



UNIVERSITY *of* WEST FLORIDA

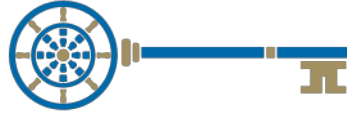
HISTORIC TRUST

BRINGING HISTORY TO LIFE

Monday

November 22, 2021

**MEETING OF THE
BOARD OF DIRECTORS**



UNIVERSITY *of* WEST FLORIDA
HISTORIC TRUST

AGENDA

November 22, 2021 - Noon

1. Opening of Meeting/Introductions
 - a. Attendance Roll
2. Public Comments
3. Approval of Minutes
 - a. Board of Directors Meeting: September 27, 2021
4. Additions to the Agenda
5. Adoption of the Agenda
6. Advancement Report - Mr. Howard Reddy
7. Executive Director Report – Mr. Robert Overton
8. Treasurer’s Report – Mr. Charlie Switzer
9. Committee Reports and Recommendation
 - a. PMA Board Report - Mr. Edward Tisdale and Mr. Nick Croghan
 - b. Property and Collections Committee – Mr. Dave Luttrell
 - a. Hansen House - Robert Overton
 - b. Hurricane Repairs Update - Ross Pristera
 - c. ARB update - Ross Pristera
10. Old Business
 - a. Wentworth project update - Dr. Jamin Wells
 - b. Romana Street Warehouse - Informational
 - c. Bootlegger Ball - Informational
 - d. Renew Conflict of Interest Forms
11. New Business
 - a. Historic District Boundaries - Dave Lutrell
 - b. Interpretive Master Plan update - Informational
 - c. America's First Settlement Trail - Informational
12. Chair’s Comments
13. Adjournment
 - a. Next meeting: January 24, 2022



UNIVERSITY of WEST FLORIDA
HISTORIC TRUST

**Minutes of the Meeting of
September 27, 2021**

DIRECTORS PRESENT: Mr. Collier Merrill, Mr. Scott Barrow, Mrs. Suzanne Lewis, Mr. Charlie Switzer, Dr. Lornetta Epps, Mrs. Pamela Schwartz, Dr. Amy Mitchell-Cook, Mr. John Peacock, Ms. Noemi Gaytan, and Ms. Teri Levin.

DIRECTORS ABSENT: Mr. David C. Lutrell, Mr. Edward Tisdale, and Dr. Della Scott-Ireton.

STAFF PRESENT: Robert Overton, Howard Reddy, Nicholas Croghan, Anna Wall, Sheyna Marcey, Adrienne Walker, Ross Pristera, Wendi Davis, Amy Eve, and Dr. Jamin Wells.

INVITED GUESTS PRESENT: Logan DeVries and Jessica Scholl. Mrs. Amy Stachowicz and Mr. David Lister attended via Zoom

PUBLIC PRESENT: Mr. Ed Hansen.

1. Opening of Meeting: Mr. Merrill called the meeting to order at 12:02 p.m. The presence of a quorum was noted.
2. Public Comments / Questions: None
3. Approval of Minutes: Dr. Epps and Mr. Peacock motioned to approve the minutes of July 26, 2021. They were approved unanimously.
4. Additions to the Agenda: The board unanimously approved moving the audit presentation to the top of the agenda.
5. Adoption of the Agenda: The revised agenda was adopted with UNANIMOUS approval.
6. Advancement Update: Mr. Reddy reported on the university for Dr. Saunders. UWF is showing record enrollment and this is the third consecutive year that UWF was recognized as a top twenty public school in the South in multiple categories. The campus master plan survey was sent out. Dr. Saunders urged the Trust board members to complete it to ensure the Trust is included in the campus-wide plan. Pam Swartz commended the university on what it does for the community and stated that she was proud of UWF. Mr. Reddy shared that the Advancement division is very pleased with the numbers this year and especially with the high number of gifts received from alumni. The Trust received \$814,000 from the Marian Brown Totten Trust as well as \$50,000 from Fiesta.

7. Executive Director Report: Mr. Overton shared his report and handed out copies of our updated education programs and events brochures. He added that we received notification that the Impact 100 grant application did not make it to the final list. In it, we requested funding for interior updates of the Dorr House. The last time the interior had an update was in 2003. This update would make a great fundraiser project, and we already have some interest from the community. We were pleased to receive news that the Trust was awarded a Florida American Rescue Plan Cultural Grant for \$4,254 from the state's Division of Arts & Culture and that our Shuttered Venue Operator's Grant was approved. We will be receiving \$18,927.39 to offset lost revenue. As of the first of August, all of the museums are open back to pre-Covid levels. The Trust is working with the university's governmental affairs team, the offices of Representative Michelle Salzman and Representative Jayer Williamson, on asking for funding through the state's Tourism and Economic Development committee. Our ask will be \$500,000. We also received an unsolicited proposal for managing our Tarragona Street parking lot from Premium Parking. The proposal offers a \$5,000/month lease payment of \$60,000 per year. A special guaranteed monthly parking rate to our staff/officers of \$25/month for up to 25 parkers and a 60-day cancellation for convenience at any time with no penalty. They also stated that they would use no boot enforcement technology with this lot. Presently, we have an agreement with the City to manage this lot with a 60-day opt-out. For the 2020/21 fiscal year, we received \$32,452.89 from our City agreement. Mr Merrill asked for permission for he, Rob, and Howard to further negotiate the best outcome. Mr. Peacock added that using Premium may upset our visitors and the community due to the expensive tickets. Mr. Switzer made a motion to allow the Chair and Director to negotiate with Premium on a proposal and come back to the board with a recommendation. Mrs. Levin added that the City's parking app is horrible and that Premium's is much easier, so all aspects need to be compared. Mrs Lewis seconded the motion and the motion passed.

Our request for \$200,000 from the 4th cent TDC funds has made it into the county's budget. Our visitation for the 2021/22 fiscal year is up 47% compared to last year, with 13,076 visitors for the year to date compared to 6,892 for the same period last fiscal year. We are also working with board member Teri Levin and PMA board member Connie Crosby to plan a fundraiser for January 15, 2022 at the Museum of Commerce. The event will use the theme Bootlegger's Ball. Mr. Pristera updated the board on the exhibits that we have been working on highlighting the *2000 Men: Black Politicians During Reconstruction* exhibit that opened in the Pensacola Museum of History on Oct. 7th with a member's event and has received positive feedback so far. Mrs. Walker spoke on Arcadia Mill sharing that programming and the kayak tours have been popular. She is also working on planning the Hush Arbor for February and is submitting an FHC grant application to help fund this. Mr. Peacock asked for an update at the next meeting on what percentage of the interpretive master plan still remains to be completed. He also asked about the status of the conversation on the previously proposed Pensacola Cultural Center merger. He recognized that we cannot do it without operations money, but we should start having some more conversations soon. Mr Reddy added that the cultural center couldn't happen without money. Mr. Overton added that street closure that is included in the plan is in the works and Mr. Reddy noted that with the Goggins gift the train covering was underway. Mrs Lewis pointed out that everything mentioned needs to be in the strategic plan in a 5-year window.

