



Agenda

Tuesday, November 14, 2023

9:30 a.m.

Jekyll Island Convention Center
JIA Committees and Board Meeting

Public Comment

Written public comments can be submitted online till 12:00 noon on Monday, November 13th at the JIA Board of Directors [website](#). The name of the person and the topic of the comment will be read into the record. The full public comment will become part of the permanent record.

Meeting documents and public comments are available at:

<https://www.jekyllisland.com/jekyll-island-authority/board-directors/>

Chairman, Dale Atkins – Call to Order

I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

No report

II. Finance Committee

Bill Gross, Chair

- A. October Financials – Bill Gross, Chair
- B. Consideration of Georgia Trauma Commission Grant Acceptance – Marjorie Johnson, Chief Accounting Officer
- C. Consideration of Resolution for Golf Improvement Plan Bond – Marjorie Johnson, Chief Accounting Officer and Noel Jensen, Deputy Executive Director

III. Human Resources Committee

Buster Evans, Chair

- A. Consideration of Holiday Pay Policy Update – Jenna Johnson, Director of Human Resources
- B. Consideration of Annual and Sick Leave Policy Update – Jenna Johnson, Director of Human Resources

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Fiscal Year 2024 Group Sales Update – Kevin Udell, Senior Sales Manager

V. Legislative Committee

Glen Willard, Chair

No report

VI. Committee of the Whole

Dale Atkins, Chair

- A. Consideration of Seaside Retreat Design Development Plan – Noel Jensen, Deputy Executive Director
- B. Beachview Club Phasing Update – Noel Jensen, Deputy Executive Director
- C. Operations Update – Noel Jensen, Deputy Executive Director
- D. Consideration of Proposed 2024 Board Meeting Dates - Mark Williams, Executive Director
- E. Executive Director's Report – Mark Williams, Executive Director
- F. Chairman's Comments – Dale Atkins, Chair

If Needed - 5 Minute Break

Board Meeting Agenda

Chairman, Dale Atkins – Call to Order

Action Items

- 1. Minutes of the October 17, 2023, Board Meeting
- 2. Consideration of Georgia Trauma Commission Grant
- 3. Consideration of Resolution for Golf Improvement Plan Bond
- 4. Consideration of Holiday Pay Policy Update
- 5. Consideration of Annual and Sick Leave Policy Update
- 6. Consideration of Seaside Retreat Design Development Plan
- 7. Consideration of Proposed 2024 Board Meeting Dates

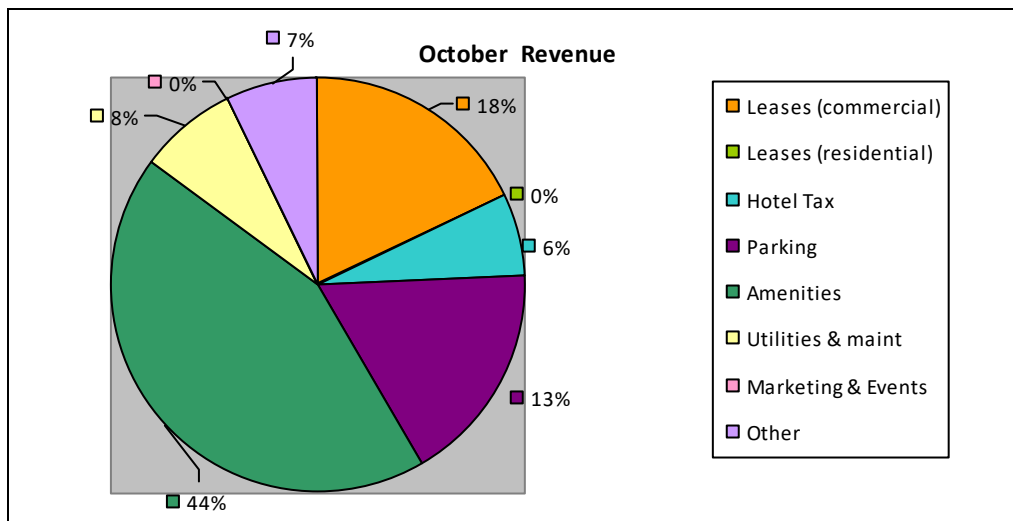
Adjournment

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: OCTOBER FINANCIAL STATEMENTS
DATE: 11/9/2023

Revenues

Revenues for October were \$3,021,688 which reflects a favorable \$344K (13%) variance from budget. Year-to-date revenues reflect a favorable \$1.7M (10%) variance from budget and a favorable \$2.7M (17%) variance from the prior year-to-date revenues.



The largest variances for the month were:

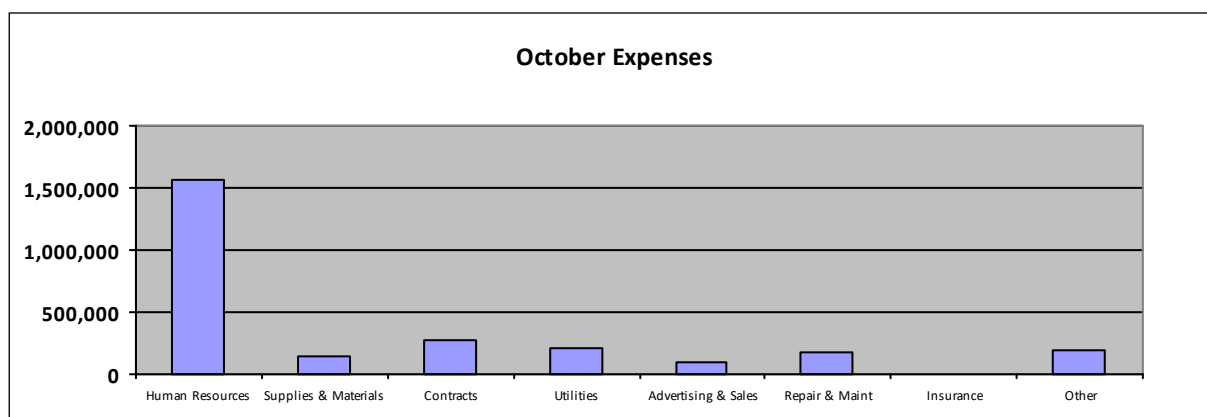
- Business Leases (+\$77K) – Percentage Rent received in October is based on September 2023 revenues from island businesses and hotels. The percentage rent exceeded the amount we had anticipated when the budget was prepared.
- Convention Center (+\$109K) – The increase in revenue was due to three strong pieces of pick-up business – The Georgia State Bar, Georgia Infection Prevention, and Hemophilia of Georgia groups, as well as the return of the State of the Ports Luncheon at the end of the month with an additional \$80K in revenue.
- Interest Income (+\$99K) – Current interest rates are higher than they were when the budget was prepared.

Expenses

Expenses were \$2,661,468 for October and reflected a favorable budget variance of \$262K (9%) for the month. Expenses reflected a favorable \$681K variance from year-to-date budget and reflected an unfavorable \$468K (4%) variance from prior year-to-date expenses.

