

## MEMORANDUM

TO: Authority Members

FROM: General Manager

DATE: December 23, 2003

RE: Minutes of December 10, 2003 Administrative Committee Meeting

A regularly scheduled meeting of the Administrative Committee was held on Wednesday, December 10, 2003. Members present were Mr. Jimmie Perkins, Mr. Bill Griffith, and Dr. Thomas Campanella. Also present were board members Mr. McGuire Martin, Mr. Don Ayres, and Mr. Thom Blas. Mr. Perkins, chairman of the committee, called the meeting to order and presented the following items:

### Item #1 – Report on Financial Statements and Expenditures

The Manager presented the report on Financial Statements and Expenditures.

**Upon motion of Mr. Griffith, seconded by Dr. Campanella, the committee unanimously recommended acceptance of the Report on Financial Statements and Expenditures. (3-0)**

### Item #2 – Promotions & Events Report

The Manager said the Promotions & Events Report was provided in the board's background material for their review.

### Item #3 – Revision to Consent Agenda Process

The Manager called the committee's attention to a summary of the proposal to change the consent agenda process to adopt the consent agenda with one vote, subject to removal of discussion items. A discussion followed.

**Upon motion of Dr. Campanella, seconded by Mr. Griffith, the committee unanimously recommended moving forward with changes to the method in which the board addresses the consent agenda process from voting on each item individually, to voting on the consent agenda as a whole after removing any discussion items. (3-0)**

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The following item was addressed as the first item of business on this agenda:

Item #4 – Partial Waiver of Lease Fees for Certain Non-Profit Charitable Lessees

The Manager reviewed the background regarding the issue, stating that legal counsel and the auditing firm had affirmed that the Elk's Lodge would not be required to pay lease fees on their dues and initiation fees; however, the Yacht Club would be subject to lease fees on their dues and initiation fees. The board then heard comments from Mr. Mike Stebbins, SRIA legal counsel, and Mr. Ron Jackson of Saltmarsh, Cleaveland & Gund, the Authority's auditing firm. A discussion followed.

**Upon motion of Mr. Griffith, seconded by Dr. Campanella, the committee unanimously recommended accepting the recommendation of staff, legal counsel, and the auditors that per the terms of their respective leases, the Elk's Lodge is not subject to lease fees on their dues and initiation fees, but the appropriate lease fees will continue to be assessed and collected on the dues and initiation fees for the Pensacola Beach Yacht Club. (3-0)**

Additional discussion followed.

**Upon motion of Dr. Campanella, seconded by Mr. Griffith, the committee unanimously recommended instructing staff to move forward with investigating to see if there is a way to assist the Pensacola Beach Yacht Club regarding the issue of payment of lease fees on their dues and initiation fees. (3-0)**

Item #5 – Attorney General's Opinion on Funding for the Pensacola Beach Charter School

Mr. Mike Stebbins called the committee's attention to a proposed motion and letter to the Attorney General addressing whether or not it would be appropriate for the board to provide funds for the charter school. He recommended that the proposed motion be approved by the committee and forwarded to the full board for adoption after which the letter would be sent to the Attorney General. A discussion followed.

**Upon motion of Mr. Griffith, seconded by Dr. Campanella, the committee unanimously recommended approval of the proposed motion and letter to the Attorney General regarding funding for the Pensacola Beach Charter School, subject to consideration of suggestions and comments by the board members. (3-0)**

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There being no further business before the committee, the meeting was adjourned.

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Monte E. Blews  
General Manager

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