



AGENDA – August 16, 2016 | 2:00 PM
FloridaWest Economic Development Alliance – Board of Director’s Meeting
Greater Pensacola Chamber, 117 W Garden Street - Boardroom

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| 1. Call to Order | Jim Waite |
| 2. This meeting was publically noticed on August 8, 2016 | |
| 3. Public Comment | Jim Waite |
| 4. Action Items | Jim Waite |
| a. Approve July 6, 2016 Minutes | Jim Waite |
| b. Approve July 2016 Financials | Chris Walker |
| 5. Other Business | Jim Waite |
| a. Economic Development Updates | Scott Luth |
| b. Private Sector Fundraising Campaign | Jim Waite |
| c. Board Forum | Jim Waite |
| 6. Adjourn | Jim Waite |

Please put the following dates on your calendar:

Nominations for New Officers - September 27, 2016 at 2:00 PM

ANNUAL MEETING SAVE THE DATE - OCTOBER 19, 2016 at 12:00 Noon

REMINDER:

ECUA Recycling Groundbreaking – August 22, 2016 @ 9:30 AM
13009 Beulah Road, Cantonment, Florida

MINUTES – July 6, 2016, 2:00 PM

**FloridaWest Economic Development Alliance – Board of Director’s Meeting
Greater Pensacola Chamber, 117 W Garden Street – Boardroom**

Board Members Present: President Jim Waite, Vice President Gary Sammons, Secretary Tim Haag, Treasurer Gary Huston, Bonita Player, Rebecca Ferguson, Donnie McMahon, and Lewis Bear, Jr.

Staff Present: CEO Scott Luth, FloridaWest Attorney Margaret Stopp, Communications Director Sena Maddison, Business Development Director Danita Andrews, CIE Director Kelly Reeser, CIE Business Coach Patrick Rooney, and Administrative Assistant Libby Brown.

Others: Bizzell, Neff, and Galloway Manager Chris Walker, and partner Autumn Brinson.

1. **Call to Order:** This meeting was called to order at 2:00 PM.
2. This meeting was publically noticed on June 23rd, 2016
3. **Public Comment:** President Waite opened the floor for public comment. There was none.
4. **Action Items**
 - a. **Approval of May 24, 2016 Minutes:** With no changes needed to the May 24th minutes they were approved. Treasurer Gary Huston requested a title change from “Secretary” to “Treasurer” on his name in the minutes from April 26. That change was approved.
 - b. **Approval of April 2016 Financials:** Bizzell, Neff, and Galloway Manager Chris Walker presented the FloridaWest April 2016 financials to the board. After a short discussion it was MOVED by Gary Huston and SECONDED by Lewis Bear, Jr. to approve the April 2016 financials. The financials were unanimously approved.
5. **Other Business**
 - a. **Economic Development Funding:** The Foundation paid the Vision 2015 economic development contribution due to FloridaWest but have not paid their membership dues for the current FY. It was MOVED by Lewis Bear, Jr. and SECONDED by Donnie McMahon to notify the Greater Pensacola Chamber that by the end of July FloridaWest staff need a statement on whether or not they plan pay their dues. The vote was met with seven approvals and one abstention from Chamber Representative and Treasurer Gary Huston.
 - i. **ED Funding (Continued):** Every year the PEDC completes an Outside Agency Form with the County to be approved for funds. Scott Luth requested a volunteer from the board to attend a budget meeting scheduled for Tuesday, July 12 regarding those funds as he will be out of town. Lewis Bear volunteered to represent as the Chairman of the PEDC, and Donnie McMahon volunteered to represent on behalf of FloridaWest. Attorney Margaret Stopp recommended a public notice be sent out letting the public know that multiple FloridaWest board members may be in attendance of the budget hearing. (Copy of Notice attached).
 - ii. **ED Funding (Continued):** Scott Luth and Donnie McMahon met with Foundation President Jim Mathis to talk about future fundraising campaigns and stated that it would be desired by FloridaWest to partner on a campaign.
 - b. **CIE Printer Request for Proposal:** Libby Brown distributed a chart summarizing proposals that came in for the printer / copier maintenance and lease RFP that went out earlier that month (attached). It was recommended by Libby Brown to pursue contract

negotiations with RJ Young – whose proposal met the needs of the CIE best out of the other proposals. It was MOVED by Lewis Bear, Jr. and SECONDED by Gary Huston to accept the staff recommendation to pursue a contract with RJ Young to lease and maintain the new printer / copier for the CIE. The motion passed unanimously.