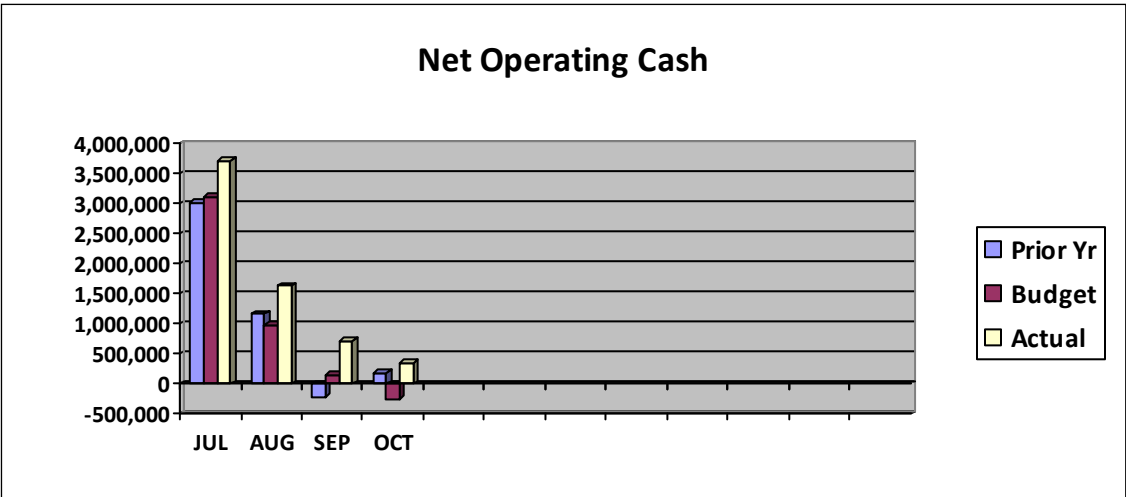
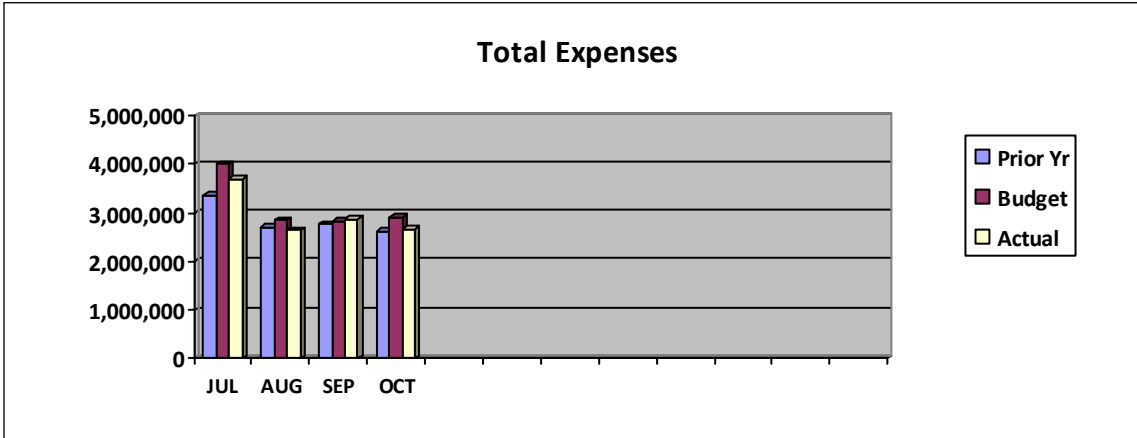
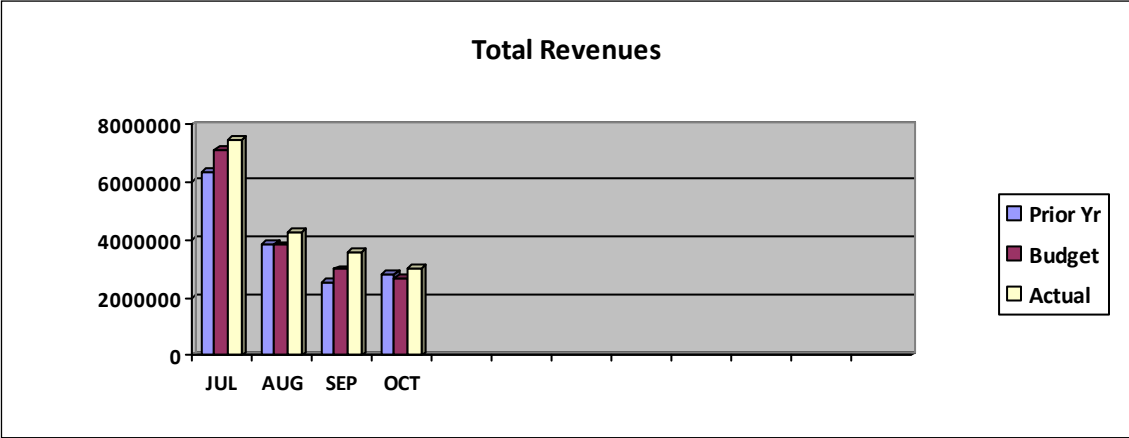
The largest budget variances for the month were:

- Human Resources (-\$123K) – Variance is due to vacant positions that were budgeted but have not yet been filled.
- Insurance (-\$106K) – Variance due to timing – expense was budgeted for October, but invoices were not received in October. Invoices should be received in November and the expense will be recognized at that time.
- Contracts (-\$110K) – The largest variance of \$62K was in Special Events due to contracts budgeted for October for the Shrimp & Grits Festival at the beginning of October. This is a timing issue and these expenses are expected to be recognized in the month of November.



Net Operating Cash

The Net Operating Cash Income for the month is \$360,219, which is a \$606K favorable variance from the budgeted net operating cash loss of \$245,468. Net Operating Cash Income reflects a favorable \$2.4M variance from year-to-date budget and a favorable \$2.2M variance from prior year-to-date income.



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Four Months Ending October 31, 2023

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL		VARIANCE
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	545,286	468,106	77	16%	2,446,676	2,147,194	299	14%	2,213,964	233	11%
Hotel Tax	194,823	173,670	21	12%	1,127,419	1,027,390	100	10%	1,005,265	122	12%
Tourism Development Fund	83,496	74,430	9	12%	478,710	440,310	38	9%	426,085	53	12%
Parking	519,716	556,643	(37)	-7%	2,510,402	2,490,423	20	1%	2,003,206	507	25%
Interest	113,708	15,000	99	658%	333,041	73,000	260	356%	52,262	281	537%
Lot Rentals	500	10,000	(10)	-95%	118,368	40,688	78	191%	81,201	37	46%
Foundation	-	605	(1)	-100%	2,641	3,352	(1)	-21%	3,246	(1)	-19%
Airport	3,156	2,136	1	48%	7,759	8,856	(1)	-12%	5,901	2	31%
Administration revenue	3,899	5,686	(2)	-31%	111,770	92,014	20	21%	68,137	44	64%
Beach Village	0	889	(1)	-100%	2,316	3,763	(1)	-38%	-	2	0%
Intern Housing	11,300	6,000	5	88%	29,210	31,800	(3)	-8%	13,875	15	111%
Total Administration	1,475,884	1,313,165	163	12%	7,168,311	6,358,790	810	13%	5,873,143	1,295	22%
Enterprises											
Golf	245,815	245,893	(0)	0%	882,808	747,898	135	18%	811,329	71	9%
Convention Center	405,729	297,062	109	37%	2,607,235	2,054,663	553	27%	1,923,565	684	36%
Summer Waves	1,426	-	1	0%	2,190,926	2,007,901	183	9%	2,000,582	190	10%
Campground	240,974	222,517	18	8%	857,823	813,599	44	5%	824,958	33	4%
Life is Good	23,845	24,383	(1)	-2%	107,765	111,487	(4)	-3%	121,765	(14)	-11%
Museum	153,588	130,267	23	18%	381,577	395,727	(14)	-4%	391,108	(10)	-2%
Georgia Sea Turtle Center	174,327	155,201	19	12%	1,040,118	989,555	51	5%	934,023	106	11%
Conservation	2,005	1,860	0	8%	8,362	8,006	0	4%	(22,481)	31	-137%
Miniature Golf & Bikes	37,425	38,237	(1)	-2%	144,158	169,075	(25)	-15%	157,487	(13)	-8%
Water/Wastewater	153,779	141,009	13	9%	695,370	681,023	14	2%	680,837	15	2%
Sanitation	48,727	46,905	2	4%	194,547	187,620	7	4%	187,030	8	4%
Fire Department	7,378	3,475	4	112%	1,770,141	1,753,014	17	1%	1,422,874	347	24%
Tennis	18,788	19,146	(0)	-2%	59,901	60,159	(0)	0%	41,025	19	46%
Marketing, Special Events & Sales	(4,186)	1,750	(6)	-339%	102,973	137,125	(34)	-25%	122,792	(20)	-16%
Guest Information Center	7,864	13,959	(6)	-44%	45,039	54,989	(10)	-18%	86,619	(42)	-48%
Camp Jekyll & Soccer Fields	18,484	22,069	(4)	-16%	71,276	78,660	(7)	-9%	68,375	3	4%
Landscaping, Roads & Trails	5,527	1,000	5	453%	11,920	5,500	6	117%	3,079	9	287%
Vehicle & Equipment Maintenance	-	250	(0)	-100%	394	500	(0)	-21%	1,646	(1)	-76%
Facility Maintenance	3,400	-	3	0%	3,454	-	3	0%	1,379	2	150%
Golf Course Maintenance	909	-	1	0%	909	-	1	0%	-	1	0%
Total Enterprises	1,545,804	1,364,983	181	13%	11,176,694	10,256,501	920	9%	9,757,992	1,419	15%
Total Revenues	3,021,688	2,678,148	344	13%	18,345,005	16,615,291	1,730	10%	15,631,135	2,714	17%

Expenses

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Human Resources	1,561,155	1,683,767	(123)	-7%	6,300,958	6,901,068	(600)	-9%	5,797,341	504	9%
Supplies & Materials	149,802	165,699	(16)	-10%	734,310	771,590	(37)	-5%	775,860	(42)	-5%
Advertising & Sales	98,459	93,125	5	6%	332,791	340,152	(7)	-2%	371,689	(39)	-10%
Repairs - Facilities & Grounds	141,671	111,996	30	26%	627,458	522,811	105	20%	525,003	102	20%
Utilities	198,817	185,778	13	7%	871,205	811,851	59	7%	802,422	69	9%
Insurance	723	106,908	(106)	-99%	900,529	993,763	(93)	-9%	727,241	173	24%
Contracts	280,928	391,152	(110)	-28%	1,153,967	1,273,082	(119)	-9%	1,480,634	(327)	-22%
Rentals	93,614	64,159	29	46%	267,289	252,847	14	6%	248,570	19	8%
Printing	3,080	8,950	(6)	-66%	33,131	45,631	(13)	-27%	44,995	(12)	-26%
Motor Vehicle	28,285	16,995	11	66%	125,539	123,281	2	2%	115,345	10	9%
Telephone	8,788	8,898	(0)	-1%	34,914	35,923	(1)	-3%	36,953	(2)	-6%
Equipment Purchase <\$1K	2,260	2,550	(0)	-11%	13,602	18,905	(5)	-28%	37,554	(24)	-64%
Equipment Purchase \$1K to \$5K	18,049	2,000	16	802%	30,755	21,474	9	43%	38,597	(8)	-20%
Travel	2,915	4,910	(2)	-41%	15,277	22,755	(7)	-33%	17,498	(2)	-13%
Dues	24,692	26,783	(2)	-8%	237,441	230,466	7	3%	188,578	49	26%
Credit Card Fees	48,084	49,895	(2)	-4%	248,431	243,345	5	2%	251,374	(3)	-1%
Bank Fees	133	50	0	166%	350	225	0	56%	657	(0)	-47%
Interest Expense	14	-	0	0%	14	-	0	0%	-	0	0%
Total Expenditures	2,661,468	2,923,616	(262)	-9%	11,927,962	12,609,171	(681)	-5%	11,460,312	468	4%
Net Operating Cash Income **	360,219	(245,468)	606	-247%	6,417,043	4,006,120	2,411	60%	4,170,823	2,246	54%