Our 31st Annual Haunted House Walking and Trolley Tours will occur on October 22, 23, 29, and 30, 2021. Tickets went on sale on September 14, and so far, we have sold over 150 tickets. From August 31 to September 12, the Trust offered free admission to the museums to Hurricane Ida evacuees. We had a total of 273 (166 adults and 107 children) people take advantage of our offer.

8. Treasurer's Report: Mr. Charlie Switzer presented the Income Statement and Balance Sheet for August. The total income for August was \$55,824.48, and the total expenses for August were \$43,793.51. The UWFHT had a monthly income over expense of \$12,256.63. For the year-to-date expense over income of \$45,246.15. Our admission income is up 88% compared to the same period last year. We also have increased income in many categories compared to last year. Most notably are Special Events Rentals with a 56% increase, Museum Store sales with an 85% increase, Leased Properties had a 50% increase, and Educational Programming also had a 50% increase. We have also worked hard to keep expenses down. We are happy to report we received a clean audit with no findings. Our auditors from Saltmarsh, Cleveland, and Gund are on site today to present the 2020-2021 audited financial statements, which you will find included with the materials.
 - a. Presentation of Audited Financial Statements - Saltmarsh, Cleveland, and Gund. Mr. David Lister and Mrs. Amy Stachowitz presented the audit via Zoom - Mr. Peacock motioned for acceptance of the audited financial statements and Dr. Epps Seconded. The motion passed unanimously.

9. Committee Reports and Recommendations:
 - a. PMA Board Report: Mr. Croghan reported on the PMA and shared information on upcoming exhibits. He added that the "Kingdom of this World" Exhibit just opened, and the "Art Nouveau" exhibit will be closing on Oct 8. He shared that we received a generous donation by the PMA Guild that will help support PMA's Education programming. The Spooktacular event will be themed monster mash.
 - b. Property and Collections Committee (PCC) Report: Mr. Overton discussed the exhibits report and shared the PCC report from Aug 23rd. He discussed the proposal from Holly at South Market, who wants more exterior space. The committee has concerns regarding the archaeological impact this will have and insisted that it will need specs, drawings, and code approvals before the board can consider the proposal.
 - i. Mr. Overton shared the committee's recommended Gifts and Loans and asked for a motion for approval. Mr. Peacock made the motion for approval and Dr. Epps seconded. The motion passed unanimously.
 - ii. ARB Update - Ross Pristera shared that conceptual approval was given for a new housing unit at Spring and Garden.
 - iii. Hansen House - Mr. Overton said that he has worked with Mr. Hansen and our attorney on a donation agreement for Mr. Hansen's family home located at 1 West Lloyd Street. This agreement would take effect upon the death of Mr. Hansen. In the agreement we would agree to install and maintain an exhibit on the history of the house, the Hansen family, and Pensacola's Norwegian heritage. Mr. Merrill thanked Mr. Hansen and asked if he would like to speak. Mr. Hansen talked about the house and his family's story and his desire that we agree to keep the house until his grandfather's 200th birthday in March 2062. Mrs. Lewis recommended that this request be reviewed by the Property and collection committee and returned to board with a recommendation. Mr. Merrill and Rob thanked Mr. Hansen for considering the Trust.

10. Old Business:

- a. Wentworth project update - Dr. Jamin Wells shared an update that he was present deep in recontextualizing the data from the final report.
- b. Strategic Planning: At the last meeting of the board we shared an updated Interim Strategic Plan for the organization. Mr. Overton stated that starting early in 2022 we will bring the board together for a strategic planning to create a new plan that will align with the overall UWF Plan.

11. New Business:

- a. Romana Street Warehouse - Mr. Overton shared with the board that we invested in the warehouse years ago to make it into our collections storage area. The Florida Institute of Human and Machine Cognition, IHMC has approached us in the past to purchase the building but we were never able to complete any transactions as it is owned by the state. Recently, UWF's Cyber Security program working in conjunction with IHMC now wants the space. We can consider this but we will need suitable storage space for our Collections and to be made solvent for our investment in the space. We have asked Mr. DeVries to search for suitable Collections storage space in the meantime. Mrs. Lewis noted that IHMC should search for a replacement space and approach us as opposed to us doing the extra work of searching. We have given them the specs and requirements of what we will need as an alternative. Discussions are ongoing.
- b. Bootlegger Ball - Staff is working with the events committee chair Mrs. Teri Levin on plans for our upcoming fundraiser, The Bootleggers Ball we will hold on January 15th in MOC. We are seeking sponsors and are looking forward to what is shaping up to be a vibrant event.
- c. 2022 Meeting Schedule - The meeting calendar was presented for review and was accepted with unanimous approval.

12. Chair's Comments: Mr. Merrill thanked the participants

13. Adjournment: The meeting was adjourned at 1:02 p.m.

Chairman / Officer

ATTEST: _____
Robert J. Overton, Jr. – Executive Director

Treasurer's Report

MEMORANDUM

TO: UWF Historic Trust Board of Directors

FROM: Charlie Switzer, Treasurer

SUBJ: Treasurer's Report

DATE: November 22, 2021

Following this Memo is the October Income Statement and Balance Sheet for the UWF Historic Trust.

Total Income October: \$ 137,382.08
Total Expense October: \$67,371.80

The UWFHT had a monthly income over expense of \$70,010.28 and year to date income over expense of \$130,071.66. Our admissions continue to rise as operations return to normal. Our Haunted Tours were a success and our school programs are increasing as well. Expenses for October were in line with projections and included costs related to new exhibitions installed at the PMA and throughout the Trust and we also paid for our annual audit as well. We continue to work to increase programming and limit expenses across the board as we look to replace lost funding but we are hopeful due to the increase in visitation and earned revenue.