- c. **Economic Development Updates:** The FloridaWest staff, government and community partners have been working together in the interest of developing a cyber strategy for the community, and Scott Luth would like to hire or contract a candidate that has background in strategic planning and development to get the project started. There is a candidate in mind already. The board recommended that the position be contractual with specific deliverables to meet. Scott Luth said that he may come back with a budget modification to allow that to happen. Treasurer Gary Huston inquired about whether or not the last strategic plan was being used and Scott Luth said yes, approx. 70% of it has been utilized.
 - i. **Economic Development Updates (continued):** Danita Andrews gave a business development report to the board. (The report is attached). Kelly Reeser reported that the CIE is now at 100% occupancy and that she and her team at the CIE is working on getting a “soft-landing” designation for the CIE.
- d. **Board Member Forum:** President Waite requested that “Board Member Forum” be included in all future board meeting agendas for members to talk about relevant happenings in their organization. Secretary Haag announced that the new county recycling program was having a ribbon cutting and that he would be sending out invitations to that event.

6. **Adjourn:** With no further business the board adjourned at 3:30 PM.

Please put the following dates on your calendar:

Next Meeting – August 16, 2016 at 2:00 PM

Nominations for New Officers - September 27, 2016 at 2:00 PM

ANNUAL MEETING SAVE THE DATE - OCTOBER 19, 2016 at 12:00 Noon

**BIZZELL, NEFF & GALLOWAY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
P.O. BOX 12346 - 3250 NAVY BOULEVARD
PENSACOLA, FLORIDA 32591**

ACCOUNTANTS' COMPILATION REPORT

DRAFT

AUGUST 9, 2016

**SUBJECT TO REVISIONS
FOR DISCUSSION PURPOSES ONLY**

TO THE BOARD OF DIRECTORS
COMMUNITY ECONOMIC DEVELOPMENT ASSOCIATION OF PENSACOLA AND
ESCAMBIA COUNTY, INC. d/b/a FLORIDA WEST ECONOMIC DEVELOPMENT ALLIANCE
(FLORIDAWEST)
PENSACOLA, FLORIDA

MANAGEMENT IS RESPONSIBLE FOR THE ACCOMPANYING STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS – MODIFIED CASH BASIS OF FLORIDAWEST, AS OF JULY 31, 2016, AND THE RELATED STATEMENT OF REVENUES AND EXPENSES – MODIFIED CASH BASIS FOR THE TEN MONTHS THEN ENDED, AND FOR DETERMINING THAT THE MODIFIED CASH BASIS IS AN ACCEPTABLE FINANCIAL REPORTING FRAMEWORK. WE HAVE PERFORMED A COMPILATION ENGAGEMENT IN ACCORDANCE WITH STATEMENTS ON STANDARDS FOR ACCOUNTING AND REVIEW SERVICES PROMULGATED BY THE ACCOUNTING AND REVIEW SERVICES COMMITTEE OF THE AICPA. WE DID NOT AUDIT OR REVIEW THE FINANCIAL STATEMENTS NOR WERE WE REQUIRED TO PERFORM ANY PROCEDURES TO VERIFY THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED BY MANAGEMENT. ACCORDINGLY, WE DO NOT EXPRESS AN OPINION, A CONCLUSION, NOR PROVIDE ANY FORM OF ASSURANCE ON THE FINANCIAL STATEMENTS.

THE FINANCIAL STATEMENTS ARE PREPARED IN ACCORDANCE WITH THE MODIFIED CASH BASIS OF ACCOUNTING, WHICH IS A BASIS OF ACCOUNTING OTHER THAN ACCOUNTING PRINCIPLES GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA.

MANAGEMENT HAS ELECTED TO OMIT SUBSTANTIALLY ALL OF THE DISCLOSURES AND THE STATEMENT OF CASH FLOWS ORDINARILY INCLUDED IN FINANCIAL STATEMENTS PREPARED IN ACCORDANCE WITH THE MODIFIED CASH BASIS OF ACCOUNTING. IF THE OMITTED DISCLOSURES AND THE STATEMENT OF CASH FLOWS WERE INCLUDED IN THE FINANCIAL STATEMENTS, THEY MIGHT INFLUENCE THE USER'S CONCLUSIONS ABOUT THE ORGANIZATION'S ASSETS, LIABILITIES, NET ASSETS, CASH FLOWS AND REVENUES AND EXPENSES. ACCORDINGLY, THE FINANCIAL STATEMENTS ARE NOT DESIGNED FOR THOSE WHO ARE NOT INFORMED ABOUT SUCH MATTERS.