** Does not include depreciation or capital projects

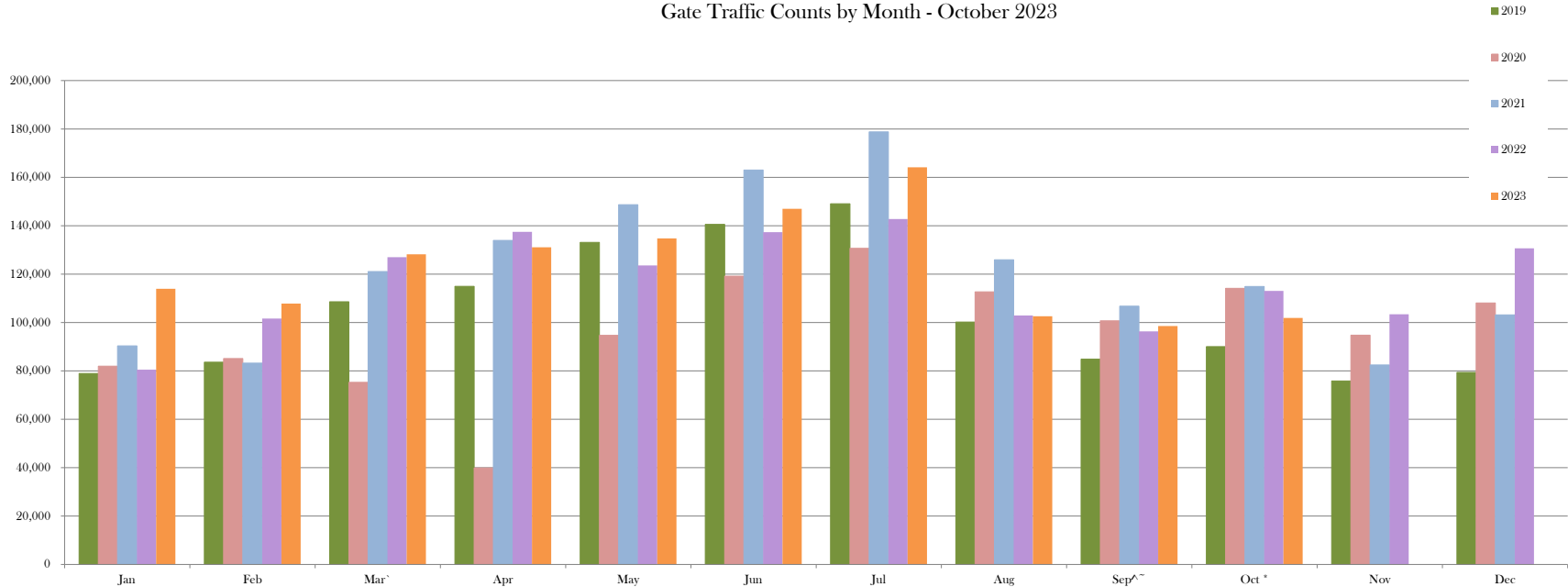
October 2023 Traffic Counts

	2019			2020			2021			2022			2023		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337	22,696	57,843	80,539	28,395	85,527	113,922
February	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225	29,766	71,891	101,657	32,998	74,849	107,847
March	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051	36,635	90,333	126,968	42,879	85,313	128,192
April	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944	44,680	92,799	137,479	47,452	83,637	131,089
May	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670	44,071	79,550	123,621	46,969	87,805	134,774
June	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037	58,450	78,894	137,344	55,739	91,235	146,974
July	89,499	59,595	149,094	56,441	74,236	130,677	60,613	118,185	178,798	62,840	79,953	142,793	66,229	97,944	164,173
August	47,501	52,687	100,188	39,096	73,585	112,681	38,368	87,543	125,911	36,217	66,712	102,929	35,895	66,699	102,594
September	37,317	47,518	84,835	34,055	66,662	100,717	34,300	72,468	106,768	32,371	63,952	96,323	35,593	62,950	98,543
October	39,100	50,923	90,023	33,851	80,276	114,127	37,170	77,713	114,883	35,694	77,360	113,054	34,050	67,822	101,872
November	30,173	45,699	75,872	22,914	71,876	94,790	26,069	56,386	82,455	28,306	75,088	103,394	0	0	0
December	31,871	47,504	79,375	29,842	78,215	108,057	37,396	65,769	103,165	36,894	93,741	130,635	0	0	0
Totals	608,730	630,349	1,239,079	413,750	743,422	1,157,172	485,065	967,179	1,452,244	468,620	928,116	1,396,736	426,199	803,781	1,229,980

LPR system began April 2020

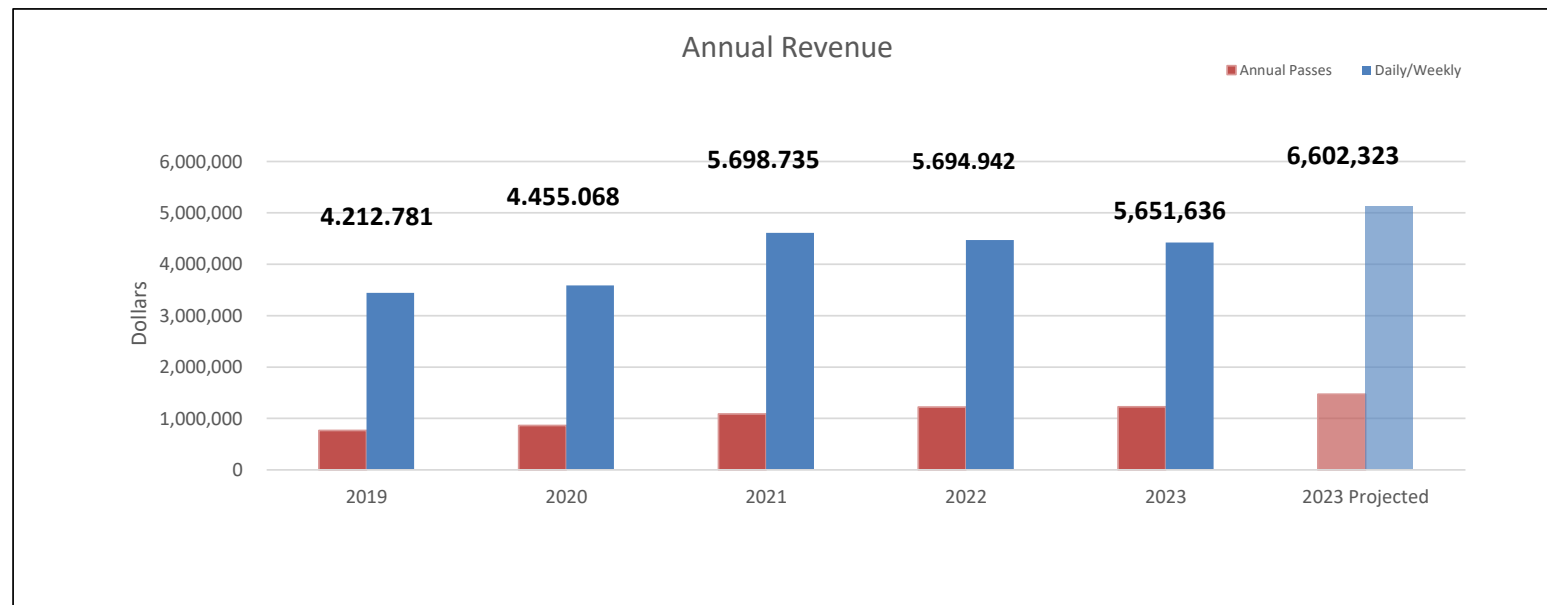
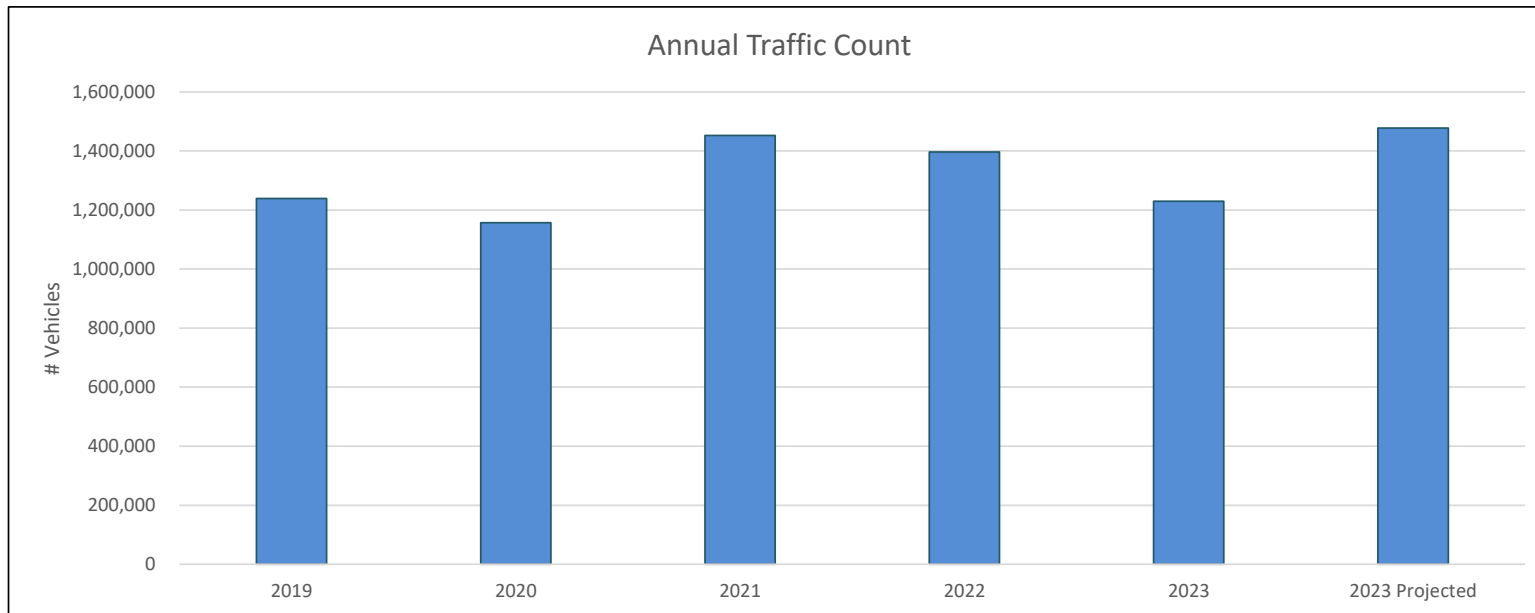
Year to Date Comparison	2019 YTD	2020 YTD	2021 YTD	2022 YTD	2023 YTD
	1,083,832	954,325	1,266,624	1,162,707	1,229,980