**UWF Historic Trust
INCOME STATEMENT**

For Month ending October 31 2021

	Year to Date		Budget	Year to Date		Budget
	Oct 2020	Oct 2020	2020/2021	Oct 2021	Oct 2021	2021/2022
INCOME						
3005 · ADMISSIONS	2,298.00	10,759.00	130,000.00	18,999.11	89,922.66	96,700.00
3006 · BIRTHDAY PARTIES	0.00	0.00	3,500.00	750.00	937.50	2,000.00
3200 · EDUCATION PROGRAMS	0.00	1,379.58	29,000.00	450.00	2,985.00	8,800.00
3300 · CITY/COUNTY FUNDING	0.00	0.00	202,400.00	51,742.37	51,742.37	202,400.00
3310 · ESC COUNTY SCHOOL FUNDING	0.00	10,000.00	21,000.00	0.00	0.00	13,000.00
3320 · SPECIAL PROGRAMS: Ghost tours, Camp, etc	6,903.00	8,013.00	23,500.00	16,660.00	18,643.00	15,000.00
3350 · GRANT INCOME - Operating Support	0.00	3,748.00	25,000.00	1,800.00	40,227.39	25,000.00
3380 · PARKING	0.00	22,852.89	18,000.00	3,200.00	10,400.00	30,500.00
3400 · MUSEUM STORE	763.11	2,647.13	30,000.00	3,577.03	17,922.55	20,000.00
3500 · LEASE/BUILDINGS	18,212.34	43,002.41	130,000.00	15,146.14	60,091.84	131,000.00
3505 · RESIDENTIAL LIFE FACILITY	0.00	0.00	0.00	0.00	0.00	0.00
3510 · RENTALS/SHORT-TERM	12,550.94	43,498.16	127,000.00	24,704.56	94,876.84	139,000.00
3560 · DONATIONS	109.00	307.02	3,000.00	352.87	11,033.03	5,000.00
3570 · RESTRICTED GIFTS	0.00	0.00	11,000.00	0.00	0.00	11,500.00
3590 · RESTRICTED INTEREST-VEAL	0.00	0.00	220.00	0.00	0.00	225.00
3600 · EARNED INTEREST	0.00	0.00	100.00	0.00	0.85	100.00
3800 · SHORTAGE/OVERAGE	-0.95	-0.95	0.00	0.00	0.05	0.00
Total Income	40,835.44	146,206.24	753,720.00	137,382.08	398,783.08	700,225.00
EXPENDITURES						
4110 · CONSULTING SERVICE	1,970.00	3,642.50	14,500.00	1,902.00	4,862.00	13,000.00
4113 · PAYROLL	0.00	30,000.00	107,000.00	7,000.00	25,000.00	84,000.00
4115 · MUSEUM-STAFF	990.00	3,710.00	24,500.00	2,140.00	7,297.00	21,200.00
4120 · AUTO EXPENSE ALLOWANCE	600.00	2,400.00	7,200.00	500.00	2,000.00	6,000.00
4130 · INSURANCE & SURETY BONDS	0.00	7,899.00	19,300.00	1,831.00	8,892.00	19,300.00
4133 · PROPERTY MGMT	1,523.30	3,031.50	12,000.00	786.85	4,189.30	10,000.00
4135 · AUDITING	0.00	1,000.00	13,000.00	12,000.00	13,315.00	13,000.00
4136 · PROPERTY TAX	0.00	0.00	750.00	0.00	0.00	700.00
4155 · POSTAGE/FREIGHT/EXP.MAIL	50.99	342.90	4,500.00	32.00	1,646.47	3,500.00
4160 · PRINTING & DUPLICATING	0.00	596.00	19,100.00	672.50	2,189.99	14,000.00
4175 · DUES/SUBSCRIPTIONS	580.00	2,760.00	11,000.00	700.00	1,604.90	9,000.00
4176 · MEMORIALS	0.00	0.00	500.00	0.00	0.00	300.00
4180 · ADVERTISING	1,015.05	8,610.28	37,000.00	7,487.23	20,412.26	37,000.00
4200 · EDUCATION PROGRAMS/SUPPLIES	887.45	3,582.01	32,150.00	1,159.31	4,888.53	22,600.00
4210 · MUSEUM STORE PURCHASES	0.00	303.53	18,500.00	3,206.74	7,349.33	10,000.00
4215 · SPECIAL PROGRAMS: Ghost tours, camp, etc.	168.05	168.05	11,900.00	276.99	801.99	5,200.00
4225 · AWARDS/OTHER	0.00	0.00	5,500.00	0.00	0.00	3,500.00
4250 · TELEPHONE	390.57	898.66	2,000.00	561.71	989.22	2,000.00
4253 · WATER	43.00	898.49	3,000.00	232.90	337.37	3,000.00
4275 · UTILITIES	6,555.29	18,146.33	65,000.00	0.00	39,235.60	150,000.00
5000 · TRAVEL EXPENSE	0.00	691.07	15,000.00	523.63	658.63	7,500.00
5100 · OFFICE CHARGES/EXPENSES	526.35	1,165.79	17,000.00	948.79	5,123.80	15,000.00
5250 · SPECIAL EVENTS	200.93	928.88	23,300.00	1,898.65	3,792.57	6,500.00
6000 · EXHIBITS/COLLECTIONS/CURATORIAL	1,927.44	25,358.04	100,000.00	13,147.21	43,329.63	50,000.00
6100 · BLDG/MAINTENANCE & SUPPLIES	8,861.73	24,076.35	33,500.00	1,927.61	21,752.91	33,500.00
6135 · CEMETERIES	883.89	31,380.43	70,000.00	1,797.86	23,850.98	70,000.00
6175 · INDEPENDENT CONTRACTOR	2,162.47	10,832.50	81,520.00	6,638.82	25,191.94	85,425.00
7800 · OCO/OTHER CAPITAL OUTLAY	0.00	0.00	5,000.00	0.00	0.00	5,000.00
7900 · GRANT EXPENSES - MATCH	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	29,336.51	182,422.31	753,720.00	67,371.80	268,711.42	700,225.00
NET INCOME	11,498.93	-36,216.07		70,010.28	130,071.66	
7900 · GRANT EXPENSES *	4,145.00	9,655.00	50,000.00	0.00	0.00	21,500.00
8000 · CURRENT YEAR RESERVES	0.00	0.00	0.00	0.00	0.00	0.00

