

# MEETING MINUTES

## SUWANNEE VALLEY UNSOLVED

*Board of Directors  
136 SE Calab Court  
Lake City, FL 32025*

**D. Wayne Kelly, Chairman**  
**Patty Koon, Secretary**



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**Meeting Minutes**  
**Suwannee Valley Unsolved, Inc. Board of Directors**  
**Saturday, May 4, 2024**  
**(6:00pm/1800 hrs.)**  
**at Suwannee County Emergency Management Office**  
**Live Oak, Suwannee County, Florida**

### **1. OPENING**

6:00pm Chairman Wayne Kelly called to order the Meeting of the Suwannee Valley Unsolved Board of Directors, and the Pledge of Allegiance was recited by the Board. After the Pledge of Allegiance was recited roll call was conducted by Secretary, Patty Koon with the following Board members present:

Jason Futch (Executive Director)

Wayne Kelly (Chairman)

Randy Roberts (Treasurer)

Patty Koon (Secretary)

Heidi Snipes (Board Member)

Katie Jeffries (Board Member), via teleconference

Jackson Koon (Board Member)

Larry Mason ( Board Member)

Greg Burnsed (Vice Chairman) was absent due to being on call

Chuck Tompkins (Chaplin) was absent due to work

Kalesia Brown (Board Member) was absent due to work

Heather Williams (Board Member) absent due to children's birthday party

## **2. REPORTS**

6:03pm Following the roll call, the prior SVU Meeting Minutes from March 25, 2024 were reviewed individually via email, Larry Mason made motion to accept the minutes, with Wayne Kelly seconding and the Board unanimously approving.

Randy Roberts went over the Treasurer's Report. Randy stated as of April 26, 2024 the balance is \$2,933.46.

Heidi Snipes discussed Fundraising the report. \$1,125 was raised for the Multicultural Festival, \$2,050 was raised for the Chicken and Rice dinner for a total of \$3,175 being raised for the month of April, thank you to Patty, Wayne and Swannee County Sheriff's office.

Heidi stated the gala coming up in September is temporarily put on hold. The Lake City Woman's Club may be shut down permanently, due to roofing issues however they're going to let us know next week if they're going to be able to fix it, if they're not able to fix the roof, a refund will be issued. Heidi asked if anybody has any ideas or places that we could have the Gala if you could reach out to her. Jason suggested maybe holding a banquet, dinner or a formal cocktail party September 14th instead of a Gala because Heidi has already received a hunting trip to South Africa all expenses paid, with the exception of the hunting license. Also donated for the silent auction was vacation rentals which pays for the hotel for 10 days, and other things that people have donated.

Wayne Kelly suggested possibly having it at the Grand Hall Spirit of the Suwannee. Wayne is going to check with Mr. James and Tina regarding availability.

## **EXECUTIVE DIRECTOR'S REPORT**

6:09pm Jason Futch started out by thanking everyone for coming out to the SVU Board Meeting.

Jason stated first and foremost he wanted to congratulate Wayne and Patty for putting on amazing fundraisers this last month.

Jason stated, in regard to pamphlets and brochures he had somebody message him on the SVU Facebook page inquiring to learn more about the organization commented that they saw our brochure at the festival. Jason stated he's very excited about the progress that we're making in regard to getting our name out there.

Jason mentioned that Noah Walker, with All Things Visual / Lake City Advertiser is doing special ads for the Lake City Advertiser once a month, and SVU is going to be putting in cold cases from Columbia County in the advertisers with the first month being Ron Sapp as our highlight case.

Jason mentioned back in March he announced Echoes to Advocacy which is going to be our effort to establish our office of cold case victims Advocate and having the opportunity to start offering support to survivors. We will need two more people on the committee: a citizen and preferably a survivor so that all bases would be covered, including an investigator that is planning to come on board, an experienced victims advocate and an experienced law enforcement agent.

Jason discussed working on getting the volunteer program set up to reduce the need for the board members to volunteer at events.

Starting after this board meeting, Jason will need to start focusing on the administrative side of things such as getting the Volunteer Coordinator program set up as well as Echoes to Advocacy. Board issues that need to be addressed please direct them to the chairman or the vice chairman if he's available, any issues regarding fundraising Heidi's going to be responsible for fundraising ensuring that fundraising goes smooth and Jason will be handling the administration duty for example, if you need a special document like a tax exempt certificate, a copy of the IRS letter or a letter head item Jason can provide that.

