

# HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

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## FOUNDATION

### OPERATIONS REPORT January 15, 2015

The following information provides an overview of operational activities in the Foundation offices since the November Board meeting.

#### GENERAL & ADMINISTRATIVE

##### Insurance

Kissman and Brennan have scheduled to do an RFP for insurance services after the FY15 audit.

##### Background Checks

Bill Stewart has completed the criminal background checks on me and Colleen Brennan for our personnel files; his office is still working on the credit and employment/education verification checks.

##### 403(b) Retirement Plan

Currently HBOIF has a 401K plan for Kissman and Brennan. We have successfully closed the previous 403(b) plan for the remaining former employee participant.

#### BOARD OF DIRECTORS

In addition to planning and pulling together background information and logistics for our Board of Directors meetings we have also planned and supported Committee meetings (Audit, Finance, Governance, Grants).

To follow up on how we conduct meetings under Florida Sunshine, we are confirming that it is optimum to conduct meetings in person when possible. When this is not possible we have conducted meetings with some or all individuals participating telephonically (we always publicize our meetings as being held at the Foundation offices and at least one staff member is physically present). We are now designating on meeting minutes whether participants are participating via telephone.

We also now have a **\*zoom\*** account and can also conduct video conference meetings on a limited basis. To participate in this way, Board Members will need to sign up for zoom (<https://www.zoom.us/> -- free) and participate through a computer that has a camera and microphone. We will work towards implementing video conferencing in 2015.

#### FINANCIAL

##### FY15 Mid-year Budget Revision

The FY15 Mid-year Budget Revision was presented to the Finance Committee at its January 9 meeting and is being recommended for Board approval at its January 22 meeting.

##### Audit

The Audit Committee has recommended the retention of Berger, Toombs, for the FY15 Audit. The schedule for the audit has been confirmed. On a parallel track, the responses from the recent RFP will be reviewed to determine a new auditing firm for the FY16.

## **SPECIALITY LICENSE PLATE PROGRAM**

As previously reported, the FY15 SLP Awards have now been made.

Also as previously reported, FLORIDA OPINION RESEARCH was contracted to provide market research to assist with the promotion of the sales of our specialty license plates. At the conclusion of the research, staff received transcripts, topline, aggregate results, and a key findings presentation. This research assisted the HBOI Communications team in developing a comprehensive and targeted marketing plan to best allocate marketing dollars to increase specialty license plate sales. Kissman asked Conlan Kennedy, SLP Marketing Coordinator to prepare a presentation to the Board regarding this which was forwarded January 14, 2015.

Monitoring for legislative compliance of the SLP program has been conducted primarily by Brennan. Using a structured system of timely checks and balances with HBOI accounting, HBOIF continues to be in full compliance

## **GRANTS ADMINISTRATION**

Ongoing funds toward the hires of Dr. Laurent Cherubin, Dr. Mingshung Jiang, and Dr. Marty Riche are being invoiced by and paid to HBOI for the second and third quarter. The fourth new hire (start date March 2) is Dr. Guojun Wang, Assistant Research Professor, a Biosynthesis who will work closely with Dr. Amy Wright, Dr. Peter McCarthy, and Dr. Esther Guzmán.

The second and third quarter Faculty Incentive Awards grant funds have been invoiced and paid. The second and third quarter Faculty Excellence/Salary Support grant funds have been invoiced and paid.

As previously reported, the Development Director (Ginny Blossom) and the Development Program Administrator (Roger Childs) have been hired. They will be at Love Your Lagoon. The search for the Assistant Development Director resulted in a failed search and is being re-launched.

The use of the budgeted FY15 Discretionary Funds will be discussed at the January Board Meeting based on the recommendations of the Grant Committee.

Now that granting to HBOI is so robust, Kissman will be working with the Audit and Finance Committees to ensure that actual multi-year grant obligations not yet paid out are appropriately noted as financial obligations on either the Operational Balance Sheet and/or on the audited financial statements going forward.

## **HBOI DEVELOPMENT**

Kissman and Brennan participated on the Search Committees for the three Development positions: Development Director, Assistant Development Director, and Development Program Administrator. The Development Director (Ginny Blossom) and the Development Program Administrator (Roger Childs) have been hired. They will be at the **Love Your Lagoon** event for Board Members to meet and will be formally introduced at the April Board Meeting.

