



HARRY P. LEU GARDENS BOARD OF TRUSTEES

**ANNUAL REPORT
FISCAL YEAR 2015-16**



HARRY P. LEU GARDENS BOARD OF TRUSTEES

I. PURPOSE

- A. **MISSION STATEMENT.** The mission of the Harry P. Leu Gardens Board is to serve as an advisory board for the control, operation, management, maintenance and care of the Harry P. Leu Gardens.

II. ADMINISTRATION

- A. **STAFF.** The City provides staff support and administration for the Harry P. Leu Gardens Board. Key staff are as follows:

1. Robert Bowden, Executive Director
2. Keri Byrum, Assistant Director
3. Amy Iennaco, Chief Assistant City Attorney
4. Antoinette Ashman, Board Secretary

B. **STAFF CHANGES.**

1. Thomas Hurst, Horticultural Manager, left on long-term disability from the City of Orlando.

III. BOARD MEMBERS

- A. **NUMBER.** The Harry P. Leu Gardens Board has seven (7) members who are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.
- B. **REQUIREMENTS.** All Trustees shall become paying members of the Gardens within 30 days of confirmation of appointment to the Board of Trustees and shall maintain their membership throughout the full term of service.
- C. **ATTENDANCE.** The annual attendance report is attached.
- D. **TERMS.** Each member is eligible to serve a maximum of two (2), two-year terms
- E. **CHAIR.** Michelle Francos
474 Bonifay Avenue
Orlando, Florida 32825
p. 321-439-1093 e. michelle@physicians-realty.com
- F. **VICE-CHAIR.** Lorelei Anderson-Francis
809 Pine Meadows Road
Orlando, FL 32825
p. 407.361.2596 e. anderslf@aol.com



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G. BOARD MEMBERS.

<u>MEMBER</u>	<u>TERM</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>STATUS</u>
Lorelei Anderson-Francis	2	03/17/2014	01/31/2018	Active
Isaiah Cottle	1	05/09/2016	01/31/2018	Active
Michelle Francos	2	02/25/2013	01/31/2017	Active
Jennifer Lombardo	1	09/21/2015	01/31/2019	Active
Brendan O'Connor	1	02/29/2016	01/31/2018	Active
Michael Provenzale	1	09/21/2015	01/31/2019	Active
Camara Williams	1	03/09/2015	01/31/2019	Active
Alberto Sanchez de Fuentes	2	01/23/2012	01/31/2016	TE
Jay Hood	2	01/23/2012	01/31/2016	TE

H. BOARD APPOINTMENTS. Throughout Fiscal Year 2015-16, two (2) new members were appointed by Mayor Dyer and confirmed by City Council. Also during the Fiscal Year 2015-16, two (2) members terms expired from the board.

I. ELECTIONS. On February 24, 2016, Michelle Francos was elected as Chair and Lorelei Anderson-Francis was elected as Vice Chair by a unanimous vote.

J. BOARD MEMBER TRAINING. None.

IV. MEETINGS

A. DAY AND TIME. The Harry P. Leu Gardens Board meets on the fourth Wednesday of each month at 7:45 a.m., exceptions during the holidays where it is the third (3rd) Wednesday of each month.

B. NUMBER. The Harry P. Leu Gardens Board scheduled twelve (12) meetings in Fiscal Year 2015-16 and held eleven (11) meetings dated October 28, 2015; November 18, 2015, December 16, 2015, January 27, 2016, February 24, 2016, March 23, 2016; April 27, 2016; May 25, 2016; June 22, 2016; July 27, 2016, August 24, 2016; and September 28, 2016. Volunteer hours for the Harry P. Leu Gardens Board for Fiscal Year 2015-16 totaled 53.78 cumulative hours.

C. SPECIAL MEETINGS. The Harry P. Leu Gardens Board of Trustees did not hold any meetings other than regularly scheduled meetings.

V. MAJOR INITIATIVES/SPECIFIC ACCOMPLISHMENTS

A. MAJOR INITIATIVES.

1. None.



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B. SPECIFIC ACCOMPLISHMENTS.

1. In May 2016, Leu Gardens was awarded \$91,420 from the State of Florida Division of Cultural Affairs Grant for the 2016-2017 fiscal year
2. In September 2016, "*The Friends of Leu Gardens*" was awarded \$40,000 from the Orange County Cultural Tourism Grant (United Arts) to help support the "Dinosaur Invasion" exhibition in 2017.

Michelle Francos
Chair

Robert Bowden
Leu Gardens Executive Director

Antoinette Ashman
Recording Secretary

Stephanie Herdocia
Board Coordinator

Amy T. Iennaco
Interim City Clerk



HARRY P. LEU GARDENS BOARD OF TRUSTEES



Harry P. Leu Gardens Board of Trustees
Attendance Report



Fiscal Year: 2015-16		Recording Secretary: Antoinette Ashman												Target Number of Meetings: 12			
Name	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	held	# miss	% miss	Date Appointed	Term Ends
Anderson-Francis, Lorelei**	X	X	N	X	X	X	X	X	X	X	X	X	11	0	0%	03/17/14	01/31/18
Cottle, Isaiah	X	X	N	NM	X	X	X	X	X	X	X	X	5	0	0%	05/09/16	01/31/18
Francos, Michelle*	X	X	N	X	X	X	X	X	A	X	A	X	11	2	17%	02/25/13	01/31/17
Hood, Jay	X	X	N	X	X	X	A	A	TE	TE	TE	TE	7	2	17%	01/23/12	01/31/16
Lombardo, Jennifer	X	X	N	X	X	X	X	X	X	X	X	X	11	0	0%	09/21/15	01/31/17
O'Connor, Brendan	X	X	N	NM	X	X	X	X	X	X	X	X	6	1	8%	02/29/16	01/31/18
Provenzale, Michael	X	X	N	X	X	X	X	X	X	X	X	X	11	1	8%	09/21/15	01/31/17
Sanchez de Fuentes, Alberto	X	X	N	X	A	X	X	A	TE	TE	TE	TE	7	2	17%	01/23/12	01/31/16
Williams, Camara	X	X	N	X	A	X	X	X	X	X	X	X	11	1	8%	03/09/15	01/31/17
														0	0%		
														0	0%		
													Total Meetings Held:		11		
Duration of Meeting***:		38	22	0	43	59	39	60	68	54	37	39	43	(in minutes)			
Total Members Attending:		7	7	0	7	5	7	7	7	6	6	5	7				
Volunteer Hours:		4.43	2.57	0.00	5.02	4.92	4.55	7.00	7.93	5.40	3.70	3.25	5.02	Total YTD Volunteer Hour		53.78	

*Chairperson
 **Vice Chairperson
 Quorum = 4
 A=Absent
 X=Attended
 N=No Meeting
 TE=Term Expired
 NM=New Member
 R=Resigned
 T=Terminated
 *Contacted due to Attendance
 Green/Yellow/Red=Letter Issued

***In the 'Duration of Meeting' field, enter a whole number. (Example: if the meeting was 30 minutes long, enter '30'.)