Gate Traffic Counts by Month - October 2023



COVID - March 2020 through July 2020 (most significant impact)

~Sept 2019 - Hurricane Dorian



November 2, 2023
 Jekyll Island Convention Center SMG and JIA combined.
October FY 24 Financial Review

	FY 24	FY 23	FY 22	FY 21	FY 20	FY 19	FY 18
Number of Events	19	17	14	17	16	20	30
Event Days	46	44	34	22	46	51	46
Attendance	9,970	16,334	4,600	3,439	13,063	13,697	12,029
Revenue	\$437,152 Actual \$328,570 Budgeted	\$486,393	\$322,123	\$99,603	\$380,589	\$484,786	\$406,354
Square feet used	617,160	793,520	531,390	300,730	670,350	722,344	N/A

October overall remained consistently busy and competitive with FY 23. The Church of God event started off October. GA EMS, ICLE, and Psychologist all varied slightly but the numbers held as anticipated. The single day – One Hundred Miles event also came in right as forecasted. ACCG returned to Jekyll for the first time in multiple years. Their program had been delayed from last year’s hurricane as well as the pandemic. With their return, we saw increased attendance creating a budget variance of \$25K. We had three strong pieces of pick-up business- The GA State Bar, GA Infection Prevention, as well as the single day Hemophilia of GA. The Center also welcomed the return of the State of the Ports Luncheon wrapping up the end of the month with the \$80k in additional revenue. As we wrap up the first quarter of FY24, the Center remains strong and consistent with group business.

FUTURE Contracts Issued – 9 estimated revenue - \$362,000.

Conventions –6– Anticipated rev of \$314,000
 Meetings –1 –Anticipated revenue \$5,000
 Banquet –2 – Anticipated revenue \$43,000

PROPOSALS

CVB –14
 Westin – 0
 Cvent- 6
 ASM staff combined sites and planning meetings – 7 total.

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

October 2023

HOTEL STATISTICS AT-A-GLANCE

Oct-23

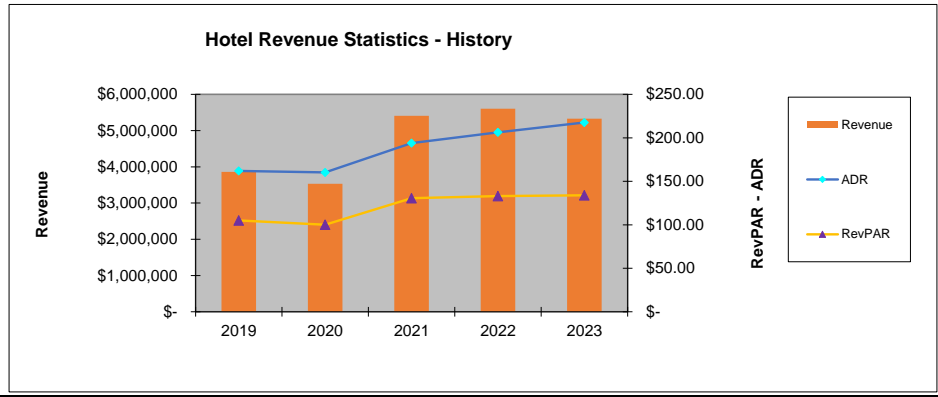
Total Revenue	\$	5,325,539
Occupancy Rate		61.5%
Rev PAR	\$	133.91
ADR	\$	217.64

Oct-22

Total Revenue	\$	5,600,810
Occupancy Rate		64.4%
RevPAR	\$	132.93
ADR	\$	206.30

Oct-21

Total Revenue	\$	5,404,906
Occupancy Rate		67.3%
RevPAR	\$	130.53
ADR	\$	193.89



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2023 Room Revenue	2022 Room Revenue	Revenue Variance	
Beachview Club	38	1,169	711	60.8%	\$ 213.80	\$ 130.04	\$ 152,013.98	\$ 127,043.06	\$ 24,971	20%
Home2Suites	107	3,317	2,390	72.1%	\$ 188.25	\$ 135.64	\$ 449,926.00	\$ 450,449.87	\$ (524)	0%
Holiday Inn Resort	157	4,373	2,177	49.8%	\$ 186.06	\$ 92.63	\$ 405,051.00	\$ 423,210.00	\$ (18,159)	-4%
Days Inn & Suites	124	1,789	1,297	72.5%	\$ 179.75	\$ 130.32	\$ 233,135.75	\$ 373,837.64	\$ (140,702)	-38%
Courtyard by Marriott/ Residence Inn	209	6,479	3,965	61.2%	\$ 217.33	\$ 133.00	\$ 861,694.00	\$ 844,609.00	\$ 17,085	2%
Hampton Inn	138	4,278	2,591	60.6%	\$ 177.24	\$ 107.35	\$ 459,224.00	\$ 485,133.00	\$ (25,909)	-5%
Jekyll Island Club Resort	200	5,708	4,125	72.3%	\$ 295.86	\$ 213.81	\$ 1,220,438.00	\$ 1,196,439.00	\$ 23,999	2%
Seafarer Inn & Suites	73	2,039	1,079	52.9%	\$ 154.32	\$ 81.66	\$ 166,513.60	\$ 187,305.02	\$ (20,791)	-11%
Villas by the Sea	103	2,860	1,445	50.5%	\$ 187.07	\$ 94.52	\$ 270,314.25	\$ 352,506.12	\$ (82,192)	-23%
Villas by the Sea - Jekyll Realty	19	589	236	40.1%	\$ 159.94	\$ 64.08	\$ 37,745.29	\$ 43,215.15	\$ (5,470)	-13%
Villas by the Sea - Parker Kaufman	32	970	527	54.3%	\$ 147.55	\$ 80.16	\$ 77,759.00	\$ 57,651.00	\$ 20,108	35%
Westin	200	6,200	3926	63.3%	\$ 252.60	\$ 159.96	\$ 991,724.00	\$ 1,059,411.00	\$ (67,687)	-6%
Oct-23 Total	1,400	39,771	24,469	61.5%	\$ 217.64	\$ 133.91	\$ 5,325,539	\$ 5,600,810	\$ (275,271)	-4.9%

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - October 2023

HOTEL STATISTICS AT-A-GLANCE

2023

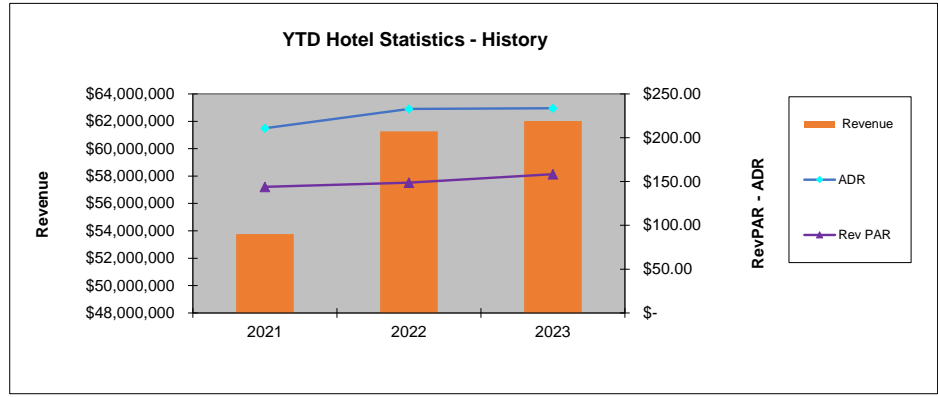
Total Revenue	\$	62,016,414
Occupancy Rate		67.8%
Rev PAR	\$	158.38
ADR	\$	233.64