UWF Historic Trust
Balance Sheet
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
102000 · CASH/MUSEUM CHANGE FUND	1,385.00
103000 · OPERATING ACCOUNT - REGIONS	292,392.22
103100 · SAVINGS/RESERVES - REGIONS	50,494.84
103300 · PMA TEMP RESTRICTED - REGIONS	33,996.61
103700 · ST. MICHAEL'S - REGIONS	6,535.42
106200 · HANCOCK BANK CD/OCC REPAIRS	140,732.28
106601 · PNC CD/VEAL AWARD	38,774.44
108000 · FOUNDATION INVSTMNT ACCNT-EN...	1,280,022.65
108249 · PMA Collections Endowment - UWF	50,000.00
Total Checking/Savings	1,894,333.46
Accounts Receivable	
11000 · ACCOUNTS RECEIVABLE	850.00
11001 · AR - Short Term Rentals	25,118.70
117000 · ACCOUNTS RECEIVABLE-INTEREST	131.25
Total Accounts Receivable	26,099.95
Other Current Assets	
112000 · DUE FROM UNIVERSITY	50,386.00
113008 · Due from Arcadia Mill	-50.00
113009 · Due from UWF FDN - PMA Member	-50.00
116000 · OTHER RECEIVABLE-NAI HALFORD	15,227.08
118000 · PRE-PAID INSURANCE	11,306.64
122000 · INVENTORY - ARCADIA MILL	2,277.81
125000 · INVENTORY OF STORES (HPV)	97,982.63
129000 · INVENTORY - PMA	6,219.08
Total Other Current Assets	183,299.24
Total Current Assets	2,103,732.65
Fixed Assets	
130000 · LAND	1,010,660.00
131000 · BUILDINGS	5,222,917.59
132000 · FURNITURE AND EQUIPMENT	419,139.80
133000 · FURNITURE, FIXTURES & EQUIP-PHS	9,085.00
134000 · FURNITURE & EQUIPMENT/TTW	8,011.48
134500 · FURNITURE & EQUIPMENT-BARKLEY	17,488.92
134900 · FURNITURE, FIXTURES & EQUIP-PMA	63,973.79
135000 · ACCUMULATED DEPRECIATION	-2,614,034.42
Total Fixed Assets	4,137,242.16
Other Assets	
141000 · HISTORICAL PROP/ANTIQUES	125,247.59
149000 · PMA Collection	123,966.27
151000 · Utilities Deposits	834.47
Total Other Assets	250,048.33
TOTAL ASSETS	6,491,023.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200000 · ACCOUNTS PAYABLE	11,108.13
Total Accounts Payable	11,108.13

UWF Historic Trust
Balance Sheet
As of October 31, 2021

	<u>Oct 31, 21</u>
Credit Cards	
110003 · Regions Credit Card	3,437.03
Total Credit Cards	<u>3,437.03</u>
Other Current Liabilities	
201500 · DEFERRED GRANT	10,000.00
201551 · Holding - AME Zion Mag Cem	3,115.69
201560 · Due to - Cemeteries Spc Prjcts	7,000.00
201700 · SALES TAX PAYABLE	
25500 · SALES TAX PAYABLE - WFHPI	5,662.57
201700 · SALES TAX PAYABLE - Other	<u>-2,471.71</u>
Total 201700 · SALES TAX PAYABLE	3,190.86
216100 · PPP Loan	278,690.00
221000 · RENTAL DEPOSITS	73,673.33
221200 · Deposit - Parties and Tours	-50.00
221500 · RENTAL DEPOSITS-LONG-TERM L...	<u>15,754.42</u>
Total Other Current Liabilities	<u>391,374.30</u>
Total Current Liabilities	<u>405,919.46</u>
Total Liabilities	405,919.46
Equity	
Opening Bal Equity	199,222.40
Retained Earnings	2,857,039.77
296000 · FUND BALANCE/UNRESTRICTED	2,671,237.35
297000 · FUND BALANCE/TEMP. RESTRICTED	143,788.00
297550 · Fund Balance/Temp Rest/PMA Acc	24,872.00
298000 · Fund Balance/Perm Restricted	57,500.00
299550 · Fund Balance/Brd Des/PMA Collec	43,430.00
Net Income	<u>88,014.16</u>
Total Equity	<u>6,085,103.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,491,023.14</u></u>

Pensacola Museum of Art
Board of Directors Meeting
Zoom
October 21, 2021 Minutes

Board Members Present: Mr. Edward Tisdale, Dr. Patrick Rowe, Mrs. Nancy Greenfield, Mrs. Tracey Bryars, Mrs. Teri Levin, Dr. David Earle, and Mrs. Betty Roberts.

Board Members Absent: Mr. James Hosman, Mrs. Susan Ragan, Mrs. Sue Sue Sherrill, Mr. Andrew Spencer, Mr. John Markowitz, Mr. Chris Heaney, Mr. Scott Warren, Mrs. Teresa Dos Santos, Mrs. Sue Sherrill, Mr. Mike Bass, Mr. Brian Spencer, Mrs. Connie Crosby, Mrs. Kathi Gordon, and Dr. Steve Brown.

Staff Members Present: Mr. Nick Croghan, Mrs. Anna Wall, and Ms. Amy Eve.

Public Present: None

Opening of Meeting: Mr. Tisdale called the meeting to order at 4:05 p.m.

Review of Minutes: The minutes from the meetings on June 17 and August 19, 2021 were presented and no corrections were noted.

Director Report: Mr. Croghan reported on upcoming exhibitions and programming and shared that staff has been pleased with increased visitation. Last week's Spooktacular event was very well attended. We are currently working on planning for an upcoming fundraiser for the Trust as a whole we are calling the Bootleggers Ball and we are very excited about this. Save the dates have been sent out and you should see invitations soon.

Treasurer's Report: The total Income for September was \$68,918.99 and the total expense was \$85,496.60 The UWFHT had a monthly expense over income of \$16,577.61 and a year to date income over expense of \$36,290.11. Although our expenses were above our income this month, we are still very pleased with the increased revenue we are seeing. We can attribute the higher expenses this month largely to closing out our county funding agreements for the period for the partnering cemeteries. Additionally, we have been incurring expenses installing new exhibitions and catching up on some maintenance needs as well. We expect to see income lines rising in the months to come and we are hopeful to return to and even exceed pre-Covid operations and programming.

Committee Business:

Executive Committee Report: The report from the meeting on September 16, 2021 was shared.

Collections Committee Report: Ms. Anna Wall reported on the collections committee meeting held on September 8, 2021. She reviewed the information shared and the progress towards reaccreditation. She also noted two new committee members have agreed to join, Marzia Ransom and Rachael Pongetti.

New Business:

Strategic Plan: As part of reaccreditation we were asked to revise the strategic plan. We are currently operating on an Interim plan Mrs. Claire Stewart helped us develop to align the PMA within the Trust overall. As UWF is also working to revise its strategic plan as well, we will be working on goals and analysis to include in a more comprehensive final Strategic Plan which will carry us through 2027. Mr. Croghan asked the board to share any input regarding goals and ideas for implementation we can incorporate into our visioning document as we prepare for strategic planning meetings and sessions.

2022 Meeting Schedule: The presented 2022 meeting schedule was approved unanimously.

Chair's comments: Mr. Tisdale thanked the board for participating.

Adjournment: There being no further business, the meeting was adjourned at 4:40 p.m. The next meeting will be held on December 16th.

AGENDA
Meeting of UWF Historic Trust
Property & Collections Committee
November 1, 2021
3:00 - 4:00 p.m.
Zoom

Participants:

Dave Luttrell, Gregg Harding, Rob Overton, Ross Pristera, Adrienne Walker, Jessie Cragg, Lori McDuffie, Margo Stringfield, Bill Lees, Carter Quina, Elizabeth Benchley, Jane Peaden (Donor), Logan DeVries (partial attendance), Ed Hansen (donor/partial attendance)

1. Opening of Meeting

- Public Comment
- Review and Approval of Minutes from Previous Meeting: 08/23/2021
 1. South Market Update - We are waiting to hear back from Holly bat SouthMarket regarding her desire to increase her outdoor covered space. Dr. Benchley is concerned with the impact footers for an expanded awning may have on the archaeological resources.

