

**Sarasota Military Academy Foundation, Inc.**

BOARD OF DIRECTORS  
MEETING MINUTES (VIRTUAL)

04 March, 2021

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**Board of Director Members' Attendance**

**Present:**

Howard G. Crowell, Jr., LTG USA (Ret), Chairman  
Mr. Herb Jones, Vice Chairman  
Frederick M. Derr, CAPT USN (Ret), Treasurer  
Mr. Anthony Baade  
Thomas J. McElheny, EdD,  
Ms. Alexandra Quarles (by phone)  
Mr. Rafael Robles, Executive Director

Mr. Warren P. Hudson, SMA Operating Board  
Ms. Tessa Suplee, Lt Col, AF (Ret), SMA Operating Board

**SMA Administrative Staff in Attendance**

SMA-COL Christina Bowman, Executive Director of Schools  
SMA-MAJ Steve Kok, Director of Finance

Location: Virtual

The chairman called the meeting to order at 2:30pm.

**Motion to Approve 18 February, 2021 Minutes:**

Mr. Frederick Derr motioned to approve the 18 February, 2021 minutes; Vice Chairman Herb Jones seconded the motion and the board unanimously approved.

**Financial Report:** Mr. Derr commended Mr. Robles, SMA-COL Christina Bowman and SMA-MAJ Steve Kok in their huge efforts in creating a budget for the foundation that can be understood by all. Mr. Robles presented the budget for the foundation along with a breakdown of expenses and revenues to include three types of gifts as restricted and temporarily and permanently restricted funds. He explained how this format will become a guide to ensure expectations are being met. Ms. Alexandra Quarles further explains the differences of temporarily and

permanently restricted funds. Mr. Robles states that this template will allow the compilation of a real projected budget for fiscal year 2022.

**Vice Chairman Jones motioned to approve the IRS form 990 to be submitted; Dr. Thomas McElheny seconded the motion and the board unanimously approved.**

**Stocks:** Mr. Robles announced that Cave Wealth Management will become the brokerage firm to set up the brokerage account of SMA Foundation with no charge. He further explained the need to approve the client information form and signed by the Chairman, Treasurer and Executive Director of the Foundation.

**Ms. Quarles motioned to approve the completion of the client information form for Cave Wealth Management subject to attorney's review; Vice Chairman Jones seconded the motion and the board unanimously approved.**

**Gift Acceptance Policy:** Mr. Robles presents the Gift Acceptance Policy to the board for their review and approval. Ms. Quarles stated that she was very pleased with the policy guidelines he has created and only had a few changes.

**Ms. Quarles motioned to approve the Gift Acceptance Policy subject to changes; Dr. McElheny seconded the motion and the board unanimously approved.**

**The Louis and Gloria Flanzer Trust Match Program:** Mr. Robles stated that the guidelines for donating through the Flanzer Trust to be matched have changed to a maximum of \$3,000 per donor per household.

**Greatest Needs:** Mr. Robles stated that he created a print piece for donors with a breakdown of the greatest needs of both campuses and ways to give categorizing four areas of Capital Projects, Non-Funded Programs, Endowments, and Naming Opportunities. Chairman Howard Crowell and Vice Chairman Jones commended on the efforts of said marketing piece stating the look to be very 21<sup>st</sup> century. Mr. Baade agreed with a comment on a minor change. Mr. Robles stated that the look will initiate a new modern look with the rebranding of SMA.

**Dr. McElheny motioned to approve the Greatest Needs marketing print piece subject to change; Mr. Baade seconded the motion and the board unanimously approved.**

**Marketing / Communications:** Mr. Robles broke down the press releases thus far of the Ranger Golf Tournament and the generous gift from a new donor, Ms. Rebecca Tompkins. He thanked COL Ben Knisely for his unwavering support of SMA within the community and for introducing Ms. Tompkins to SMA. Mr. Robles

explained the process for advancing the Seal of Transparency of SMA and the SMA Foundation within the Guidestar organization to gain traction in grants and donors.

**Chairman:** Chairman Crowell stated the need for additional board members to the Foundation board and asked the existing board for ideas to present at tnext meeting on ways to recruit. Vice Chairman Jones agreed and extended the search to the Operating Board as well. Chairman Crowell commended Mr. Robles, SMA-COL Bowman and staff on the success of launching the Foundation.

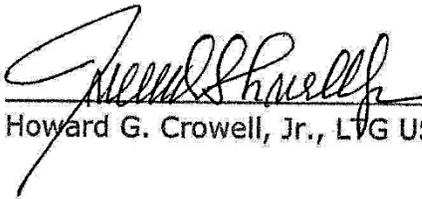
Vice Chairman inquired as to how many board members from both boards have donated to The Flanzer Trust Match program in which Mr. Robles replied that roughly 60% of board members from both boards have donated.

**Old Business:** N/A

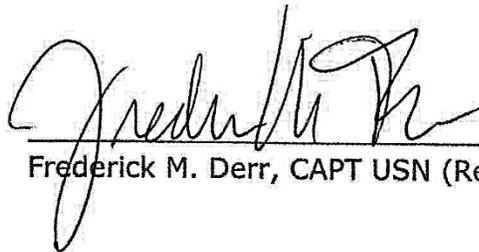
**New Business:** Dr. McElheny inquired as to the acquiring mailing lists of the smaller groups affiliated with the Military Officers Association (MOA) in which SMA-COL Bowman replied that we have done that twice along with different Rotary Clubs. Chairman Crowell suggested asking MOA for contributions to the school as well as including our cadets to their luncheons. Chairman Crowell inquired as to the progress of the Donor Wall in which Mr. Robles replied that discussions have been made but needs to be readdressed. SMA-COL Bowman added the upgrade to the high school marquee now allows for donor highlights.

**Public Comments:** N/A

The chairman adjourned the meeting at 3:40 pm.

  
Howard G. Crowell, Jr., LTJG USA (Ret), Chairman

03/04/2021  
Date

  
Frederick M. Derr, CAPT USN (Ret), Treasurer

03/04/21  
Date