2022

Total Revenue	\$	61,268,573
Occupancy Rate		63.9%
RevPAR	\$	148.84
ADR	\$	232.82

2021

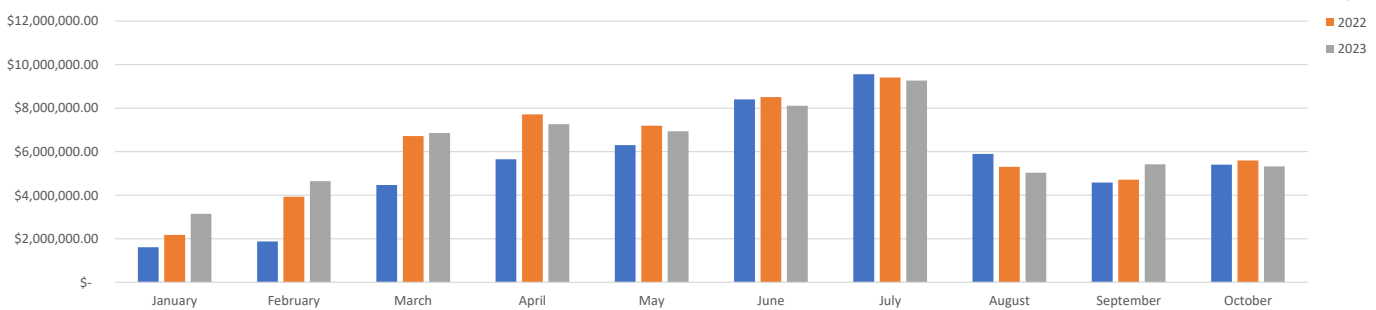
Total Revenue	\$	53,766,404
Occupancy Rate		68.3%
RevPAR	\$	143.97
ADR	\$	210.84



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2023 Room Revenue	2022 Room Revenue	Revenue Variance	
Beachview Club	38	11,327	6,893	60.9%	\$ 243.09	\$ 147.93	1,675,640	1,562,938	\$ 112,702	7%
Home2Suites	107	32,528	24,527	75.4%	\$ 205.26	\$ 154.77	5,034,328	4,504,121	\$ 530,207	12%
Holiday Inn Resort	157	45,190	27,493	60.8%	\$ 213.13	\$ 129.67	5,859,716	5,796,229	\$ 63,487	1%
Days Inn & Suites	124	21,007	16,636	79.2%	\$ 176.79	\$ 140.01	2,941,135	4,766,950	\$ (1,825,814)	-38%
Courtyard by Marriott/ Residence Inn	209	63,536	45,295	71.3%	\$ 236.94	\$ 168.92	10,732,268	9,014,764	\$ 1,717,504	19%
Hampton Inn	138	41,952	26,540	63.3%	\$ 199.79	\$ 126.39	5,302,300	5,388,234	\$ (85,935)	-2%
Jekyll Island Club Resort	200	51,897	34,858	67.2%	\$ 343.02	\$ 230.40	11,956,900	12,278,684	\$ (321,784)	-3%
Seafarer Inn & Suites	73	20,162	14,198	70.4%	\$ 168.94	\$ 118.97	2,398,667	2,220,898	\$ 177,769	8%
Villas by the Sea	103	27,852	16,555	59.4%	\$ 212.81	\$ 126.49	3,523,054	3,451,135	\$ 71,920	2%
Villas by the Sea - Jekyll Realty	19	5,837	3,133	53.7%	\$ 152.31	\$ 81.75	477,186	477,011	\$ 176	0%
Villas by the Sea - Parker Kaufman	32	9,488	5,523	58.2%	\$ 154.88	\$ 90.15	855,382	518,141	\$ 337,241	65%
Westin	200	60,800	43,784	72.0%	\$ 257.17	\$ 185.19	11,259,838	11,289,470	\$ (29,632)	0%
2023 Total		391,576	265,435	67.8%	\$ 233.64	\$ 158.38	\$ 62,016,414	\$ 61,268,573	\$ 747,841	1.2%
2022 Total		411,642	263,160	63.9%	\$ 232.82	\$ 148.84	\$ 61,268,573			
2021 Total		373,459	255,010	68.3%	\$ 210.84	\$ 143.97	\$ 53,766,404			

Revenues by Month



MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: FY 2024 GEORGIA TRAUMA COMMISSION
GRANT DATE: 11/14/2023

The fire department has been awarded a non-competitive grant from the Georgia Trauma Commission. The amount of the grant is \$1,694.00 and the funding may be used to purchase supplies and equipment that support the department's response to trauma-related emergencies.

Staff requests the board consider accepting the grant award in the amount of \$1,694.00.

MEMORANDUM

TO: FINANCE COMMITTEE

FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER & NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR

SUBJECT: GOLF COURSE IMPROVEMENTS – BOND FUNDING RESOLUTION

DATE: 11/14/2023

The Jekyll Island Authority Board and staff have been working on the Golf Improvement Plan (GIP) since 2017 including several JIA Board reviewed studies from the National Golf Foundation, Troy Vincent Golf Design, and the Bleakley Group among others.

We have submitted two funding requests to the State for consideration, one is for \$8M to complete Phase I of the Golf Improvement Plan, which is for the Pine Lakes Renovation. The other request is for \$12M and would cover the Great Dunes Renovations. We will not know the outcome of these requests until around January 2024.

The Board approved funding a deposit for turf replacement on Pine Lakes in FY 23 and placed more than \$1.3M in a dedicated account for other portions of the GIP. Per the published phasing schedule of the GIP, Pine Lakes is scheduled to close in January 2024 for renovations with the turf that was ordered arriving in May/June 2024. The golf architect of Pine Lakes, Clyde Johnston, has delivered renovation drawings to staff for execution and staff is currently working with a contractor who is currently engaged with the JIA on golf course improvements. Invoicing for work occurring on Pine lakes should begin accruing in February/March 2024.

The attached Resolution is the first step in the process of obtaining bond funds for the Golf Course Improvement project. The resolution is based on a \$20,305,000 bond issue through the Brunswick and Glynn County Development Authority. This issue is for \$20M in bond funds and approximately \$305K in fees for attorneys, underwriting, closing and other fees.

We do not anticipate drawing down all of the funds at once and the Board would need to approve each issue of the bond funds. If we receive funding from the State, we would not need to draw the full amount of the bonds at this time.

Staff has determined several sources from which the bonds could be repaid, such as the Tourism Development Fund, Public Improvement Fund, Golf Course revenue, Parking Fees, and other capital outlays. The primary source of funding would be from the Tourism Development Fund, which is set aside from our H/M taxes each year.

An RFP will be issued by the Development Authority for the Bond issue, so the terms and payments will be dependent on that.

The current estimate for a \$20M issue:

1. Bond funds to be received – up to \$20M
2. Bond fees (attorneys, closing, underwriting, etc.) – approximately \$305K
3. Interest rate 4.81%
4. Annual payment \$1,600,962
5. Term: 20-year repayment with no penalty for early re-payment

A RESOLUTION OF THE JEKYLL ISLAND--STATE PARK AUTHORITY REQUESTING THAT THE BRUNSWICK AND GLYNN COUNTY DEVELOPMENT AUTHORITY ISSUE ITS REVENUE BONDS IN THE APPROXIMATE AGGREGATE PRINCIPAL AMOUNT OF \$20,305,000 FOR THE PURPOSE OF FINANCING THE RENOVATION CONSTRUCTION AND EQUIPPING OF RECREATION RELATED FACILITIES; AND FOR OTHER PURPOSES.

WHEREAS, the Jekyll Island--State Park Authority (the “**JIA**”) desires that the Brunswick and Glynn County Development Authority (the “**Authority**”) provide financing for the renovation, construction, and equipping of certain recreation related facilities (the “**Project**”), as more particularly described in the plans and specifications therefore on file with the JIA, as the same may be finalized and amended; and

WHEREAS, the Brunswick and Glynn County Development Authority (the “**Authority**”) was created pursuant to an amendment to the Constitution of the State of Georgia (Ga. Laws 1962, page 810, et seq.), ratified and proclaimed by an act of the General Assembly of the State of Georgia (Ga. Laws 1963, page 2826, et seq.), as amended from time to time (as so amended, the “**Act**”), and is now existing and operating as a public body corporate and politic; and

WHEREAS, the JIA, was created pursuant to an amendment to the Constitution of the State of Georgia (Ga. Laws 1950, page 152, et seq.), ratified and proclaimed by an Act of the General Assembly of the State of Georgia approved February 21, 1951 (Ga. Laws 1951, p. 782, et seq.), as amended from time to time (as so amended, the “**JIA Act**”), and is now existing and operating as an instrumentality of the State and public corporation; and

WHEREAS, the JIA and the Authority are each a “governmental body”, as defined by the Revenue Bond Law of Georgia, codified in O.C.G.A. § 36-82-60 through § 36-82-85, as amended, and are authorized to finance any revenue “undertaking” described therein and to issue revenue bonds to finance the cost of the acquisition, construction, reconstruction, improvement, betterment, or extension of any undertaking; and

WHEREAS, the JIA is a self-supporting governmental body authorized by the JIA Act to implement park fees, charges for services, leases and rents, royalties, and other revenue generating endeavors and to expend said revenues and other available funds and to make payments to the Authority of the amounts, and upon such terms as are provided for in an intergovernmental contract to be entered into between and among the Authority and the JIA; and

WHEREAS, the Project is within the purposes of the Act and the JIA is authorized to enter into an intergovernmental contract with the Authority for the financing of the Project in accordance with the Act and other provisions of the Constitution and laws of the State of Georgia; and

WHEREAS, the JIA intends to pay for certain capital costs incurred in connection with the Project and all or a portion of the Project will be financed with the proceeds of tax-exempt obligations to be issued by the Authority; and

WHEREAS, prior to the issuance of the tax-exempt obligations, the JIA may pay for all or a portion of the costs of the Project, and the JIA may reimburse itself with proceeds of the tax-exempt obligations for the costs of the Project paid by it prior to the issuance of the tax-exempt obligations.

