

**REPORT TO THE
HARBOR BRANCH OCEANOGRAPHIC INSTITUTE FOUNDATION
SUBMITTED BY
MEGAN DAVIS, PH.D., INTERIM EXECUTIVE DIRECTOR, FAU HARBOR BRANCH
OCTOBER 1, 2015**

Grant: Operational Support

Grant award for FY2014 and FY2015: \$45,000 per year (\$25,000 per year, HBOI Support for Executive Director Development Fund; \$10,000 per year, HBOI Management and Faculty Support; \$10,000 per year, Gift Shop Operator)

Purpose: The primary source of support for FAU Harbor Branch operations is Education & General (E&G) funding from the State of Florida, which governs how these public funds can be used. The Operational Support funds provided by the Harbor Branch Oceanographic Institute Foundation provided the Executive Director the necessary discretionary funds to cover expenses that are not allowed on E&G funds such as food and other expenses for events, partnership lunches, interview dinners, and donor activities. These funds also covered other expenses that are not included in the base FAU Harbor Branch E&G budget. These HBOIF grant funds are essential to the day-to-day operations of FAU Harbor Branch. In FY2016, the \$25K will be used to support Development activities, which align with the Strategic Development Plan, the \$10K will be used as discretionary funds for the Executive Director and Associate Executive Director of Operations, and the other \$10K will be used as partial salary for the Ocean Discovery Center gift shop operator. Here is an overview description of the uses of the FY2014 and FY2015 Operational Support funds:

- Gift Shop Operator – these funds were used for partial salary support for Ocean Discovery Center Education Coordinator who managed the public gift shop, which included ordering of merchandise, inventory and record keeping, and sales. Prior to FY2016, HBOIF paid for merchandise for the gift shop.
- HBOI Support for Executive Director Fund – as examples these funds were used for recruitment of faculty and staff under the HBOIF New Faculty Hiring Plan and the Ensuring a Robust Development Strategy, Ocean Science Lecture Series guest speakers and other guest lecturers, cultivation of current and potential donor partners, sponsorship of community events to advance outreach and cultivate collaborative opportunities, and travel and networking by the Executive Director and team within the local and state community and marine science community.
- HBOI Management and Faculty Support – as examples these funds were used for meetings and events to foster closer ties with the University and for internal meetings.

Administration: These funds were administered in the following ways:

- Gift Shop Operator funds – were deposited into a FAU Foundation account and the employee's time and effort included this allocation of funds.
- The HBOI Support for the Executive Director funds were managed by the Executive Director who approved use of these funds.
- The HBOI Management and Faculty Support funds were managed by the Executive Director and the Associate Executive Director of Operations and both had signing authority.
- FAU Harbor Branch direct payments to vendors and reimbursements (for funds listed in bullets 2 and 3 above) are prepared and managed by Executive Director's Administrative Assistant.

Summary of Expenditures:

1) Reconciliation

Account Reconciliation:	Amount
HBOI Management and Faculty Support	
Beginning Balance at July 1, 2013	\$0.00
Amount from HBOIF for two Fiscal Years (FY2014 & FY2015)	\$20,000.00
Expenditures per table below	-\$15,134.73
Ending Balance at June 30, 2015 (before commitment)	\$4,865.27
HBOI Support for Executive Director Fund	
Beginning Balance at July 1, 2013	\$12,507.60
Amount from HBOIF for two Fiscal Years (FY2014 & FY2015)	\$50,000.00
Expenditures per table below	-\$61,549.42
Ending Balance at June 30, 2015 (before commitment)	\$958.18
HBOI Management and Faculty Support Balance	\$4,865.27
HBOI Support for Executive Director Fund Balance	\$958.18
Total available at June 30, 2015 (before commitment)	\$5,823.45
Commitment for FAU President's Office Aquarium (Paid after June 30, 2015)	-\$5,667.67
Ending Balance	\$155.78

2) Gift Shop Operator Partial Salary Support (\$10K per year; FY2014 and FY2015)

This support was provided to Erin Lomax (July 30, 2013 to June 30, 2015)

3) HBOI Support for Executive Director Fund (\$25K per year; FY2014 and FY2015)

Description (FY2014)	Amount
FAU Marine and Coastal Issues Signature Theme Retreat food	\$1284.90
OSLS Speakers and other presenters (W. Clancy, Meldrum, J. Biddle, C. Yarish)	\$1,764.45
Faculty Candidate Interviews - travel expenses and interview lunch and dinners with faculty (Cherubin, Jiang, Riche, Aqua candidate (2), Fish candidate (2) Twardowski	\$1,454.01
SLP Presentation Refreshments	\$155.00
M. Leach Farewell; M. Leinen Farewell	\$425.00
Partnership Lunches - Lockheed Martin, Marine Resources Council, Korean Maritime University, SFWMD, TCCLG, FL Small Bus Dev Ctr, Stetson Univ	\$413.45
Travel Expenses - Meetings (Tallahassee, Ocean Day), Workshops (Women in Sci Admin), Conferences (FL Public Relations Assn, SCAMPI)	\$6,642.88
Misc Meals (Media training seminar, FIT, Provost visit, donor cultivation, visit with College of Science Interim Dean, Selection Cmt, SLC EDC, FAU Dev, FAU Faculty Senate Pres., IR Land Trust, FAU HR, J. Reif, IACUC, FAU VP Public Affairs)	\$901.27

