



**UWF Business Enterprises, Inc. Board of Directors Meeting**  
Scenic Hills Country Club Argonaut Ballroom  
February 15, 2016

**Present**

Chair K. C. Clark, Vice-chair Patel, Treasurer Hal White, Member C. Ray Jones, Member Judge Lacey Collier, Member John Todorovich, General Counsel Pat Lott, CEO Steve Cunningham, SGA Representative Jake Hebert, and Staff Support Secretary Tiffany Nisewonger.

Guests: Martha Saunders, Ed Ranelli, Kevin Bailey, James Barnett, Rick Gorman, Megan Gonzalez, Ellen Till, Gail McGrady, Joy Ward, Tom Heffernan, Richard Kelly, Bart Byrd, Romana Lopez, Marilyn Tyson, Susan Lyon, Bill Lacy, Betsy Bowers, Angela Wallace, Tammy Ford, and Eric Ingerman.

Absent: President Judy Bense and Secretary Suzanne Lewis

**Welcome/Opening Remarks**

Chair Clark called the meeting to order at 1:30 p.m. Ms. Nisewonger called roll and confirmed that a quorum was present.

**Approval of Minutes**

May 4, 2015 Strategic Planning Session, August 10, 2015 SHCC Workgroup, August 27, 2015 SHCC Workgroup, September 8, 2015 SHCC Workgroup, September 14, 2015 SHCC Workgroup, and September 21, 2015 Board Meeting. Chair Clark asked if there were any changes or corrections to the minutes. None were noted.

Motion to approve: Member Judge Collier

Second: Member Todorovich

Motion passed unanimously.

**University Update**

Provost Saunders provided the latest University updates noting enrollment for fall/spring is up 2%, the hiring of Rick Duke as the new Director of the Center for Entrepreneurship, Student Affairs is working with the office of Public Health concerning the Zika virus, University Advancement received a 5 million dollar gift from Hal Marker for the College of Science and Engineering, the Board of Governors meeting in March, Faculty Bargaining, and the metrics.

**Treasurer's Report**

Treasurer White provided the Treasurer's Report.

- Bookstore sales increased 14% in the 2nd quarter of this fiscal year compared to the 2<sup>nd</sup> quarter of last fiscal year. Clothing sales increased 25%. This increase is mostly associated with football as the Bookstore sold product at the scrimmages, including the scrimmage at the Blue Wahoo's stadium in October. Gift sales increased 13% and sales of course materials increased 11% (late fall term sales and early spring term sales).
- Sales for Campus Dining Services increased 3.72% in the 2<sup>nd</sup> quarter of this fiscal year compared to the 2<sup>nd</sup> quarter of last fiscal year from price increases on meal plans, Nautilus Market door rates, and retail and the sales for Starbucks at Argo Village are now included.
- Chartwells invested approximately \$671,000 in the Nautilus Market renovation completed for the start of the fall semester, which BEI donated to UWF in August 2015.
- Parking and Transportation Services revenue is approximately 19% higher in the 2<sup>nd</sup> quarter of this fiscal year compared to the 2<sup>nd</sup> quarter of last fiscal year from the increase in permit prices. Also, the parking information system (T2) has a component which allows Parking Services to connect to the DMV (Department of Motor Vehicles) and via license plates identify individuals parking on campus without permits (this component was used in fall term 2015 but not used in fall term 2014).
- Scenic Hills Country Club income at the end of the 2<sup>nd</sup> quarter is approximately 17% less than the amount budgeted. While golf fees revenue increased from an additional 155 rounds of golf, cart rentals and merchandise sales were lower in the 2<sup>nd</sup> quarter compared to last year.
- Scenic Hills Country Club fiscal year-to-date total revenue through December 31, 2015 is down approximately 8% compared to the first six (6) months of last fiscal year.
- Scenic Hills Country Club year-to-date expenses through the end of the 2<sup>nd</sup> quarter are in line with the budget at 48% of the total expense budget established for this fiscal year and are approximately 8% below the year-to-date expense budget through the end of the 2<sup>nd</sup> Quarter with over 12% reduction in cost of goods sold as well as operating expenses year-to-date compared to the first six (6) months of last fiscal year.
- Revenue from the Digital Signs increased 90% in the 2<sup>nd</sup> quarter primarily from lease fees associated with the East Campus digital monument sign.
- The Treasurer and CEO meet to review BEI financial information and sign checks, transfer requests, and other financial documents.

### **CEO's Report**

CEO Cunningham provided information on the East Campus Argonaut Village Space Lease, P3 Guidelines, and the Scenic Hills Country Club Work Group.

### **Public Comments**

None

### **Action Items**

- 1) Form 990 and Form 990-T - Ms. Wallace recommended the BEI Board approve the BEI Draft 2014 Return of Organization Exempt from Income Tax (Form 990) and attached schedules and Draft Exempt Organization Business Income Tax Return (Form 990-T) for signature by the CEO and submission to the Internal Revenue Service.

Motion to approve: Treasurer White

Second: Vice Chair Patel

Motion passed unanimously.

- 1) SHCC Lease ITN - CEO Cunningham presented the results of the SHCC ITN and recommended the BEI Board proceed with the Integrity Golf Company, LLC. The Board further authorizes Stonebrook Village Management, LLC as the alternate should the negotiation and contract process not be successfully concluded with the Integrity Golf Company, LLC.

Motion to approve: Vice Chair Patel

Second: Member Jones

Motion passed unanimously.

- 2) Strategic Planning Workgroup – CEO Cunningham explained to the Board a need for review and analysis of future plans and priorities of BEI and recommends establishing a Strategic Planning Workgroup. Member Jones volunteered.

Motion to approve: Member White

Second: Member Jones

Motion passed unanimously.

### **Information Items**

- 1) Budget to Actual-Ms. Wallace explained the Budget to Actual Report represented a summary of actual revenue and expense transactions for all BEI projects and functions from the beginning of the fiscal year through the end of the 2<sup>nd</sup> quarter (July 1, 2015- December 31, 2015) compared to the revenue and expense budgets established for the fiscal year. Ms. Wallace discussed the details of transactions listed on the reports and supporting documentation presented to the Board.
- 2) Argonaut Village Update – CEO Cunningham and Dr. Barnett provided the Board a brief update on the status of operations as Argonaut Village.
- 3) SHCC Storm Water Update - Dr. Barnett presented the RESTORE Storm Water Proposal and Bridge Repair Update to the Board. Escambia County has two (2) storm water projects on Scenic Hills Country Club property in progress resulting from the April 2014 rain storm event. That storm caused significant damage to the creek structures and embankments through the BEI property. The Meadowbrook bridge repair and adjacent aesthetic water features were ruined as a result of the same event. The County will internally allocate repair funds.
- 4) Fraud & Internal Controls - Ms. Wallace presented BEI fraud & internal control updates to the Board. Each BEI Board member is required to review the BEI Conflict of Interest Policy (BEI 1.14-11/11) on an annual basis and disclose any personal, family, or business

relationships that could give rise to a conflict of interest involving BEI or the University of West Florida by completing and signing the Conflict of Interest Disclosure Form.

**Other Business**

None

**New Business**

None

**Adjournment**

There being no further business, Chair Clark adjourned the meeting at 2:46 p.m.

Respectfully submitted,  
Tammy Ford, Assistant Staff Support Secretary