NOW, THEREFORE, BE IT RESOLVED by the Jekyll Island--State Park Authority and it is hereby so resolved by the authority of the same, as follows:

1. The Authority is requested to issue its BRUNSWICK AND GLYNN COUNTY DEVELOPMENT AUTHORITY REVENUE BONDS (JEKYLL ISLAND PROJECTS), in one of more series, in the approximate aggregate principal amount of \$20,305,000 (the “**Bonds**”) to pay anticipated costs of the Project and the costs of issuance for the Bonds, in accordance with the provisions of a bond resolution to be prepared for adoption by the Authority (the “**Bond Resolution**”), the form of which is to be approved by the general counsel to the JIA (“**General Counsel**”).

2. The JIA reasonably expects to reimburse itself for costs of the Project paid by it prior to the issuance of the Bonds with proceeds of the Bonds.

3. The Executive Director of the JIA (the “**Executive Director**”) is hereby authorized to negotiate the terms of and to execute and deliver on behalf of the JIA an intergovernmental contract (the “**Intergovernmental Contract**”), between the Authority and the JIA, pursuant to which the JIA will agree to pay amounts sufficient to pay the principal of and interest on the Bonds, together with any fees or charges in connection therewith, and pursuant to which the Authority may pledge for the payment of the Bonds all contractual payments to be derived from the Intergovernmental Contract, together with such other funds or proceeds as may be established by the Bond Resolution and the Intergovernmental Contract.

4. The Authority is authorized and directed to associate King Kozlarek Law LLC, as Bond Counsel, in connection with the issuance of the Bonds, and the Executive Director is authorized to hire Stifel Nicolaus & Company, Incorporated, as underwriter or placement agent for the Bonds. The Executive Director, Deputy Executive Director, Chief Accounting Officer, General Counsel and any such other proper officers of the JIA are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions and intents of this resolution, the Bond Resolution, and the Intergovernmental Contract, and such officers are further authorized to take any and all further actions and execute and deliver any and all other documents and certificates as may be necessary and desirable in connection with the issuance of the Bonds, the execution and delivery of the Intergovernmental Contract, and the documentation of compliance with the provisions of Georgia law, the Internal Revenue Code, and all applicable securities laws and regulations relating to the sale and distribution of the Bonds.

Approved and adopted this 14th day of November, 2023.

(S E A L)

JEKYLL ISLAND--STATE PARK AUTHORITY

By: _____
Chairperson, Board of Directors

Attest: _____
Secretary/Treasurer

SECRETARY’S CERTIFICATE

The undersigned Secretary of the Jekyll Island--State Park Authority (the “JIA”), DOES HEREBY CERTIFY that the foregoing constitutes a true and correct copy of a resolution approved and adopted on November 14, 2023, by a majority of the entire membership of the JIA in a meeting duly called and assembled and open to the public at which a quorum of members was present and acting throughout, and that the original of said resolution appears of record in the minute book of the JIA, which is in my custody and control.

(S E A L)

Secretary/Treasurer
Jekyll Island--State Park Authority

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.10
	Effective Date:
Subject: Holidays	Original Date: 5/25/81
	Rev Date: 6/22, 11/16, 4/00, 1/85, 4/83

STANDARD

The Jekyll Island-State Park Authority recognizes 10 holidays. These holidays are recognized nationally and are not chosen based on any religious uniqueness. Due to the nature of some services provided by the Authority, some employees may be required to work on holidays.

PRACTICE GUIDELINES

1. *Recognized Holidays:*

- (1) New Year's Day
- (2) Martin Luther King Jr. Birthday
- (3) Memorial Day
- (4) Independence Day
- (5) Labor Day
- (6) Veteran's Day
- (7/8) Thanksgiving Day and the Friday after
- (9/10) Christmas Day and Day before/after Christmas.

2. *Observing the Holiday:* Regular, full-time status employees are eligible to receive holiday pay.

- A. The Executive Director will recommend any adjustments required to accommodate operational holiday coverage and the dates of observance of holidays.
- B. Holiday Pay consists of 8 hours of pay at regular time and is not used for computation of overtime.
- C. If a holiday falls on Saturday, it will generally be observed on the preceding Friday. If the holiday falls on a Sunday, it will generally be observed on the following Monday.
- D. Holidays that occur during an employee's sick leave or annual leave shall not be charged as sick or annual for such days off.

3. *Working on Holidays:*

- A. Non-exempt, regular full-time employees required to perform work on a designated holiday shall receive eight (8) hours of holiday pay and normal hourly rate of pay for hours actually worked or will receive equivalent time off within the same pay week of the holiday. Employees whose normal time off falls on a holiday will receive equivalent time off within the same pay period of the holiday, or receive holiday pay, to be determined by the manager.

- B. Non-exempt, part-time employees who work on a holiday shall receive holiday pay equal to the actual time worked on the holiday, up to eight (8) hours, in addition to regular pay for actual time worked. Part-time employees who do not work on a holiday will not receive holiday pay. Holiday hours for part-time employees will be considered for the 24 hours beginning at midnight and ending at 11:59 p.m. on the actual holiday.
- C. Exempt, regular employees who are regularly scheduled to work on a designated holiday shall receive another day off within the same pay period of the holiday OR shall earn up to eight (8) hours of compensatory time, where the balance does not exceed the maximum set forth in the compensatory time policy.
- D. **24-Hour shift employees:**
 - 1. Non-exempt, regular full-time employees employed in 24-hour shift positions (i.e., firefighters, EMTs, etc.) will receive 8 hours of holiday pay. When working on the holiday, full-time employees will receive additional holiday pay beyond 8 hours, equal to the actual time worked, up to 24 hours.
 - 2. Non-exempt, part-time employees employed in 24-hour shift positions (i.e., firefighters, EMTs, etc.) shall receive holiday pay equal to the actual time worked on the holiday, up to 24 hours, in addition to regular pay for actual time worked. Part-time employees who do not work on the holiday will not receive holiday pay.
 - 3. Holiday hours for 24-hour shifts will be considered for 24 hours beginning at 8:00 a.m. on the actual holiday and ending at 7:59 a.m. the following day.

- 4. **Unauthorized Leave:** An employee scheduled to work and is absent without authorized leave on the workday preceding and/or the workday following a holiday or a day observed as a holiday, shall not receive compensation for the holiday.
- 5. **Leave without Pay:** An employee who is on Leave without Pay (LWOP) when a designated holiday occurs shall not receive compensation for the holiday.

For additional information or assistance, please contact the JIA Human Resources office.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.11
	Effective Date:
Subject: Annual & Sick Leave	Original Date: 5/81
	Revision Dates: 10/83, 10/85, 4/94, 3/15, 6/22

STANDARD

Annual and sick leave are benefits provided by the Jekyll Island Authority Board to employees for the purpose of taking time away from work with continuation of pay. Generally, annual leave is used for vacations or any other time necessary for the employee to be absent from work to attend to personal business with continuation of pay. Sick leave is used in the event an employee must be absent due to personal illness, medical & dental care, and the medical & dental care, illness, accident, or death of the employee's immediate family which requires the employee's presence.

PRACTICE GUIDELINES: Annual Leave

1. ***Eligibility:*** Annual leave is available to regular, benefit-eligible, full-time employees.
2. ***Accrual:***
 - a. Annual leave is earned on a bi-weekly basis by employees who are eligible for leave benefits. An employee must be in pay status for a minimum of 40 hours during a pay period to earn annual leave for that period.
 - b. Time is accrued at the end of each pay period. Accrued leave is not available for use until the first day of the next pay period. Employees must be employed on the last day of the pay period to earn accrual for that period.
 - c. Annual leave may accumulate for a total of 360 hours (45 days). Any annual leave earned in excess of 360 hours will transfer to forfeited leave.
 - d. Annual leave is accrued based on length of service, computed from current continuous and unbroken service, at the following rates:

<u>Length of Service</u>	<u>Bi-weekly Accrual</u>
0 – 5 years	4.615
6 – 10 years	5.54
More than 10 years	6.46

3. ***Use of Annual Leave:***
 - a. Employees may request annual leave for vacations, personal days, or other time necessary for the employee to be absent from work including absence due to adverse weather conditions if the Executive Director or designee does not authorize the close of business.

- b. The amount of annual leave used will not exceed the length of their workday/shift (i.e., 8 hours, 9 hours, 24 hours, etc.) for a full day absent and/or exceed the regular 40-hour work week. The amount of annual leave used for 24-hour shift Fire Department employees will not exceed the base shift schedule or 72 hours (whichever is less) per week.
- c. Unless an emergency situation exists, employees must request and receive approval from their immediate supervisor before using annual leave.
- d. All requests for time away from work, unless for reasons covered by sick leave, will be paid annual leave providing employee has available leave. Requests for unpaid leave must be approved by the Director of Human Resources.
- e. Annual leave will not be advanced before it is earned.
- f. Once per year, typically in November, employees may request a withdrawal of up to 40 hours of annual leave providing the remaining balance is not less than 80 hours of annual leave. Must also have at least 120 hours of sick leave. Hardship requests may be considered during other times of the year, however, only one (1) withdrawal may be made each calendar year.
- g. Other than the one-time withdrawal each year, cash payment in lieu of taking annual leave will not be permitted.
- h. Reasonable efforts to accommodate employee leave requests will be made; however, use of annual leave is not an entitlement. Supervisors are not obligated to grant annual leave for a requested time period if granting the leave would adversely affect daily business operations. (i.e., disruption of work schedules; shift or office coverage; employee's failure to fulfill total work responsibilities; or demonstrated excessive or abusive use of "any" leave; etc.)
- i. Annual leave may be requested in the event of illness or disability that has exhausted all other available leave, including sick and comp (if applicable).