Kissman and Davis have continued extensive conversations about the structure of the HBOI Development Department and opportunities for the new Development team which will also include the current Friends of Harbor Branch position and activities.

## **HBOIF REAL ESTATE HOLDINGS**

### Learning Garden Montessori

While Learning Garden Montessori is no longer our tenant at our parcel called "Lakela's Mint (property tax code 1408-311-0003-00-1), they are currently in noncompliance with the terms of the termination. Kissman and Stewart are working to resolve the outstanding issues regarding the portable units at the site (Learning Garden property).

### Oceans, Reefs and Aquariums (ORA)

Stewart is working with FAU to finalize the documentation for ORA's request to HBOI to assume responsibility for the maintenance of the North Salt Water jetty wells.

### Other

Kissman met with Matthew P. Coglianese, the attorney working with the Florida Petroleum Reprocessors Site PRP Group regarding the Foundation's involvement in remedial and ongoing monitoring of "area wide" groundwater impacts (by chlorinated hydrocarbons) through the four identified on-site wells, as well as other, off site properties. The Foundation has been notified that it will be necessary for the Group to raise additional funds to cover EPA's bill for past oversight costs, as well as future EPA oversight costs, remedy related, and common counsel costs. This will be the first cash call since the time of execution of the remedial design/remedial action (RD/RA) consent decree (CD) in 2004. The goal of the upcoming cash call should be to raise enough money to take the Group through the completion of the CD. The cash call will be based upon the final allocation percentages that the Group established in 2004. However, since the group last raised funds ten years ago, several PRPs have gone out of business. The Group's Steering Group is currently working to confirm the identities of defunct companies as well as determining if they have successor entities. The funds would be raised on a pro-rata basis, under the final allocation formula voted upon by the Group in 2004, adjusted for the defunct Group members. It is anticipated that the Cash Call will likely come in the first or second quarter of 2015, will be around \$750,000 and our percentage at this point is 2.1% or \$15,750.

## **2015 LOVE YOUR LAGOON**

We are in the final planning stages of the 2015 *Love Your Lagoon* which will be held this year at the Johnson Education Center on Friday, February 6. . We have added a larger tent, valet parking, an ongoing video presentation in the auditorium throughout the night, and a silent auction to the evening. Due to some of these changes our expenses will be higher but we are viewing this as an investment toward continuing to build the event in years to come and don't believe this will compromise the net proceeds to HBOI.

The actual pre-dinner program will consist of:

- the new HBOI overview video
- the welcome video from Joe Duke, Karl Steene and Megan Davis
- the welcome video from FAU President John Kelly
- the three promo videos of our past honorees
- the video on our honoree
- the formal presentation of the award to our honoree
- brief remarks of thanks by the honoree
- dinner
- dessert bar

We believe this program will be about 30 minutes max.

As you are aware, the 2015 **Love Your Lagoon** Honoree is Mr. Mark D. Perry, Executive Director, Florida Oceanographic Institute (Lifetime Leadership and Achievement Award). He and his wife, Nancy, are being invited complimentary, of course. We are also inviting our past honorees complimentary. Alma Lee Loy has confirmed. Bud Adams is having eye surgery that week and we have encouraged him to come even at the last minute and will hold him a seat. We are following up with Nathaniel Reed in the hopes he can attend.

The 2015 **Love Your Lagoon** Honorary Host Committee Co-Chairs are Mr. Karl M. & Mrs. Monica Steene. Honorary Host Committee Members include Mr. Michael & Mrs. Mimi Brown, Sr.; Mr. Bob & Mrs. Amy Brunjes; Mr. Noel A. Hoover, EA & Ms. Debrah J. Agnello; Dr. John & Mrs. Mary Beth McDonald; Mr. David & Mrs. Beth Moulton; Mr. Tobin R. and Mrs. Margaret Overdorf; Mr. Donald & Mrs. Linda Proctor; Dr. Dennis & Mrs. Jeannie Saver; Dr. Ed & Mrs. Susan Smith; Mr. Richard and Mrs. Diana Stark; Mr. Michael J. & Mrs. Leslie Swan; and Dr. Val & Mrs. Tracey Zudans. Thanks to Karl Steene for his hard work to assemble this great group. Many are well known and influential in the community and some are somewhat new to Harbor Branch. We hope to continue to build the relationship with each of them going forward.