## **ANNOUNCEMENTS**

6:15pm. Randy Roberts read out loud his announcement of resignation once a new Treasure has been established, due to family issues. His service to the board was commended and was welcomed by the board to come back when he is ready.

Heidi stated that we do have the festival coming up May 11th in Lake City from 9-4 where the Multicultural Festival was held and that volunteers are needed.

## **UNFINISHED BUSINESS**

6:21pm. Wayne discussed a revision of Article VI Section 3 Meeting Dates and Times.

The SVU, Inc. Board of Directors shall establish a date and time sixty (60) days from the time of the prior meeting of the Board of Directors. The meeting shall be held at 6:00PM in either Suwannee County or Columbia County. A meeting of the Board of Directors shall alternate dates, either on the First Saturday of the month or the First Monday of the month, alternating accordingly. Special Events and Meetings shall be at the discretion of the board of directors for a specific time, which can also coincide with a meeting of the board of directors

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Patty made a motion to amend Meeting Dates and Times with Randy seconding and the Board unanimously approving. This motion will change the language in the bylaws effective immediately.

Next month's meeting will be Monday July 1st in Lake City Teen Town 554 NW DeSoto Street 6pm-8pm.

## **SPECIAL ORDERS**

## 6:25pm **ECHOES TO ADVOCACY ADVISORY COMMITTEE**

Jason talked about Echoes for Advocacy. This would be a dedicated group working towards establishing the Office of the Cold Case Victim's Advocate (OCCVA). The OCCVA will be a beacon of hope for families grappling with unsolved homicides and missing loved ones. It will provide crucial support, act as a liaison with investigators, and ensure these families have a dedicated point of contact throughout their journey.

Wayne reached out to Jason and suggested recruiting Missy Norris who used to be the victim's advocate in Suwannee County for the sheriff's office, Wayne also proposed that Missy Norris serves as our Volunteer Victims Advocate. Jason stated due to not being eligible for the VOCA Grant this year Missy is agreeing to come on board as a volunteer for the time being. Missy Norris will also be a member of the Advisory Committee as well.

Greg Burnsed; the current Vice Chairman of the SVU Board of Directors, will serve as the board liaison for the committee. Greg is also a dedicated investigator with the Lake City Police Department and has experience working on cold case homicides and missing persons investigations.

Additionally, John Szaroleta and Kim Lane are also to serve on this committee as well.

John Szaroleta is a former investigator for the Volusia County Sheriff's Office as commander and retired as Major and is a big supporter of the Florida Sheriff Youth Ranches, where he also volunteers. John is very dedicated to working with families and survivors and ensuring that these cases are solved.

Kim will be the active investigator assigned to the board. Kim previously served as a victim's advocate for the Suwannee County Sheriff's Office.

Jason is going to start scheduling appointments for them to start meeting with survivors, investigators and other victims advocates.

Echoes to Advocacy Advisory Committee will be meeting monthly and will have one year from the date of the 1st meeting to formulate the policy and procedures.

Motion for Establishment of the Echoes to Advocacy Committee was made by Larry and seconded by Patty, and the board unanimously approved.

Motion to bring Missy Norris on board serving as both a member of the committee and as the victim's advocate. The motion was made by Heidi and Larry seconded; the board unanimously approved.

Motion to bring John Szaroleta as Victim's Advocate Committee member was made by Larry and Jackson seconding, board unanimously approved.

Kim Lane did not get her application back to us so we will reschedule her for the next board meeting discussion.

**VOLUNTEER COORDINATOR'S POSITION**, Adam Williamson is looking at serving as the organization's volunteer coordinator. Adam is military retired with great leadership

Motion was made by Jackson Koon for Adam Williamson to be SVU's Volunteer Coordinator, Randy seconded and board unanimously accepted.

### **SOCIAL MEDIA POLICY**

Heidi suggested having this tabled for the next meeting when all board members are present. Social media will be tabled for unfinished business for the next meeting.

### **NEW BUSINESS**

6:52pm Jason talked with Taylisa Breidenbach about having a Suwannee High School banner high school banner placed at the softball field fence or the high school gymnasium, it would be a public event area, the cost of the banner would be \$250 and \$150 to renew each year.

