MEMORANDUM

TO: Authority Members

FROM: General Manager

DATE: November 21, 2003

RE: Minutes of November 12, 2003 Administrative Committee Meeting

A regularly scheduled meeting of the Administrative Committee was held on Wednesday, November 12, 2003. Members present were Mr. Bill Griffith, Dr. Thomas Campanella and Mr. Jimmie Perkins. Also present were board members Mr. McGuire Martin, Mr. Don Ayres, and Mr. Thom Blas. Mr. Griffith, chairman of the committee, called the meeting to order and presented the following items:

Item #1 – Report on Financial Statements and Expenditures

Ms. Nita Omley presented the report on Financial Statements and expenditures.

**Upon motion of Dr. Campanella, seconded by Mr. Perkins, the committee unanimously recommended acceptance of the Report on Financial Statements and Expenditures. (3-0)**

Item #2 – Promotions & Events Report

Ms. Bolman said the Promotions & Events Report was provided in the board's background material for their review.

Item #3 – Partial Waiver of Lease Fees for Certain Non-Profit Charitable Lessees

The Manager reviewed the background regarding the issue, stating that staff had researched the issue further with legal counsel as well as the accounting and auditing firm, as directed by the board. He said that Mr. Ron Jackson, representing the Authority's accounting firm of Saltmarsh Cleaveland & Gund, was present. He noted that Mr. Mike Stebbins, SRIA legal counsel, also had additional comments to make regarding their recent research. A discussion followed during which the committee heard comments by Mr. Jackson, Mr. Stebbins, Mr. Buddy Scruggs and Mr. Lee Chapin.

Minutes
Santa Rosa Island Authority
Administrative Committee
November 12, 2003

**Upon motion of Dr. Campanella, seconded by Mr. Perkins, the committee unanimously recommending holding this item for the December 2003 committees to allow the accounting firm and legal counsel additional time to review the master leases and all the modifications for both the Pensacola Beach Elk's Lodge and the Pensacola Beach Yacht Club. (3-0)**

There being no further business before the committee, the meeting was adjourned.

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Monte E. Blews
General Manager

MEB:mks

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