

# HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

---

## FOUNDATION

**Minutes**  
**Meeting of the Board of Directors**  
**June 16, 2016**  
**Held at the Harbor Branch Oceanographic Institute**

**PRESENT:** C. Amos Bussmann\*; Dr. Megan Davis; Joe Duke\*; Dr. Joseph Ferro\*; Nancy Higgs; Marilyn C. Link; Michael D. Minton, Chair; Sherry Plymale; Marjorie Raines, Treasurer\*; William J. Stewart, Esq., Secretary/Legal Counsel; Robert Stilley\*; Michael Toner, Vice Chair\*

**ABSENT:** Mike O'Reilly, Vice Chair; John A. Papa

**ALSO PRESENT:** Colleen Brennan, Outgoing Director of Operations; Debbie Dutton, Incoming Director of Operations; Katha Kissman, President & CEO

### **Call to Order**

The meeting was called to order by Chair Minton at 4:03 pm.

### **Welcome & Chair's Comments**

Chair Minton welcomed Debbie Dutton to the staff of the Foundation. Chair Minton also expressed thanks to Colleen Brennan for her excellent past service to the Foundation particularly during a pivotal transitional time in the Foundation's journey. On behalf of everyone wished her much happiness in her retirement.

### **Consent Agenda**

The motion approve the April 28, 2016 Board Meeting Minutes was approved unanimously.

### **Committee Reports**

#### ***Finance Committee***

Treasurer Raines added her thanks to Colleen Brennan for all her help to personally assist her and the Audit Committee last year and the Finance Committee this year.

Referencing the minutes of the Committee, Treasurer Raines alerted the Board to the continued review of the proposal by Aquaco to utilize the Old Citrus Grove property for an aquaculture venture and noted additional information and documentation had been requested. The Finance Committee will convene July 22, 2016 for additional discussion and review.

Treasurer Raines asked President Kissman to review the opportunity for the Foundation to enter into a Letter of Intent for the sale of the Foundation's Peacock Road property. The motion to sign the Letter of Intent with a purchase price based on \$5,500/acre or \$514,800 total was approved unanimously.

There was no activity from the Audit Committee, Governance Committee, Grants Committee, or Nominating Committee since the last meeting.

## **Other Business**

Secretary Stewart read the following Resolution 2016-1 behalf of the Foundation:

### **RESOLUTION 2016-1 OF THE BOARD OF DIRECTORS OF**

#### **HARBOR BRANCH OCEANOGRAPHIC INSTITUTE FOUNDATION, INC.**

WHEREAS, the Board of Directors of Harbor Branch Oceanographic Institute Foundation, Inc. wishes to express its deep appreciation and admiration for the service rendered by Colleen Brennan, first as a volunteer and then as Director of Operations of the Foundation, from 2011 to date; and

WHEREAS, titles such as "volunteer" do not adequately describe the effort and contribution which Colleen has made to the Foundation. Colleen has over 472 hours of service as a volunteer, including responsibility for many of the activities of the Friends of Harbor Branch program and The Ocean Discovery Center Gift Shop. She also stepped in to seamlessly fill the void when the Foundation found itself without either an Executive Director or Director of Operations and was instrumental in assisting to lay the foundation for the transition of the Foundation to its current status as a well-organized and efficient entity; and

WHEREAS, Colleen was hired as Director of Operations in May 2013, and, in that capacity, has many accomplishments to include:

- During the time the Foundation managed the HBOI Gift Shop operations, provided needed structure and process
- Developed a comprehensive filing system for all of the Foundation's historic and current documents
- Fully implemented the document retention policy
- Applied laser-sharp oversight to the monitoring process of the SLP program and brought care, timeliness and order to a cumbersome and previously confusing program with great results
- Attention to detail in the Foundation's accounting/financial/investment areas and in particular, staffing the annual audit process
- Formalized and oversaw the logistics of the Foundation's signature event, Love Your Lagoon; and

WHEREAS, Colleen has brought the highest level of professionalism and accuracy in every aspect of her job for the Foundation. Colleen has performed each task with ease, grace and success. Above all Colleen is a skilled diplomat with flawless interpersonal skills. She has been enormously and uniformly liked and respected throughout the HBOI@FAU and Harbor Branch Foundation community. Her dedicated commitment which has earned that respect has served the Foundation well.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Harbor Branch Oceanographic Institute Foundation, Inc. that Colleen Brennan receive the Foundation's highest commendation and thanks for her service as a volunteer and Director of Operations. She will be sorely missed as an individual who unselfishly contributed her time and talents while dedicating herself to the transformation of HBOIF to a strong force well able to fulfill its mission of supporting HBOI@FAU.

BE IT FURTHER RESOLVED that resolution to be incorporated in the Minutes of the meeting of the Board of Directors held on the 16th day of June, 2016.

Board Members will sign the resolution when able and it will be framed and presented to Ms. Brennan at a later date.

In addition, Chair Minton shared information regarding a project by HBOI's Dr. Brian LaPointe to provide services to the city of Port St. Lucie and St. Lucie County similar to his past work in Martin County which could support the opportunity to address concerns regarding water quality in the St. Lucie River as a public health need and economic sustainer. There may an upcoming request to the Grants Committee to review a proposal for gap funding toward this project.

### **Adjourn**

There being no further business, the meeting was adjourned at 4:20 pm. Following the meeting there was a Board reception to thank Ms. Brennan with the entire HBOI community invited.