Wayne suggested this be tabled for the next board meeting for further discussion. Discussion regarding the banner will be discussed at the next board meeting.

### **INTERNAL AFFAIRS COMMITTEE** (Future Article VI) Discussion and possible vote.

7:01pm Jason stated he is working on establishing an Internal Affairs Board to keep checks and balances of the organization and ensuring that our board members are up to standard and making sure there are no inappropriate misusing of funds. Jason stated that only two people should have access to money which is the Board Treasurer and the Executive Director. Wayne suggested we move that to unfinished business to add to the committee regulations for an Oversight Committee to have all board members present to decide on the proper name and verbiage. The Internal Affairs Committee will be tabled to the next meeting.

### **PUBLIC EVENTS AND PROMOTIONAL MATERIALS**

7:05pm Jason apologized for the mishap of the water bottle labels being too small to use, however, the company will give us a store credit for \$123 but we must come up with the balance to upgrade the stickers which is \$262. Jason said we received a grant from Canva to utilize their business membership program for free. Canva is a graphic design system where you can make Fliers, stickers, bumper stickers, and social media post which also gives nonprofit organizations a 10 to 15% discount on merchandise.

Heidi stated that Cindy from Crime Stoppers in Lake City informed her about a grant for the 4imprint, they will allow \$500 of advertisement.

Jason sent Wayne the PNG copies of the flier and of the brochure. Wayne is going to look at his contacts see if he can get some of that donated or maybe give it to us at a heavily discounted rate. Jason made a list of what he'd like to have on hand like table grabbers such as buttons, bracelets, koozies etc.

Jason stated that we will also need to purchase another banner. We have 2 events coming up. The 4th of July we're going to have two events at the same day. One is the Branford River Reunion event and the Rotary club's 4th of July celebration downtown Lake City.

Wayne spoke up and donated a tent to SVU approximately 13×13 in size. Larry announced he has two card tables that SVU can use for the events as well and Wayne will look to see if he has a few tables in storage as well.

Motion was made by Patty to order from Canva as an emergency for 100 flyers for \$64 and 100 brochures for \$91, with express shipping approximately a \$200 purchase. Randy seconded; the board unanimously approved if Jason doesn't hear anything back from Wayne by Tuesday at the latest he will make an emergency purchase through Canva.

## **FUNDRAISING**

7:19pm Heidi stated there is a Sugar Cane Festival coming up in November, but we will need to apply for which is \$100 which is a two day event in White Springs as well as a Blackberry Festival which is going to be our introduction to Hamilton County.

Patty mentioned selling raffle tickets for inshore charter with Hookin it Charters and Tours fishing trip. Patty stated she had spoken with Jason Porter with Hookin it Charters and Tours out of Cedar key. Jason has offered us an open invitation for as long we want it and what that entails is we pay \$500 for the gas and liability insurance and what ever we raise after that we keep as a profit for SVU.

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Wayne also stated he will check with Sea Hag Marina in Steinhatchee because scallop seasons around the corner and there's a lot of people like scalloping, they might have something to offer us as well and Wayne will check with them on this.

Jason mentioned making this eligible for board members to participate in as well.

Heidi mentioned maybe doing a Yeti liquor cooler for approximately \$5 a ticket. Wayne stated he will put Heidi in touch with Marshall Deck with Busy Bee to see if they would be willing to stuff the bucket with gas cards, etc.

Heidi made a motion for the Hookin it Charters and Tours fishing fundraiser, Patty seconded, and the board unanimously approved.

Motion was made by Jackson to accept board members and immediate family member to be able to participate in the Hookin it Charters and Tours fundraiser, Wayne seconded and the board unanimously approved.

Patty will table to unfinished business for the next meeting a discussion of future events and future fundraising events being open to board members and immediate family members to participate in.

#### **ADJOURNMENT**

7:41pm Wayne made motion to adjourn the meeting, the board unanimously approved.

The next meeting is set for July 1, 2024 at Teen Town, 554 NW DeSoto Street Lake City, Fl. 6pm-8pm.

**Meeting Minutes Submitted by: Patty Koon**

**Date/Time: 5/5/2024 1719hrs.**

**These Meeting Minutes have been accurately recorded and approved for submission to public records.**

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**Patty Koon, Secretary**

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**David Wayne Kelly, Chairman**

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**Witness**