2. Reports

- Collections Report
 1. Gifts and Loans – Lori
 1. 834 - Victorian wash set
 2. 840 - architectural plans gifted from Pam Schwartz
 3. 841 - Red Cross P'cola Chapter materials
 4. 842 - Archival collection of family photos
 5. 843 - Ms. Peaden collection of items from her travels
 6. 844 - DuBose thesis research material on red snapper
 7. 845 - local journal from civil war; donated by Marianne Beckman as it was her grandmother's journal
 8. 846 - rotary club items
 9. 847 - Nowak & Seale family items
 10. 848 - fire dept helmet
 - **Motion to accept:** Elizabeth moves to accept, Carter 2nds, motion approved
 - Deaccession: Ace # 386 deaccession; swap for 3 Runyan drawn pieces
 1. Gregg motions to approve; Bill seconds - motion passes
 - Outgoing Loan: Habitat for Humanity on 9/25 (completed); Historic Capitol Museum 12/21-3/22 (anticipated) this has previously been loaned to FL Museum of History in Tallahassee in early 200s
 1. Elizabeth motions; Bill seconds - motion passes
- 2. Exhibits Report – Jess

- PCM - *Land & Sea: Wonders of the Gulf Coast* opened on Sept. 10th at the Pensacola Children's Museum. So far, it's been popular but less resilient than initially hoped for so repairs will be happening over winter
 - PMH - *2000 Men: Black Politicians During Reconstruction* opened on Oct. 7th with a member's event and has received positive feedback so far.
 - Lear House Exhibit - First floor was adjusted to accommodate October's Seance event but will be reset to 1920s boarding house. Second floor is set to be complete by the end of this week; a 1920s speakeasy and 1920s theater - speakeasy is set and ready, awaiting final touches to the theater space.
 - Dorr House- First floor has been cleaned and mostly reset for anticipated re-opening.
 - Upcoming - no new exhibits until the spring; next upcoming exhibit is one on magic lanterns/photography followed by regency-era textiles
- Arcadia Report - Adrienne
 1. Several homeschool groups reached out for self-guided options
 2. Spirits of the Simpson House tour - first year this has been offered; sold out w/ 62 tickets total
 3. \$2,000 grant from FL Humanities Council for Hush arbor program w/FPAN partner in Spring
 4. Grant submitted to FL Division of Historical Resources for African American culture and history for \$285,000 to reconstruct enslaved cabin as exhibit
 5. Asking legislature for Arcadia funding
 - Archives Report - Adrienne
 1. in-person appts slowed down but emails are steady
 2. photo files are being reorganized; approx. ½ way complete
 3. Jess overseeing archives while Adrienne is on leave
 - Historic Preservation/Facilities Report
 1. Facilities Report
 - a. Maintenance - Ross
 - a. Fences/gates being repaired at L&N building
 - b. Hurricane Repairs - Ross
 - a. All roof work complete
 - b. Dorr house is being cleaned and reset
 - c. FEMA paperwork complete
 2. ARB Report - Ross/Gregg
 - New member is John McCorvey (owner of Casks & Flights) as representative of Historic Palafox Business Owners; previously filled by Brian Fisher and Susan Campbell

3. Old Business

a. Hansen House Update - Rob

- PCC recommendation last time to HT Board with ½ split to pay for roof once the house was donated. The donation has been changed to a planned gift which will take place upon the passing of Mr. Hansen. The PCC now feels that we can't pay for ½ of the new roof until ownership is transferred as we are a quasi-state agency and spending quasi-state funds on a property that we do not own could prove problematic with our audit.
- Mr. Hansen asking that we agree to keep the house until March of 2062 which would be the 200th anniversary of his grandfather's birth. Rob suggest adding a caveat that only so long as the house can financially support itself.
 - Revenue would be rental from both sides, with small display space in common area, and possibly second floor as well
 - Margo: asked for clarification on the exhibit; Rob clarified it would be a HT exhibit space with info about house, family, and fishermen; suggested oral history and prelim exhibit design for at least outside panels
- Motion made by Dr. William Lees: To support the agreement with added language of agreeing to keep the house for 20 years with option of keeping it up to March 2062 as long as the house is financially self-supporting.
 - motion seconded by Mrs. Stringfield and motion passes

b. Street Closure - Rob

- City asked if tenants supported it; one tenant has contacted the city in opposition of the street closure
- Discussion of installing bollards to block street; HT would cover cost of installation and monitoring/mitigation
- City licenses the street to HT during specific times when it is open to the public & ultimately would go to City Council; Lease-to-use (LTU) releases City from liability when it is closed to traffic

4. New Business

a. Train Covering Update - Ross

- Caboose is completely restored
- Donor approached with \$400,000 funding for a covering.
- A design for the covering was requested from SMP Architects. Concept drawings were shared with the committee which

included an updated entrance, ADA access, and ramp along with train covering.

- Minimal ground disturbing to install new supports; proposed kalwall roof for awning/covering.
- includes repairing walkways to street and to village that are damaged and additional seating for groups/visitors
- submit to ARB for review and approval is next phase
- Comments:
 - kalwall does not last as long; concerns with structural & wind generating lift
 - bolting into the wall of the existing building is major concern with storms
 - fabric awning vs. kalwall would be better with wind but company that did the plaza stage is hesitant to put their material on frame that is not theirs and raises budget
 - will potentially require stormwater mitigation
 - suggested rectangular east side foundation that reflects the foundation of the British barracks that are in that location rather than curved
- Recommendation: readdress the above concerns and bring the plans back to the PCC

b. Parking:

- Unsolicited offer from Premium Parking for Tarragona St. lot that is currently managed by the City
- Last fiscal year, \$34,000 brought in from proceeds for that parking lot; current agreement includes 50 parking passes but that would not be offered by Premium.
- Premium Parking is bringing an offer to take over the management of the lot w/24 hr enforcement and comparable rates, no boot enforcement, and increased amount of funding potential

5. Adjournment

Property and Collections October 2021

Potential Gifts and Loan Review

Potential Gifts

TC #: 834

Objects: Victorian Era Wash Set - clear makers mark Villeroy and Boch / Mettlach complete set

Basin

Pitcher

Chamber Pot

Soap dish

Brush / Comb / Razer dish

Powder bowl

Offered by: Melanie Nichols

Date Received or Offered: 7/20/2021

Notes: Dorr House addition



TC #: 840

Objects: Architectural plans from 1929 for the house located at 1125 North Spring Street in North Hill; including detail plans for architectural elements and as well as the complete house construction plans. Along with the plans is a bag containing bank payments stubs, loan documents, real estate documents, mortgage documents, tax documents, court clerk documents, and various documents from the city of Pensacola. Most are dated between 1910 and 1920 but there are some from the 1860's and some from the 1920-1930's - most concern D. Oppenheimer.

