

Minutes

Florida PDMP Foundation

Friday, July 26, 2013

9:00 a.m.to 10:00 a.m.

Teleconference Information

Dial In Number: (888) 670-3525

Participant Code: 164 869 6226

Board of Directors:

Gavin Meshad, Vice-Chair

Honorable Mike Fasano, State Representative, Director

Brian Kahan, Treasurer

Sheriff Tom Knight, Director

DOH:

Lucy Gee, Division Director

Erika Marshall, Outreach Director

Absent:

Dave Bowen, Chair

Mike Ayotte, Director

Karen Ellis, Secretary

Chief Don De Lucca, Director

Jill Rosenthal, MD, Director

Rebecca Poston, Program Manager

| **Item** | **Topic** | **Discussion** |
| --- | --- | --- |
|  | Welcome and Opening Remarks | Vice-Chairman Meshad called the meeting to order at 9:05 a.m. |
|  | Roll Call and Review of Sunshine Law | Ms. Marshall called the roll. All Directors were present except, Dave Bowen, Mike Ayotte, Karen Ellis, Jill Rosenthal, and Chief DeLucca.  Ms. Marshall reminded the Board the Foundation operates under Florida’s Sunshine Law. The meeting minutes and or audio portion of the meeting are available for review. There should be no communication or correspondence between board members related to items of business that are on the agenda or may be on future meeting agendas. |
|  | Approval of July 12, 2013 minutes | Approval of the meeting minutes deferred to next meeting due to not having a quorum. |
|  | Treasurer’s Report  Action Item: Follow-Up   * Financial Audit | Treasurer Kahan reported $2,198.88  is in the Wells Fargo Checking Account and $61,607.41 is in High Yield Savings for a total $63,806.29. |
|  | Fund Raising Goals and Opportunities | The Directors discussed the proposed fundraiser with the Travolta’s and Vice Chair Meshad stressed that hiring the Executive Director is critical to jump starting the fundraising activities for the foundation.  Sheriff Knight indicated that he will be coordinating with Steve Casey at the Florida Sheriffs Association to make an appeal to the Sheriffs at the August 5th meeting, asking Sheriffs to support the PDMP with asset forfeiture fund donations. He will also follow-up with Sheriffs who previously donated to ask them to continue to support the PDMP.  Sheriff Knight discussed the need to recognize doctor’s successes and give them a state level acknowledgment of their participation in improving public safety and welfare. |
|  | Other Business | The Directors discussed the need to get the Executive Director position advertised as soon as possible. Director Kahan suggested advertising on the Florida Society of Association Executives, which has an employment website.  Ms. Marshall asked the Directors to review the website pages and tabs for possible edits and provided an overview of the Google Analytics reports and indicated that she would provide updated reports for each meeting. |
| 7 | Adjourn | Meeting adjourned at 9:25 a.m. |

**Action Items:**

| **#** | **Action Item** | **Person Responsible** | **Target Date** | **Completion Date** |
| --- | --- | --- | --- | --- |
| 1 | Identify organization to provide Funding Campaign Strategy Training- Solicit cost proposal. | Gavin Meshad | 3/8/2013 | On-going |
| 2 | Identify type of financial audit required in Section 893.055(11)(i), F.S. | Ms. Gee is checking to see if department can offer any guidance. | 7/12/13 | Completed |
| 3 | Review Executive Director’s job description. | Dave Bowen | 7/26/13 | In progress |
| 4 | Advertise Executive Director position | Dave Bowen/  Rebecca Poston | 8/9/2013 | In progress |
| 5 | Send list of asset forfeiture donations to Sheriff Knight | Erika Marshall | 8/2/13 | Completed |