

**University of Florida Historic St. Augustine, Inc. (UFHSA)**  
**A direct support organization to UF as provided, Chapter 267.1736 Laws of Florida**

**UFHSA Board of Directors Meeting**  
**May 12, 2023**  
**Time Convened: 10:00 a.m.**  
**Time Adjourned: 1:53 p.m.**  
**Dunham House, 14 St. Francis Street, St. Augustine, FL**

**Board Members Present via in-person and virtual meeting:** Kathleen Deagan, Herschel Shepard, Allen Lastinger, Roy Hunt, Charles Ellis, Bill Robinson, Doug Wiles, John Fraser, Rick Gonzalez, Tracy Upchurch, Buff Gordon, Thomas Willis

**Board Members Absent:** Don Slesnick, Michael Francis,

**Staff/Others Present:** Ed Poppell, Linda Dixon, Billy Triay, John Regan, Cleary Larkin, Cindy Stavely, Mike Croce, Melissa Wissel, Laura Marion, Casey Wooster, John Nemmers, Jessica Long, Roger Smith, Olga Weider, Bob Nawrocki

**Welcome**

Chair Lastinger called the UFHSA meeting to order at 10:00a.m.

The Board considered the following Action Items:

**Action Items:**

**1. Minutes**

The Chair called for a motion to approve the minutes from November 4, 2022 meeting which was made by Board Member Doug Wiles and seconded by Board Member Kathleen Deagan. The board approved the minutes unanimously.

**2. Financial Reports**

**Financial Report 2022-2023**

Linda Dixon provided a review of the Historic St. Augustine budget reports for the third quarter fiscal year 2023. Both the 200 and 500 budgets are tracking as planned with a few increases in expenditures. These additional expenditures are because some FY22 invoices were received in this fiscal year for building preservation work completed last year.

The DSO FY23 budget actuals see revenue increasing across the board above the FY 2019 budget before the pandemic. "Other Revenue" budget line received a good amount of funding for a reimbursement from FEMA for Hurricane Michael but we are still sorting out what amounts may have already been reimbursed. The documentary film is steadily increasing in revenue. Building

preservation for this fiscal year consisted of minor renovations/repairs and the new generator at the Governor's house.

The FY24 proposed budget reflects current increased revenue levels except for parking permits that are expected to decline by approximately \$14,000 on Spanish Street due to the City's planned temporary closure of the street for reconstruction. Property leases are projected to increase, and event rentals remain the same. Linda indicated that building preservation projects include repair of interior walls showing moisture damage from sea level rise. This earmarked money also includes the resilient landscape project with Preservation Institute St. Augustine (PISA) and an increase of \$10,000 in their funding. Additionally, she mentioned this cycle of repairs included painting, stucco repair, wood repair, and overall refresh of the Governor's House, Cerveau House, Joaneda House, Watson House, and Benet House. Utilities have increased – the new internet provider is the main difference. Custodial salaried have also increased slightly. Currently there are 3 custodians and 4 are needed to be fully staffed. There is difficulty in keeping custodial staff. An increase in promotional activity (social media) is planned working with a vendor. There has been an increase in event programs and smaller outreach activities. William Robinson motioned to approve the FY23 budget report and FY24 proposed budget, seconded by Doug Wiles; and passed unanimously.

### **Colonial Quarter Financials and Update**

Michael Croce gave an update on the Colonial Quarter. They continue to work to improve programs and museum/colonial experiences and have rebranded with help of UF. They have made all programs more accessible. They intend to bring the Gallegos House back into use as an interpretation of colonial family life. They also plan to hire a summer intern and be more involved in the 2023 History Festival including a free admission day with demonstrations and food specials. He gave an overview on food and beverage and indicated that both restaurants are open 7-days week for the first time since the pandemic. As discussed at the last board meeting, Colonial Quarter is requesting approval of a five-year extension of their license agreement. The Chair called for a motion to approve the five-year license extension which was made by Board Member Herschel Shepard and was seconded by Board Member Kathleen Deagan. The board approved the motion to extend unanimously.

### **3. History Festival budget update/revisions**

Ed Poppell provided the update for the History Festival Budget. This year's spending has been less than last year, and the budget is on track to have leftover funding.

### **4. Director reappointments/Vacancies/New Directors**

Discussion regarding vacancies and reappointments began with Ed announcing that Joe Joyner has resigned for personal reasons. The recommendation to fill this vacancy is John Regan - motion to accept John Regan was made by Rick Gonzalez and seconded by Herschel Shepard, unanimously approved.