Offered by: Pam Schwartz

Date Received or Offered: 08/18/2021

Notes:



TC #: 841

Objects: American Red Cross Pensacola Chapter materials, Catholic Daughters of America Pensacola chapter materials

Offered by: Jan Lloyd

Date Received or Offered: 5/3/2021

Notes: All archival material

TC #: 842

Objects: Small collection of family photos, letter, ad media, and other material purchased at an estate sale at Garth's - all items are associated with the same family located on Spring St. - ca. 1920-1940

Offered by: Benita Fox

Date Received or Offered: 9/24/2021

Notes:



TC #: 843

Objects: Personal collection by Mrs. Peaden of objects collected, images taken, and journals written while traveling throughout various countries during the 1970s and 1980's. Travels including Africa, China, and South America.

Some items include:

-South American Collection - Tunic and Belt from the Quechua people (ChiChi Casta Nango), Puno cultural items (hat, carved gourd), Pre-Columbian coral beads from the mountains and pottery

-African Collection – Masks, gourd (Maasai), jewelry, pictures, statues, good luck bracelet Makonde ebony statue, West African Masks

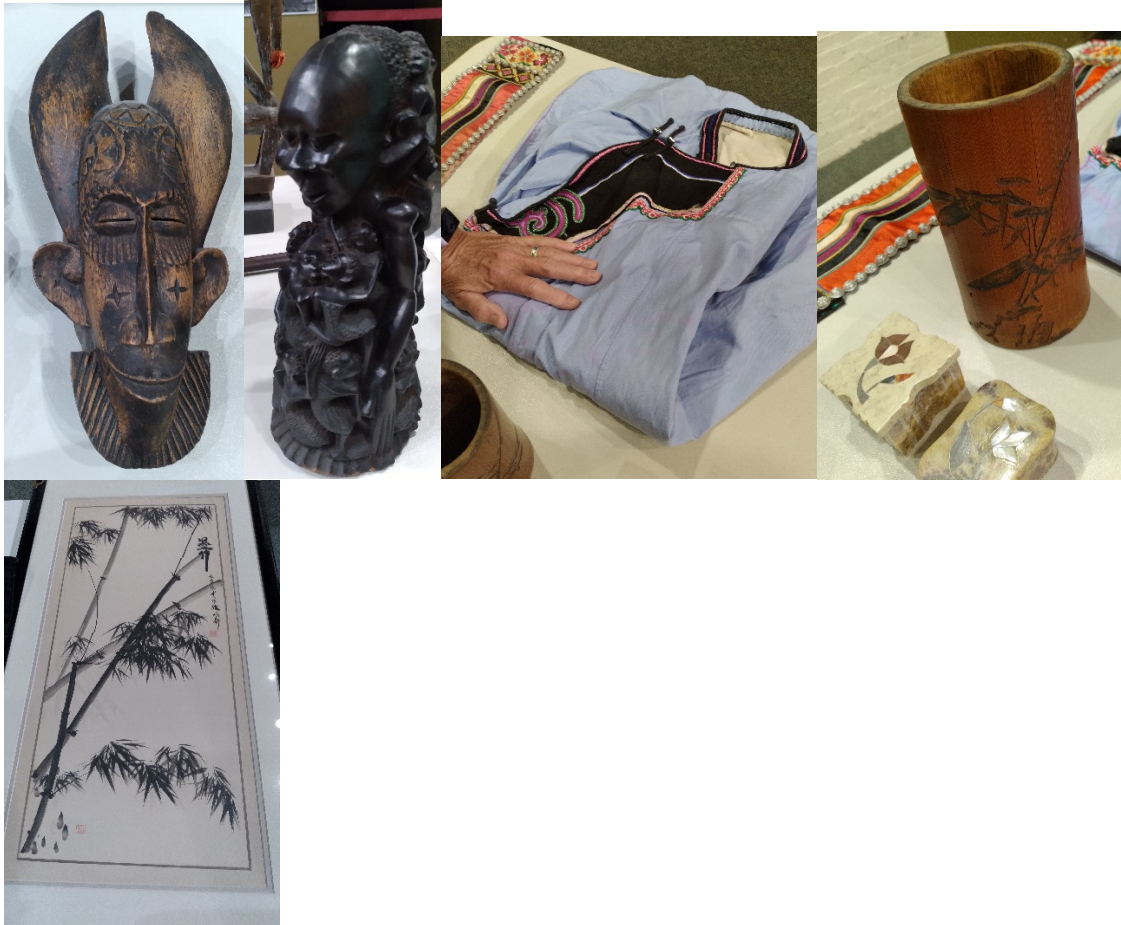
-Chinese Collection - bamboo brush holder, chops (signature), clothing from Stone Mountain, small ivory items and small finds from shops that were not explored normally by tourists.

Offered by: Jane Peaden

Date Received or Offered: 9/28/2021

Notes: Recorded item-by-item review of the collection was done with Mrs. Peaden in the Voices of Pensacola building. The recording will be retained as part of the collection.





TC #: 844

Objects: Research materials for Pensacola snapper fishermen. all archival material

-45 death certificates ranging from 1915-1928, all fishermen

-flash drive containing additional information and images

Offered by: Michael DuBose

Date Received or Offered: 10/21/2021

Notes:

TC #: 845

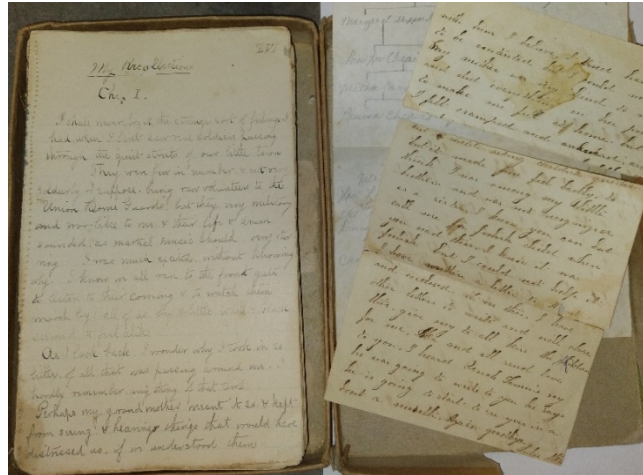
Objects: -Handwritten journal (in chapter form) titled "My Recollections" - last recorded date information - October 1869, roughly 250 pages

-Photocopy of the front section of "A Confederate Girlhood: The Memories of Louisa Cheairs McKenny Sheppard"

Offered by: Marianne Beckman

Date Received or Offered: 9/30/2021

Notes:



TC #: 846

Objects: Archival:

- 5 binders of rotary meeting minutes (digitize and return)
- 4 bank account booklets
- 4 roster and bylaws books
- 61 Program/Rosters for years 1935-2008
- 2 sets of rotary cartoon slides
- assorted papers, programs, and correspondence relating to development of rotary chapters in Escambia County over the years
- several "The Helicopter" newsletters

3D:

- 4 wooden plaques
- 2 gavels
- 1 glass plaque
- 4 large framed documents

Offered by: Chris Bridwell, Rotary Club of Pensacola

Date Received or Offered: 10/5/2021

Notes:

TC #: 847

Objects: Items acquired from a local estate sale pertaining to two families

-One family is connected to Edward Nowak, writer of "Tales of a West Florida Woodsman". Items include Tate yearbooks from 1943-46 that belonged to his daughter, one Tate ash tray from 1946, one photograph of Tate school and students in the very early 1900's and one document from the House of Representatives honoring Edward Nowak for his contributions in 1990.