PRACTICE GUIDELINES: Sick Leave

1. **Eligibility:** Sick leave with pay is available to regular, benefit-eligible, full-time employees.

2. **Accrual:**

- a. Sick leave is accrued at the rate of 4.615 hours per pay period, regardless of length of service.
- b. Sick leave is earned on a bi-weekly basis by employees who are eligible for leave benefits. An employee must be in pay status for a minimum of 40 hours during a pay period to earn sick leave for that period.
- c. Time is accrued at the end of each pay period. Accrued leave is not available for use until the first day of the next pay period.
- d. Sick leave may accumulate for a total of 720 hours (90 days). Any sick leave earned in excess of 720 hours will be transferred to forfeited leave.

3. **Use of Sick Leave:**

- a. Employees may request sick leave for the following reasons:
 - i. Personal illness or disability.
 - ii. Personal medical or dental care.
 - iii. Medical or dental care, illness, or accident of the employee's spouse, child, or other member of the immediate family living in the same household, which requires the care of the employee.

- iv. Death of the employee's immediate family member as well as siblings, grandparents, grandchildren, or any other person who resides in the employee's household and is recognized by law as a dependent of the employee.
 - b. The amount of sick leave used will not exceed the length of their workday/shift (i.e., 8 hours, 9 hours, 24 hours, etc.) for a full day absent and/or exceed the regular 40-hour work week. The amount of sick leave used for 24-hour shift Fire Department employees will not exceed the base shift schedule or 72 hours (whichever is less) per week.
 - c. Generally, sick leave due to the death of an immediate family member will not exceed 3 workdays unless the employee is under the care of a healthcare provider due to a serious health condition.
 - d. Sick leave for routine examinations or foreseeable eligible absences should be requested and approved in advance and be limited to the reasonable time necessary for travel and treatment.
 - e. In emergency or unplanned situations, the employee must notify their immediate supervisor of the need to be absent, the expected length of absence and follow proper notification procedures when unable to attend work. It is the employee's responsibility to ensure the proper person has been notified of the absence.
 - f. Employee's supervisor/manager may require the employee using sick leave to report each day by telephone.
 - g. A physician's statement may be required to substantiate any absence of 3 or more days due to illness or injury, including illness or injury of an immediate family member.
 - h. The use of sick leave may be denied for reasons including, but not limited to, the following:
 - i. Excessive or abusive use of sick leave; or
 - ii. Failure to follow proper procedures in reporting absence or requesting the use of sick leave; or,
 - iii. Falsification of documents
4. ***Sick Leave Abuse:*** Excessive and/or abusive use of sick leave is considered a pattern of intermittent, short-term use of sick leave.
- a. Establishment of this pattern includes, but is not limited to:
 - i. Frequent use of sick leave in conjunction with holidays, scheduled days off or distribution of pay.
 - ii. Frequent use of sick leave when scheduled for undesirable shifts or assignments, or during periods of peak workload.
 - iii. Requesting sick leave for an absence for which annual leave has previously been denied.
 - iv. Peculiar and increasingly improbably excuses.
 - b. Employees who abuse sick leave or use sick leave improperly are subject to disciplinary action up to and including termination of employment.
5. ***Family Medical Leave Act:*** The JIA requires that employees requiring absences due to an illness or injury that causes a period of incapacity of more than three consecutive calendar days and that warrants continuing treatment by a health care provider also apply for FMLA leave. (see Family Medical Leave Act policy) *Continuing treatment is further defined as either treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment.*

6. **Disability Insurance:** Employees who are receiving Short-term or Long-term Disability Insurance benefits through the Flexible Benefits Program **cannot use sick leave** or donated leave at the same time. Sick leave may be used during the qualifying period.

ADDITIONAL GUIDELINES: Annual & Sick Leave

7. **Exhaustion of All Paid Leave:** When an absence due to illness extends beyond the exhaustion of all accrued sick leave, additional time may, upon the approval of Human Resources, be charged to accrued annual leave. Upon exhaustion of accrued sick, annual, and comp time (if applicable), the employee may request:
- j. Donated leave: provided the employee meets the criteria established in Donated Leave policy; or,
 - k. Restoration of forfeited sick leave, only amount necessary to cover the period of illness or disability.
 - l. Unpaid leave of absence, requests will be considered on a case-by-case basis.

*Requests for donated leave, forfeited leave, and unpaid leave of absence must be made in writing and require medical certification from a licensed treating physician outlining specific reasons and amount of time needed. Human Resources, after reviewing the request and physician's statement will make the final determination.

8. **Worker's Compensation:** An employee who is absent due to an accidental injury, illness, or exposure to an occupational disease which is compensable under the Georgia Workers' Compensation Act will only be allowed to use accrued leave (sick and annual) if the employee, elects in writing, to use accrued leave in lieu of Worker's Compensation benefits. The leave granted for such purpose will be credited on a day-for-day basis as compensation against any indemnity award by the State Board of Worker's Compensation.
9. **Transferring Leave:** Generally, annual and sick leave with the JIA is non-transferrable to other state agencies, likewise, employees hired by JIA from other state agencies are considered new hires and cannot transfer leave that was accumulated with the former state agency.
10. **Separation from Employment:**
- a. **Annual leave:** Employees who have at least one year of continuous service and who separates from employment may be paid unused annual leave up to 360 hours.
 - i. Employees with less than one-year of continuous service will not receive annual leave pay after separation. An exception to this may be made by the Executive Director in the event of reorganization.
 - ii. Unused annual leave will be paid to the estate or beneficiary of a deceased employee who has been continuously employed for at least one year.
 - b. **Sick leave:** Sick leave is never paid when an employee is separated from employment with the JIA. (*Note: At the time of retirement, all accrued sick leave and forfeited sick and forfeited annual leave, may be applied to the ERS calculations for an individual's creditable service per the rules and regulations of the ERS.*)
 - c. **Resignation:** Employees may not use annual leave or sick leave in lieu of working notice of resignation. Employees who have tendered their resignation who call out sick may be required to provide medical documentation to substantiate the use of sick leave.

For additional information or assistance, please contact the JIA Human Resources Office.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF DESIGN DEVELOPMENT FOR SEASIDE RETREAT (FORMER THE BUCCANEER SITE) AS SUBMITTED BY LNWA DEVELOPERS, LLC AND RETREAT HOTELS AND RESORTS, LLC
DATE: 11/9/2023

In August 2023, the JIA Board approved the Schematic Design Phase drawings of a planned development to be built by LNWA Developers LLC and Retreat Hotels and Resorts, LLC on the 6.892-acre parcel consisting of 25 single-family homes, additional guest parking, and a community pool. The concept was revised in response to Design Review Group (DRG) feedback, which reduced density, improved circulation, provided safer routing for emergency response, and recognized the future turtle lighting challenges to be resolved.

At the November 8, 2023, DRG meeting, the Design Development drawings passed review with minor comments, such as clarification of turning radii for emergency vehicles and clarification of maximum residential height measurements that would have to be further addressed during the project's Site Staking and Construction Document phases.

In addition to the Design Development set of drawings, The DRG granted two minor variances for specific chimney stacks projecting into the setback and extending up to two feet above the maximum height of 35 feet. A variance was also considered and approved for some 18" tabby landscape walls to be constructed in the setback as a landscaping feature in specific locations.

Staff hereby requests approval of the following:

1. Approval for the Design Development Phase drawings of a planned development to be built by LNWA Developers LLC and Retreat Hotels and Resorts, LLC on the 6.892-acre parcel consisting of 25 single-family homes, additional guest parking, a community pool, and other features to be delineated during the Site Staking and Construction Phases, which would be once again presented to the DRG and the JIA Board for further approval.



2024 BOARD MEETING DATES

Board meetings fall on the **THIRD Tuesday** of each month unless otherwise noted

Month	Date	Location
January	Tuesday, January 16, 2024	Jekyll Island Convention Center
February	Tuesday, February 20, 2024	Morgan Center
March	Tuesday, March 19, 2024	Jekyll Island Convention Center
April	Tuesday, April 23, 2024	Jekyll Island Convention Center
May	Tuesday, May 21, 2024	Jekyll Island Convention Center
June Called Budget Meeting	Tuesday, June 04, 2024	Via Teleconference
June	Tuesday, June 18, 2024	Morgan Center
July	Tuesday July 16, 2024 (Tentative)	Morgan Center
August Annual Meeting	Tuesday, August 20, 2024	Morgan Center
September	Tuesday, September 17, 2024	Jekyll Island Convention Center
October	Tuesday, October 15, 2024	Morgan Center
November	Tuesday, November 12, 2024	Jekyll Island Convention Center
December	Tuesday, December 10, 2024 (Tentative)	Morgan Center

DRAFT

2nd Tuesday
4th Tuesday
Annual Meeting
Finance Committee Meeting

The Jekyll Island State Park Authority (JIA) Board of Directors met in Public Session Tuesday, October 17, 2023, at the Jekyll Island Convention Center and via teleconference.