The next two vacancies discussed were Kathy Deagan and Rick Gonzalez. Both are ineligible for reappointment and the term expires in December 2023. Replacement recommendations are Jim Cusick and Ken Smith. Kathy Deagan agreed to speak to Jim, and Herschel Shepard agreed

to speak to Ken. These positions fulfill the bylaws requirement for an archaeologist and architect on the board. Herschel Shepard motioned to accept the nomination of Jim Cusick and Ken Smith. Rick Gonzalez seconded the motion and it passed unanimously.

The terms expiring in March 2024 are Charles Ellis, John Fraser and Thomas Willis. They are eligible for reappointment, and are recommended to be reappointed. No action needed now but will need to be done in the next cycle.

Additional terms discussed were three expiring in May 2024; Roy Hunt, Allen Lastinger, and Don Slesnick. All three are ineligible for reappointment. Nominees to approach were discussed as Jane Adams, Doug Jones, Susan Parker, Sara Ryan, Leanne Chesterfield. Of the 5 recommendations the board decided to contact Doug Jones, Jane Adams, and Susan Parker.

Several members also need to be reappointed in June 2023 - Buff Gordon, Michael Francis, Bill Robinson and Herschel Shepard – motioned by Tracy Upchurch and seconded by Doug Wiles; unanimously approved.

## **Discussion Items:**

### **1. Education Committee**

Ed Poppell introduced the discussion about the National Historic Landmark (NHL) nomination for Governor's House. The submission for the Governor's House site has been documented and is ready, but Roy doesn't know how to proceed, because he is receiving conflicting information on where the submission should be sent to be reviewed. Both Federal and State agencies keep bouncing it back stating to submit to the other agency. Currently, Governor's House is registered on the National Register of Historic Places at the state level of significance. Cleary recommended a conversation with State and Federal at the same time to get on the same page. Rick will bring up at the state board if we don't get progress with this.

### **2. Preservation Institute Saint Augustine (PISA) Update – Dr. Cleary Larkin, Director, Historic Preservation Program**

Dr. Larkin spoke about the Student Education/Fall Materials Course, as well as her participation in April with the North-Central Florida Fulbright Scholars international student. She noted Drew Johnson, who wrote his thesis on Lincolnvilleville: *A Model for Community Resilience*

She discussed Community Outreach, where she and Dr. Sue Gin, presented "Preservation Institute St. Augustine Exploring Coastal Heritage Through Research and Pedagogy at *Evenings at Whitney*. The lecture is on You Tube for viewing.

2022-2023 Projects (UFHSA Funded)

Level I HABS & HSR for Joaneda House and DeMesa Sanchez House. The projects will be submitted by the end of June.

The proposed activities for 2023-2024 were presented -

- UF Historic Preservation PISA Leadership (UF State Funding)
- Student Education & Community Outreach (UFHSA Funding) the top priority for

this is promoting and funding the lab. Materials workshops, open house events and lectures are proposed.

- Development and Fundraising Committee  
Long term goal: Endowed position for the Lab Manager  
Potential short term goal: Annual Lab fellowship for local project  
Develop partners in Lab use/income: Archeology, City, NPS, Museum
- Nature Based Design Project (UFHSA Funded) to address sea level rise

The tasks PISA will focus on – May 2023 site visits: DeMesa Sanchez House Mitigation Strategy, meet with City HP and CRO, State-Owned Structures Landscape and Resiliency Assessment, Owner Education and Development Demonstration Project Workshops.

2023-2024 Proposed Activities Historic Structure Report (UFHSA Funded)

- Watson House, 206 Charlotte Street
- Funding: 1 Graduate Student
- Dr. Stevenson, Lead Assessment
- Dr. Kim, Lead documentation
- Partner with Florida Trust for Historic Preservation (HB 1317/ SB1346 Response Planning)

Dr. Cleary, reviewed PISA program broad strategic plan goals, and they are currently working on these goals and accomplishing a lot of these actions each year. They hope to continue building on them and expanding work in St. Augustine.

Rick mentioned Lincolnville and possibly for PISA to work on maintenance in the community. The CRA is currently working on a program to address this.

### **3. Rick Gonzalez Walking Tour Presentation**

Rick provided a presentation on the West Palm Beach Walking Tour that he has been a part of since 2000. These are done twice a month and there is a green market from October – April. The tour is 6 blocks and takes about an hour. The current St. Augustine Walking tour has sold 11,600 as of last year and is still selling now. The question was asked, should UFHSA try to develop something to replicate what Rick is doing in West Palm Beach? Discussion was regarding competition with private walking tours and perhaps connecting with them about it. It was determined that there is benefit in having an official St. Augustine Walking Tour. Cleary Larkin asked if there is an American Institute of Architects in St. Augustine that may be interested in the walking tour.