BIZZELL, NEFF & GALLOWAY, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

FLORIDAWEST
Statement of Assets, Liabilities, and Net Assets -
Modified Cash Basis
As of July 31, 2016

	July 31, 2016
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking- Private Hancock -363	\$ 271,620.59
1010 · Checking - Public Hancock- 355	283,035.03
Total Checking/Savings	\$ 554,655.62
Total Current Assets	\$ 554,655.62
Fixed Assets	
1600 · Furniture and Fixtures	\$ 1,235.16
1650 · Computers	3,050.73
1700 · Accum Depreciation Computers	(567.93)
1701 · Accum Depreciation Furn & Fix	(205.90)
Total Fixed Assets	\$ 3,512.06
TOTAL ASSETS	\$ 558,167.68
LIABILITIES & NET ASSETS	
NET ASSETS	
3200 · Unrestricted Net Assets	\$ 193,623.01
Net Income	364,544.67
Total Net Assets	\$ 558,167.68
TOTAL LIABILITIES & NET ASSETS	\$ 558,167.68

FLORIDAWEST
Statement of Revenues and Expenses - Modified Cash Basis
For the period October 1, 2015 - July 31, 2016

	<u>Oct '15 - Jul -16</u>	<u>Annual Budget</u>	<u>Variance \$</u>	<u>Variance %</u>
Revenues				
4000 · Membership Dues	\$ 170,000.00	\$ 240,000.00	\$ (70,000.00)	-29.17%
4410 · Foundation	172,524.00	100,000.00	72,524.00	72.52%
4420 · Government Income	122,500.00	150,000.00	(27,500.00)	-18.33%
4430 · PEDC	570,000.00	570,000.00	-	0.00%
4500 · CIE - Rent	54,908.49	70,000.00	(15,091.51)	-21.56%
4512 · Miscellaneous Income	2,213.58	1,000.00	1,213.58	121.36%
Total Revenues	\$ 1,092,146.07	\$ 1,131,000.00	\$ (38,853.93)	-3.44%
Expense				
5005 · Bank & Credit Card Fees	\$ 696.67	\$ 500.00	\$ 196.67	39.33%
5060 · Marketing, Adv & Promo	30,417.21	155,000.00	(124,582.79)	-80.38%
5066 · Database/Research	8,077.77	20,000.00	(11,922.23)	-59.61%
5100 · Audit Expense	18,714.00	30,000.00	(11,286.00)	-37.62%
5105 · Legal Fees	10,743.00	10,000.00	743.00	7.43%
5120 · Auto Travel	13,054.45	15,000.00	(1,945.55)	-12.97%
5140 · Business Travel	34,619.24	60,000.00	(25,380.76)	-42.30%
5190 · Depreciation Expense	714.30	16,000.00	(15,285.70)	-95.54%
5200 · Dues & Subscriptions	8,323.04	7,500.00	823.04	10.97%
5310 · Insur-D&O/Liab/Umbrella/EPLI	2,518.73	4,000.00	(1,481.27)	-37.03%
5410 · Maint & Repair- Computers	20,847.47	25,000.00	(4,152.53)	-16.61%
5411 · Capital Expenditures - Computers	13,861.64	-	13,861.64	100%
5440 · Meeting Expense	3,087.05	2,500.00	587.05	23.48%
5500 · CIE Expenses	60,664.60	114,000.00	(53,335.40)	-46.79%
5558 · Education Support/NGLC	-	5,000.00	(5,000.00)	-100.00%
5559 · Workforce Marketing	4,397.04	20,000.00	(15,602.96)	-78.01%
5600 · Miscellaneous Expense	1,177.20	1,000.00	177.20	17.72%
5610 · Postage	63.22	500.00	(436.78)	-87.36%
5680 · High Growth Companies	832.76	20,000.00	(19,167.24)	-95.84%
57000 · Employee Wages & Benefits	463,509.55	579,000.00	(115,490.45)	-19.95%
5800 · Supplies	830.56	1,000.00	(169.44)	-16.94%
5915 · Telephone	630.00	2,000.00	(1,370.00)	-68.50%
5925 · Cell Phones	3,749.15	7,000.00	(3,250.85)	-46.44%
5954 · Copier Expense	671.35	2,000.00	(1,328.65)	-66.43%
5980 · Rent Expense	25,401.40	29,000.00	(3,598.60)	-12.41%
Total Expense	\$ 727,601.40	\$ 1,126,000.00	\$ (398,398.60)	-35.38%
Net Income	\$ 364,544.67	\$ 5,000.00	\$ 359,544.67	7190.89%