Research Recognition Luncheon at HBOI with DOR	\$430.50
EDC Leadership Annual Dinner Sponsorship and lunch sponsorship, FAU Gala Tickets, FOS Sponsor 50 th , National Shellfish Assoc Sponsorship	\$4,450.00
HBOI Education Retreat for Faculty and Proj Mng (Breakfast/Lunch and Facilitator)	\$5,304.20
National Estuaries Day Entertainment	\$500.00
HBOI – Halloween event	\$18.97
Round Table Faculty lunch discussion regarding Masters Degree – Coastal and Marine Science; eLearning	\$221.25
Welcome Basket for President Kelly	\$32.94
College of Science/College of Engineering and Harbor Branch Face to Face Retreat luncheon	\$498.02
Employee Service Awards Luncheon	\$233.10
Interim FAU VPR faculty and staff luncheon	\$287.50
EDC Membership Dues	\$2500
TOTAL (FY2014)	\$27,517.44
Description (FY2015)	Amount
Misc Meals (seminar speaker R. Wijffels, J. Hallstrom round table, FAU and HBOI HR, forum with C. Boltin-Kelly, Café Consultants, LYL silent auction guests, VP Public Service, Undergraduate Studies, Jupiter Student Services, FAU Gov Relations	\$1,054.22
OSLS Speakers and other presenters (Bellville, Englander, Hayes)	\$2,767.35
Research Recognition Lunch at HBOI with DOR	\$483.00
Farewell Event for J. Scarpa, K. Shuter Retirement	\$370.11
Scripps visit (M. Davis and C. Perry)	\$2,832.76
Sponsorships (Hobe Sound Council of Chambers, SLC Education Foundation, Science Festival at Smithsonian, IR County Chamber of Commerce Breakfast, Palm City Chamber of Commerce Ambassador Prgm, OVIASC dinner, Palm City Chamber of Commerce Dinner, IR Chamber Membership, Martin County Chamber Dinner, SLC EDC Annual Dinner Sponsor, IRSC Entrepreneurship Program, FOS Gala, FAU Gala, Pine Jog Gala, Palm City Chamber Gala and Breakfast	\$8,280.00
Development onsite interviews and dinners (Dev Dir Candidates (3), G. Blossom	\$669.95
Faculty Candidate Interviews - travel expenses and interview lunch and diner with faculty (Wang, DVM candidates (4), Fish Candidate (2), Ajemian, Biological Oceanographer Candidate (1), Sullivan	\$2,198.97
Partnership Lunches/Refreshments – Env. Resource Mngmt, Mercyhurst/OVIASC MOU, Jr. Sci Fellows partnership with IR Land Trust, Triton Sub, Martin Co Economic Council	\$1,880.75
Pumpkin Contest (ribbons)	\$4.99
HBOI all employee meeting (lunch (2))	\$388.24
President and Provost Department Strategic Plan Lunch Forum	\$352.38
VPR Flynn Round Table Lunch with Faculty	\$126.00

Clam Workshop – S. Shumway	\$270.54
Travel Expenses (local and state) – Everglades Coalition Conf, Case Conf. Adv Dev Deans and Academic Leaders	\$2,659.42
Misc – Eventmakers, Research Dive, ODC Assist	\$1,134.85
President’s Aquarium (Partial of the \$9,000)	\$3,332.33
Sr. Staff Riverwoods Field Station Retreat	\$128.40
FAU Administrative Assistant Retreat at HBOI	\$200.00
End of Year Donor Appeal	\$1,177.83
Tour Program – PA System for Golf Carts, Pilot Tours Lunches	\$510.45
Donor Dinner with Rear Admiral Jon White	\$2,696.82
Misc Development – postage, travel, donor visits (lunches)	\$512.62
TOTAL (FY2015)	\$34,031.98
GRAND TOTAL	\$61,549.42

4) HBOI Management and Faculty Support (\$10K per year; FY2014 and FY2015)

Description (FY2014)	Amount
HBOI Holiday Party	\$773.31
Working Lunch with Microway Cluster Server Group	\$27.00
TOTAL (FY2014)	\$800.31
Description (FY2015)	
Sponsorship for Lunch for Interagency Workshop on Marine Mammal Stranding, Rescue and Rehabilitation	\$409.50
FAU Emergency Center Operations Workshop Lunch (Faculty and Staff)	\$247.14
FY2014 HBOI Annual Report for layout and printing	\$9,169.69
FAU VPR Dr. Flynn Visit – Round Table Faculty Discussion (2)	\$397.50
FAU Art in the State artist visit - Hotel	\$79.00
HBOI ECC tech panels and mounting for external room	\$2,621.94
Brevard Zoo sponsorship – for annual gala	\$1,000.00
HBOI All Employee meeting - Lunch	\$269.00
Faculty round table discussion with J. Hallstrom re FAU Sensor Pillar	\$85.50
FAU IACUC Workshop Lunch for Faculty and Staff	\$55.15
TOTAL (FY2015)	\$14,334.42
GRAND TOTAL	\$15,134.73