-The other items pertain to Ermon V. Seale. Most of the collection consist of paperwork of Mr. Seale's time with the L & N railroad Co. most from the mid 1980's. He lived close to Tate High School. He had a son who went to Tate.

Offered by: Dave Edwards

Date Received or Offered: 10/6/2021

Notes:

TC #: 848

Objects: Cairns Black Fire Fighter Helmet Innerarity Point Fire Department ca. 1945-1955

Offered by: Staff Purchase – E-Bay find

Date Received or Offered: 10/20/2021

Notes: Purchase reason:

-we have several fireman helmets in the collection but none of them are near the quality and condition of this one

-we only have a small collection of items from the Innerarity Point area specifically (mostly maps)



Potential De-accessions

Item: H.09.1961.025.0112a-d

- Envelope; cover and letter from Ace #386, Gilbert Schmidt, Milwaukee, WI

Board Policy - De-accessioning Criteria and Reasoning:

- Criteria 11 - *The Director reserves the right to recommend deaccessioning for reasons not listed above. The Director will specify the reason in writing.*
- All de-accessioning is for the betterment of the Collection.
 - o De-accessioning these items would allow for the bettering of the Runyan Collection

Staff Analysis:

The de-accessioning of the items will not negatively impact the Runyan Collection or the Collection as whole. Rather, the items we will acquire through trade with the de-accessioning of them will add to the Runyan Collection. Most of the ACE Covers in our collection were sent to Runyan but not created by Runyan; this trade would allow us to acquire 3 cover created by Runyan.

Additional Information:

The Ace Covers proposed for de-accessioning were sent to Runyan from Mr. Schmidt and Runyan sent a cover and letter to Mr. Schmidt in return. Mr. Schmidt's daughter, Cynthia, has requested a trade of the Runyan ACE Covers and associated letters she has for those made by her father sent to Runyan.

Emails from Cynthia:

- *Would the Historical society be so kind as to release those 2 original envelopes of my Dad's to me? I am in the process of working with the ACE club and would like to locate (if possible), all of the may Dad's art covers. If the Historical Society would be so generous I would be forever grateful. Perhaps a donation or we could trade my Dad's envelopes for the envelopes from Mr Runyan that I have of with his artwork that he mailed to my Dad?*
- *I understand. This is a very unique circumstance and I would be happy to cover any cost in sending those two envelopes to me. And please share with the Board I would be happy to trade/exchange some of Mr Runyan's envelopes for my Dad's. Please share with the Board that I respect their work and appreciate their consideration.*
- *I have three covers from Mr Runyan - one he called Ace Flower, with #299 in the left corner, second is an image of the seagulls you can barely see #299 in the lower right corner in silver paint and the third is the Pensacola lighthouse. Also attached are images of a brief note from Mr. Runyan to my Dad that is in the flower envelope. And two images, front and back of a letter from Mr Runyan to my Dad in the lighthouse envelope. Yes I am the rightful owner, I am only child and executor of my Dad's estate and his only heir. Please share with Property and Collections Committee and the Board how thrilled and pleased to work with all of you on this project. Big thanks to you Adrienne for responding to my initial inquiry – I could not have made these types of connections without your help and support. When is the next time the Board will meet? If you need me to dial in or attend that meeting via Zoom so that I am available to your Board members, I am happy to do so.*

Outgoing Loans

L2021.013 - Pensacola Habitat for Humanity (9/24/2021 – 9/25/2021)

- Short term outgoing loan
- Items displayed for the 40th Anniversary Gala
- Consisted of 31 items that showcases that changes from the 1970's through the 2000's: tools, computers, cameras, and phones

Outgoing Loan - Item Request

L2021.014 - The Historic Capitol Museum, Tallahassee (12/2021 – 3/2022)

- Short Term Loan
- For display in an upcoming World War II exhibit
- One 3-d item and a scan of one of our images

H.09.2008.003.0001 - Helmet: metal helmet issued to Civil Defense messengers



Incoming Loans

None at this time.

UNIVERSITY OF WEST FLORIDA HISTORIC TRUST

CONFLICT-OF-INTEREST POLICY

1. **Scope.** The following statement of policy applies to each member of the Board of Directors and to all officers of the University of West Florida Historic Trust (Trust). It is intended to serve as guidance for all persons employed by the Trust in positions of significant responsibility for the activities of the Trust.

2. **Fiduciary Responsibilities.** Members and officers of the Board of Directors serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this ideal. High standards, ethical behavior, personal integrity, and impartiality are inherent to the reputation and ultimate success of the Trust. All decisions of the Board and officers are to be made solely on the basis of a desire to promote the best interest of the Trust, the University of West Florida, and the public good. Officers, Directors, and staff must refrain from engaging in any behavior that might be construed as self-dealing or in conflict with the mission, goals, and fundamental purpose of the Trust. The integrity of the Trust and of the University of West Florida must be protected and advanced at all times.

Men and women of substance inevitably are involved in the affairs of other institutions and organizations. An effective board cannot consist of individuals entirely free from at least perceived conflicts of interest. Although most such potential conflicts are and will be deemed to be inconsequential, it is everyone's responsibility to ensure that the Board is made aware of situations that involve personal, familial or business relationships that may be troublesome for the Trust or the University of West Florida. *Thus, the Board requires each Board member and officer annually (1) to review this policy; (2) to disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict of interest involving the Trust or the University of West Florida; and (3) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.*

3. **Disclosure.** All Board members and officers are requested to disclose *only those substantive relationships* that they maintain (or members of their families maintain) with organizations that do business with the Trust, the University of West Florida or any related or affiliated organization, or which otherwise could be construed to potentially affect their independent, unbiased judgment in light of their decision-making authorities or responsibilities. Any uncertainties as to the appropriateness of listing a particular relationship may be resolved by consultation with the Chief Executive Officer of the UWF Historic Trust who in turn may consult with legal counsel, the Executive Committee, or the Board of Directors in a special-called meeting. Information disclosed or provided by any person pursuant to this policy shall be held in confidence except when, after consultation with that person, the best interests of the Trust or the University of West Florida would be served by disclosure.