A highly successful VIP Reception was held on November to further introduce members of the Honorary Host Committee to Harbor Branch. This catered event was held at the Johnson House and attended by over 40 guests, HBOIF Board Members, and HBOI and HBOIF staff.

To date we have confirmed the following sponsors

***Mangrove Sponsor (\$25,000)***

Anonymous

Mr. Joseph Z. Duke, III and Mrs. Jennifer Johnson Duke

Mr. and Mrs. James and Gretchen Johnson

***Seagrass Sponsor (\$15,000)***

Mr. and Mrs. Michael and Marie O'Reilly

***Oyster Sponsor (\$10,000)***

Florida Atlantic University

PNC Bank

Treasure Coast Newspapers

***Dolphin Sponsor (\$5,000)***

Mrs. Colleen Brennan

Evans Properties

Ms. Katha Kissman

Dr. Ed Lippisch and Mrs. Jacqui Thurlow-Lippisch

Mr. and Mrs. Michael D. and Misty Minton and

The Law Firm of Dean, Mead, Minton and Zwemer

***Manatee Sponsor (\$2,500)***

Aesthetic Dentistry of Palm City and

Drs. Thomas and Shannon Plymale Galinis and Dr. Thomas Plymale

AT&T

Atlanta Consulting Group

Ms. Marjorie Raines

Mr. and Mrs. William J. and Laurie Stewart, Esq.

Stuart Magazine

Mr. and Mrs. Michael and Carol Toner

Wyland Foundation

***Seahorse Sponsor (\$1,000)***

Mr. C. Amos Bussmann and Sea Technology Magazine  
 Chapman and Plymale Law and Mr. and Mrs. Shaun and Stacey Plymale  
 Dr. Megan Davis and Mr. Gary Hodgkins  
 Florida Power & Light Company  
 Harbor Community Bank  
 Mr. and Mrs. Patrick and Nancy Higgs  
 J.J. Taylor Companies, Inc.  
 Kmetz, Nuttall, Elwell, Graham, PLLC  
 Dr. John and Mrs. Mary Beth McDonald  
 OTT Hydromet  
 Mr. and Mrs. Karl and Bonnie Steene  
 Mr. Robert Stilley and The Honorable MaryLynn Magar  
 Dr. and Mrs. Val and Tracey Zudans

Sponsorships last year totaled \$153,000. Sponsorships this year are currently at \$179,000.

Additionally, while we had not budgeted for it, we are also receiving some donations from individuals and organizations that are not able to attend including a \$500 donation from the Wyland Foundation.

Single ticket sales are coming in; the stated deadline is January 26; we can go until January 30. We are hoping for a total of 180 single ticket sales this year.

Last year HBOI Faculty and Project Managers and selected HBOI staff who worked directly on Lagoon issues were invited to **Love Your Lagoon** due to Kissman's sponsorship. This year, Kissman, Brennan and Megan Davis provided sponsorships to invite all HBOI Faculty Project Mangers, selected HBOI staff, and the attendance of the seven students who have been awarded Indian River Lagoon Graduate Research Fellowships from the proceeds of 2014's **Love Your Lagoon**.

Silent Auction items to date include (please note descriptors are not yet final):

- A personally selected case of wine from the wine cellar of the daughter of Harbor Branch founder J. Seward Johnson, Jennifer Johnson Duke.
- An intimate Hobe Sound lunch and tour of the gardens at the home of Foundation Board Chair, Joe Duke, and his lovely wife, Jennifer Johnson Duke, daughter of Harbor Branch founder J. Seward Johnson.
- The hottest tickets in town -- 2 for each of the following Operas! (Donated by Vero Beach Opera Guild, Karl Steene)
 

March 8th	Resident Artists Concert
April 6 <sup>th</sup> - 9 <sup>th</sup>	Marcello Giordani International Voice Competition
April 10th	Marcello Giordani Final's concert
April 11 <sup>th</sup>	Marcello Giordani
- When Art Mundo – Center for Creative Expression in Fort Pierce visited the HBOI Ocean Engineering Lab, they learned about current research and viewed the historic Johnson SeaLink II. Coincidentally, new lab chairs were arriving, but WHAT TO DO WITH THE OLD ONES? The artists wanted to give back in return for their experience and agreed to take one chair apiece or, in a couple of cases, two, and create an art piece reflecting inspiration derived from their visit. The Lab Chair Project was born! This one of a kind art lab chair features an original porthole from Harbor Branch!
- Perfect for a home or professional office, this one of kind vintage framed photo exemplifies the pioneering Johnson Sea Link Submersible in action with a Harbor Branch diver.