### **4. Construction Update**

Linda updated the board starting with the Historic Society. Dunham House flooring has been replaced and the restrooms were remodeled. Stucco repair was completed at the Dodge House while work at the Governor's House addressed moisture issues and cleaning, removing vegetation, and landscaping. Refresh of the Ribera Park has been completed. Overall, the main effort has been paint, patch, and repair on all properties. Billy added that general maintenance repair includes 62 projects on state buildings, and 65 for HVAC/Plumbing. The final big project completed is the permanent generator at the Governor's house. A screen for the generator was

recommended and Linda said they would investigate a solution for it.

#### **5. Documentary Film Update**

Ed updated that the film continues to be watched a lot. We are scheduled to lose the partnership with PBS next year but are currently in negotiations with them. The film is being shown at Colonial Quarter, and the fort at night. There was a suggestion about possibly showing it at the Governor's House, but it was determined that there was not a good location to view it. Third quarter revenue is \$25,000, and total revenue is \$100,000.

#### **6. Student Housing Project-Legislative Project Update**

We did not get our appropriation; we had sponsored locally but have not heard why it was rejected. Our development officer, Jessica Long is working to raise money for the project. After it is built, this would be an additional expense to UFHSA to operate but we can charge the colleges to help with costs of maintenance.

#### **7. FPL Solar Proposal**

Florida Power Light approached the University of Florida to participate at our St. Augustine properties in supporting solar through FPL solar farms near St. Augustine. Customers can subscribe to a piece of the farm through their utility bill. The bill would increase each month, with a benefit in about 7-8 years. There is not a lot of information currently. More details to follow.

#### **8. Development Committee Update – Don/Jessica**

Jessica reported the committee has met recently and recommends that fundraising be a priority for UFHSA with the goal for this year at \$20,000. Steps are being taken to increase marketing and social media.

- UF Giving Day 2023 – information is sent to alumni. Garnered 29 individual donors and raised about \$2,000.
- Funding Capital Project – Coquina warehouse, increase housing for students and visiting faculty (10 beds).
- Governor's House Giving Opportunity – book publication, with challenge gift opportunity. Electronic version could raise \$13,000. Seeking \$30,000 for published version.
- Naming Opportunity for Governor's House – Inventory in progress for areas and pricing.
- New and Refresh – Exhibit underwriting opportunities.
- PISA Support – new materials for visitors (flyers, QR code, place for rack cards), Stewardship, mailbox area, board – ways to utilize space for past supporters and future supporters.

#### **9. Library Staff Report**

Laura Marion updated the board on the activities at the library.

- Digital updates – 71,400 items up online, 4,000 photographing of slides, 543 postcards.
- Deaccessions, Transfers and Loans – 163 artifacts transferred between November 2022 – May 2023 (total transfers to date: 292)
- Loan renewal in process with Colonial Quarter

- Accepted a loan of 7 maps from Allen Lastinger’s private collection for exhibit.
- Patrons and Partnership from November 2022-May 2023: Assisted 6 researchers, taught 4 classes from Flagler and UF, Redeveloping a relationship with UF Museum Studies
- Conferences, Publications and Exhibits – Between November 2022 – May 2023, curated Presence/Erasure: Black History in St. Augustine and On The Map: Florida’s Territorial Period. Published digital Exhibits: Presence/Erasure: Black History in St. Augustine and presented at Florida Association of Museums, National Council on Public History and Society of Florida Archivist.
- Community Outreach – Food drive, Resilience Farm Fest and Color Struck: A Play

**10. St. Augustine Historical Society**

- Bob Nawrocki provided updates on publications, awards, and events. The SAHS properties are in good shape and future improvements will focus on the library.

**11. Report from the City – John Reagan**

John provided a brief update on the city and announced his retirement on June 2. The City Commission appointed Assistant City Manager, David Birchim, to City Manager. John discussed a new program to address the unsheltered homeless population – negotiating purchase of property 207 SR 312. They are working on a drop-in center with services. This has been coordinated with the Sheriff’s office and the Health Department. The center is modeled after the Orlando center, that has been very successful.

Discussion ensued regarding HB1317.

**Next Meeting Date**

Chair Lastinger requested the board members be polled for available dates in November.

**Celebration of John Regan**

**Adjourn Board Meeting 2:**

There being no further discussion, Chair Lastinger adjourned at the meeting at 1:53 p.m.

**Adopted December 1, 2024**