The following definitions are provided to assist Board members and officers in determining whether to disclose a particular relationship:

Substantive Relationship. One in which a Board member, officer or family member, or an organization with which the Board member, officer or family member has a business relationship (1) does substantial business with the Trust or University of West Florida or any related or affiliated organization or (2) has other direct or indirect dealings with the Trust, the University of West Florida or any related or affiliated organization from which the Board members, officer or family member benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more annually.

Business Relationship. One in which a Board member, officer, family member is an officer, director, employee, partner, trustee, controlling stockholder or the actual or beneficial owner of more than 5 percent of the voting interest of an organization.

Family Member. A spouse, parents, siblings, children or any other relative of a Board member or officer if the latter resides in the same household as the Board member or officer.

4. Restraint on Participation. Board members or officers who have declared or have been found to have a conflict of interest shall refrain from consideration of proposed transactions, unless for special reasons the Board or administration requests information or interpretation. Persons with conflicts shall not vote, participate in discussion or be present at the time of the vote. Any proposed transaction in which a conflict of interest has been declared or found to exist must be approved by a majority of the disinterested members of the Board or the appropriate committee of the Board after disclosure of the conflict of interest.

**UWF Historic Trust
Interpretive Master Plan
Implementation Plan**

Priority Level 1

Orientation and Wayfinding	STATUS	FUNDING SOURCE
• Create one distinct and intuitive 'entrance' with ticketing function	TTW – January 2016	HT
• Murals	March 2018	NPS Grant/HT
• Any additions to buildings (such as Wentworth) should increase restroom numbers overall	Ongoing	TBD
• Intuitive wayfinding	Ongoing FY 2021/22	HT
• New school orientation space, should also allow for living history storage	Walsh Building - January 2017	HT
Audience Building		
• Locate and create large hubs	Blount Building – Fall 2018	Switzer/HT
• Locate and create small hubs	Rex Theater – Spring 2016	Harvest Church/HT
• Locate and create small hubs	Clark Partington – Summer 2018	Clark Partington/Beck Properties/HT
• Locate and create small hubs	Pensacola Airport	HT
Visitor Experience		
• Liven up the front of Wentworth (with images of people in the windows)	March 2017	Fiesta
• Sculptural figures on the balcony and/ or stairs of Wentworth		TBD
• Create rear entrance of Wentworth with new extension (large size to house temporary gallery)		TBD
• Doing the archaeology	Ongoing	HT/Archaeology Institute/Grants
• Make a highlight exhibit at the Commanding Officer's Compound and link to other sites throughout the site and area	July 2015	State Grant/HT
• Use common design language for quick and intuitive connections	Ongoing	TBD
• New Augmented Reality App		TBD
• Using 'screening' and use pavers to decrease impact of asphalt		TBD
• Changing look and feel for roads in village, turning into 'boulevard'	Phased – FY 2020/21	HT
• Burying wires so not visible overhead	Ongoing	HT/Gulf Power
• Provide benches and seating areas	Ongoing – Museum Plaza bench install December 2019	Impact 100/Grant/HT Donors
• Create 'plaza' behind Wentworth (incorporating parking) to tie buildings together, and with those on the other side of the street (Village).	January 2017 – October 2018	HT/Donors, (Walbys/Studers/Impact 100)
• Adding elements to the exteriors (graphics in windows)	Ongoing	HT/Sea3D
• Provide one, consolidated shop		TBD
Interpretation		

• Provide supporting and interconnected messaging for visitors	Ongoing	HT
• Use a mix of interpretive approaches throughout the site to engage multiple audiences	Ongoing	HT/TBD
• Add layers of interpretation	Ongoing	HT/TBD
• Add layers of interpretation using different technology	Ongoing	HT/TBD
• Arcadia hub – Early Learning Playground	January – 2019	HT/Studer
• Expand living history program	Ongoing	HT
Other Considerations		
• Provide a location for Visit Pensacola info center	N/A	TBD
• Solve collections storage issue (offsite)	Phased	TBD

Priority Level 2

Orientation and Wayfinding		
• Creation of gateways		TBD
• Fort location markings in the ground	June – 2018 Ongoing	Impact 100/Grants
• Smaller scale elements (maps, models) to interpret the fort in detail		HT/Sea3D???
• Install Plaza Ferdinand kiosks		
Visitor Experience		
• Rework and rearrange Wentworth exhibits	Ongoing	HT
• Making village area pedestrian only	FY 2021/22	HT
• Having it appear as if doors to museum buildings are open (images, interior glass doors, etc.)	MOC Spring 2016 – Ongoing	HT
Interpretation		
• Create stronger connections to the water and port area	Murals, Maritime Trail - Ongoing	NPS Maritime Grant
• Create stronger connections to the exhibits and work of FPAN across Bayfront Pkwy	Ongoing	HT/FPAN
Other Considerations		
• Improve current office/staff facilities with walls to the ceiling Phased	February 2018	UWF Advancement/Alumni
• Create a cover for train extending from the building that is currently the Museum of Industry	FY2021-22	Donor

Priority Level 3

Orientation and Wayfinding		
• Street furniture and signage	Ongoing	HT/Donors
• Add fort markings where possible	Ongoing	TBD
• Indicate fort scale (lasers)		TBD
• Add food services as a function of one of the village buildings (i.e. Tivoli)	Seale Building- -South Market – May 2018	Tenant

Audience Building		
<ul style="list-style-type: none"> • Outreach with small exhibits in other institutions with the Trust's collections 	Ongoing - Rex theater – Spring 2016/	Harvest Church/HT
Visitor Experience		
<ul style="list-style-type: none"> • Develop a new site-wide app for layering the interpretative messages and to give new perspectives 		
<ul style="list-style-type: none"> • Re-locate Industry exhibits and redevelop the Museum of Industry into the new Pensacola Children's Museum 		
<ul style="list-style-type: none"> • Add interpretive fencing at the west end of the museum buildings (facing Tarragona St) 		
<ul style="list-style-type: none"> • Create kiosk shops in the Children's Museum and Museum of Commerce 		
Interpretation		
<ul style="list-style-type: none"> • Revitalize the existing Commerce shops with high tech lighting and films 		
<ul style="list-style-type: none"> • Develop Augmented Reality opportunities units in front of shops 		
<ul style="list-style-type: none"> • Renovation of Museum of Commerce to include Industry exhibits 	Phased	
<ul style="list-style-type: none"> • Developing the second floor of MOC and add new second floor exhibits 	Phased	
Other Considerations		
<ul style="list-style-type: none"> • Re-locate the maintenance equipment and work to the Bowden building 	Phased	
<ul style="list-style-type: none"> • Move the trolley outside the MOC and create a cover for it from the building 	Concept Drawings Completed January 2019	