Katha,

As a follow up to our email exchange and presentation to the HBOIF board, please help me finalize a proposed budget for the HBOIF to consider in which FAU absorbs substantial administrative support functions for the HBOIF. The result will be a significant saving to the HBOIF, enabling it to provide greater research and programmatic support to the Harbor Branch Oceanographic Institute (HBOI).

Please provide the following information to me within the next 10 days (no later than February 20, 2017).

A. Legal - Ask Bill Stewart to initiate the process of transferring the Registered Agent for HBOIF from himself to Elizabeth Rubin, Esq., Associate General Counsel, ADM10, RM 370, Office of the General Counsel, Florida Atlantic University, Boca Raton, FL. 33431.

Also provide copies of all pertinent legal documents and legal services provided by Bill Stewart over the last 2 years or outside counsel including information on real estate holdings. Also, provide copies of all information on lobbying activity.

B. Accounting/Auditing oversight - Provide information in the form of an excel spreadsheet or document on accounts payable/receivable information for current fiscal year. Also provide information and current status on all investment accounts (banking, brokerage).

C. Communications - Provide a status report on communications activities for the SLP promotion, as well as a status report on other HBOIF/HBOI communication activities.

D. Development - Identify the reference account information that will pay for a fund raiser for HBOI.

Thank you,



Daniel Flynn, PhD