- *“My husband Ed, would like to offer a flight in the Legend Cub for Love Your Lagoon! The flight would be for one person over the Indian River Lagoon. Winner of the item would meet at Witham Field in Stuart and fly to the St Lucie Inlet and then to Jupiter, Fort Pierce, or Sebastian. Ed is an accomplished pilot having flown since 15 years old.”* Foundation Board Member Jacqui Thurlow-Lippisch
- This print of an original painting by artist Gary Hodgkins depicts a tranquil beach scene with a sailing boat in the background and inspired by his years in the beautiful Turks & Caicos Islands.
- Once a part of the Johnson Sea Link Submersible II, this porthole sits on a piece of teak from the original J. Seward Johnson, Sr., home still here at Harbor Branch and now used for our renowned Marine Mammal Rescue Program.
- Renowned marine life artist Wyland changed the way people think about our environment when he started painting life-size whales on the sides of buildings in the 1980s. Wyland always thought big. And he never stopped. Today, the Wyland name has become synonymous with the new generation of awareness about environmental conservation. Through his unique marine life paintings, sculptures, and photography, Wyland has inspired a generation about the importance of marine life conservation. This framed picture from Wyland is in honor of his valued relationship with Harbor Branch and to support Love Your Lagoon!
- Working hard to move the Johnson Sea Link Submersible along, this professionally mounted propeller saw much action back in the day.
- Along with J. Seward Johnson, Edwin A. Link’s name is virtually synonymous with Harbor Branch. A prolific inventor, Edwin A. Link’s pioneering 1945 molded plastic 14’ 6” Canadian-style portable canoe called the “Linkanoe” assembles in sections. Different boat types were added to the line in subsequent years. This “Linkanoe” came right from the source!
- Katha Kissman, President & CEO of the Harbor Branch Foundation, a nationally recognized expert on nonprofit organizational development, interim leadership and governance, offers copies of her two current books, a copy of her forthcoming book (July 2015), and one hour of professional consulting.
- “Raging Bull,” is a 1999, no. 64 of 200 artist’s edition sealed print from Harbor Branch friend, artist Guy Harvey. Guy Harvey combines his unique artistic talents with his background as a marine biologist, diver, photographer and angler, to create marine wildlife art with an unmatched authenticity and visual appeal. Self-taught, Guy’s artistic roots can be traced back to his childhood on the Caribbean isle of Jamaica, where he spent many hours fishing and diving with his father along the island’s south coast. Guy’s obsession with the creatures of the sea inspired early drawings of the many different fish he observed.
- Once used on the Johnson Sea Link Submersible, this depth gauge which we’ve had professional mounted is a perfect conversation piece for your home or office.

Please help in this final stretch before the event:

- Sponsorships are still available
- Single Tickets are still available
- We can still use additional silent auction items

## **GIFT SHOP**

Kissman has confirmed with HBOI that it will take over all Gift Shop operations effective FY15.

## **PUBLIC RELATIONS AND OUTREACH**

Additional activities have included:

- Kissman and Brennan attended the HBOI All-Employee meeting on November 17, 2014.
- Kissman and Brennan attended President Kelly's Roundtable on November 29, 2014.
- Kissman and Brennan attended the Ocean Discovery Lecture "Discover: From Estuaries to the Deep Blue Ocean by Megan Davis, FAU Harbor Branch"
- Kissman attended the Everglades Coalition Annual Conference with Megan Davis, Cara Perry and Dennis Hanisak January 8, 9, 10, 2015
- Kissman and Brennan arranged and staffed the Moorings Gunkhole Gang visit on December 20, 2014. \$800 in donations have been received as a result of the HBOI presentation and Kissman's pitch on the day of the event.
- Kissman and Davis have resolved the issues with the Wild Dolphin App
- Kissman and Dr. Dennis Hanisak met with Bill Robertson, HBOI donor