Members Present: Mr. Dale Atkins, Chairman
Mr. Bob Krueger, Vice Chairman
Mr. Bill Gross, Secretary/Treasurer
Dr. Buster Evans
Mr. Joseph B. Wilkinson Jr.
Mr. Ruel Joyner
Commissioner Walter Rabon (Via Teleconference)
Ms. Joy Burch-Meeks (Via Teleconference)
Mr. Glen Willard (Via Teleconference)

Key Staff Present: Mark Williams, Executive Director
Noel Jensen, Deputy Executive Director
Marjorie Johnson, Chief Accounting Officer
Zachary Harris, General Counsel
Alexa Hawkins, Director of Communications & Marketing
Brian O’Neal, Director of Retail Operations
Anna Trapp, Executive Assistant

Various members of the public, JIA staff, and press were also present.

Chairman Dale Atkins, called the meeting to order at 9:32 a.m. All members were present in-person or via teleconference.

JIA received two online public comments for this meeting:

- Tim Kinsey – Mix and Mingle with Jekyll Island Citizens Association
- Cheryl Peavyhouse – Shops of Pier Road

I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

No report

II. Finance Committee

Bill Gross, Chair

- A. Mr. Bill Gross, Finance Committee Chair, summarized the September Financials including an overview of Revenues, Expenses, Net Operating Cash, Traffic Statistics, and Hotel Revenues for the month.
- Revenues were \$3,575,008.
 - Expenses were \$2,859,209.
 - Net Operating Cash Income was \$715,799.
 - Total Traffic Counts were 98,543 vehicles.
 - Calendar year-to-date hotel revenues totaled \$57 million.

- B. Marjorie Johnson, Chief Accounting Officer, presented the request to accept a grant from Georgia Tennis Association (USTA Southern). The grant totals \$1000, with no matching funds required, and can be used to offset the cost of trophies for USTA Southern tennis tournaments that are held at the Jekyll Island Tennis Center.

A motion to recommend accepting the grant totaling \$1000 from the Georgia Tennis Association as presented by staff, was made by Mr. Wilkinson and seconded by Mr. Joyner. The motion carried unanimously.

III. Human Resources Committee

Buster Evans, Chair

No report

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Alexa Hawkins, Director of Marketing & Communications, presented a department report which included an overview of upcoming events.

- The 2023 Shrimp & Grits Festival will be held on November 3rd and 4th. The Tams will return to perform, and there will be Fireworks on Friday night. Additionally, several restaurants local to Jekyll Island and Glynn County will be featuring their shrimp and grits recipes.

Also, as previously discussed, the festival has transitioned from a three-day festival to a two-day festival. Reasons for this shift include vendors often selling out of merchandise by Sunday and JIA staffing constraints. Historically, the entire JIA staff works tirelessly up to the event, continues, working Friday, Saturday, and Sunday during the festival, and returns to normal operating hours on Monday. Switching to a two-day festival will relieve some of those staffing restraints.

- Holly Jolly Jekyll will kick off on November 24th when all the Christmas lights on Jekyll Island are turned on, followed by the Cold-Stunned Plunge on November 25th. The season will continue through January 7th. Events and activities through the season include the Winter Carnival and Big Truck Roundup, Holly Jolly Jekyll Light Parade, Holiday Drive-In Movies, Fireworks, plus Holly Jolly Light Tours, Peppermint Land, Holly Jolly Trading Post, and more. The official website for the season is www.jekyllisland.com/holiday.

There were no public comments.

V. Legislative Committee

Glen Willard, Chair

No Report

VI. Committee of the Whole

Dale Atkins, Chair

- A. Alexa Hawkins presented the award of RFP #378 for Public Relations Agency Services to Lou Hammond Group - Atlanta (LHG), for consideration. RFP #378 sought a firm to support JIA's strategic national and regional media relations and public relations priorities, to cohesively represent Jekyll Island, the Jekyll Island Authority and its amenity facilities, and business partners on the island. JIA received fifteen proposals ranked through a series of seven categories and thirteen questions and criteria. The top three firms were interviewed, and the interview committee selected Lou Hammond Group – Atlanta as the evident winner. LHG impressed the committee with their in-depth knowledge of Jekyll Island's mission and vision and the long-term strategic needs for balancing visitation and operations through earned media coverage. Julie Hong the Senior Account Executive with LHG was present at the meeting.

A motion to recommend awarding RFP # 378 for Public Relations Agency Services to Lou Hammond Group - Atlanta as recommended by staff, was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

- B. Brian O'Neal, Director of Retail Operations, presented a Retail Operations Update. JIA operates ten retail locations across the island. During fiscal year 2023, the combined sales for these shops totaled \$4.4 million. Over the past ten years retail has added \$2.5 million in sales and has averaged a 13.9% increase in sales for every year over the past decade.

O'Neal then discussed several retail operations in more detail:

- The Georgia Sea Turtle Center (GSTC) gained over \$1 million in sales since 2013 and set a record high month in July 2023 with sales over \$286,000. 2023 was the first summer that the GSTC implemented timed-ticketing, and this change resulted in an improved shopping experience for guests.
- The Guest Information Center (GIC) had a record year for the fiscal year 2023 with \$587,000 in sales, beating the previous year's sales by 22%.
- The Mosaic Gift Shop recorded their highest volume year with \$460,000 in sales for fiscal year 2023, and revenues were 60% over the projected budget. In March 2023, the Mosaic set its the record for its highest monthly sales totaling \$54,000.
- The 2022 Shrimp & Grits Festival tent set the record for Shrimp & Grits sales, beating 2019 sales by 45.8%. The tent averaged \$4,753 in sales every hour of operation totaling \$109,337.25.

O'Neal ended his report with his fiscal year 2024 goals for JIA's Retail Division.

- Continue to improve the customer service standards in every JIA retail location.
- Continue to add more USA-made and recycled products into JIA operated stores.
- Continue hiring employees that are driven by sales and motivated to deliver exceptional customer service.
- Increase the Georgia Sea Turtle Center Gift Shop sales to over \$2 million.
- Increase the retail division's total sales to over \$5 million.

- C. Zach Harris, General Counsel, presented the second and final reading of the Codification JIA's Ordinances. Following the first reading, a public comment period ran from September 19, 2023 through September 29, 2023, and no public comments were received.

This codification reformats the ordinances approved by the Board in 2022 so that the ordinances can be properly hosted on CivicPlus, formerly known as Municode. These reformatted ordinances include Ordinance No. O-2022-1 amending, restating, and revising the Code of Ordinances of the Jekyll Island State Park Authority and Ordinance No. O-2022-2 establishing a greenspace ordinance.

A motion to recommend codifying O-2022-1 and O-2022-2 as recommended by staff, was made by Mr. Gross and seconded by Mr. Joyner. The motion carried unanimously.

Additionally, Harris explained that adoption of a resolution codifying these ordinances would be appropriate.

A motion to recommend adopting Resolution R-2023-2 as recommended by staff was made by Mr. Joyner and seconded by Mr. Gross. The motion carried unanimously.

- D. Zach Harris, General Counsel, presented the lease assignment for 41 Main Street Suite 103 to Corridor Z Hospitality, LLC for consideration. Suite 103 in the Beach Village is the former location of the Juke Joint restaurant, and in July 2023 the Board approved assignment of the lease to Dipan Patel's entity BA Jekyll Restaurant, LLC. Mr. Patel has negotiated the acquisition of the Restaurant and Lease by D.J. Zachry, a restaurateur and owner of Zachry's Riverhouse on Jekyll Island, through his company, Corridor Z Hospitality, LLC, a Georgia limited liability company. Mr. Zachry proposes to operate a full-service restaurant at the Premises, subject to the customary naming, construction, and design approvals by JIA. Other than agreeing to allow Mr. Zachry to open by December 1, 2023, all other substantive terms of the Lease will remain in effect.

A motion to recommend approving the lease assignment for 41 Main Street Suite 103 to Corridor Z Hospitality, LLC as recommended by staff was made by Dr. Evans and seconded by Mr. Gross. The motion carried unanimously.

- E. Zach Harris, General Counsel, presented the lease amendment with Seaside Food Company DBA Larry's Giant Subs for consideration. The proposed amendment will remove the exclusion of alcoholic beverages from the Permitted Use, allowing the sale of beer and wine at the restaurant.

A motion to recommend approving the first amendment to the commercial lease agreement with Seaside Food Company Inc. for the operation of Larry's Giant Subs in the Beach Village as recommended by staff was made by Mr. Krueger and seconded by Mr. Joyner. The motion carried unanimously.

- F. Noel Jensen, Deputy Executive Director, presented a Schematic Design Variance for the residential development, located at the former Buccaneer site, to be constructed by LNWA Developers LLC and Retreat Hotels and Resorts, LLC. The Board approved the

schematic design drawings at the August 15, 2023, Board meeting, but since then, Retreat Hotels and Resorts submitted a request to reduce the width of the main streets from 26 feet wide to 20 feet wide. After a review of the applicable International Fire Code sections, the Design Review Group (DRG) determined that a request for variance could be given if, as mitigation to that request, all residences will be constructed with residential fire sprinkler systems.

A motion to recommend approving the schematic design variance requested by Retreat Hotels and Resorts as recommended by staff was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

G. Noel Jensen, Deputy Executive Director, presented an Operations update, highlighting the following:

- The Public Safety Complex is currently about 30% complete, with 100% completion expected at the end of August 2024.
- A new restroom facility is being built at the South Dunes picnic area with the same footprint of the new campground bathhouses with a few adjustments including replacing the shower rooms with a large porch that will overlook a pond. The former restrooms will be gutted and used as a covered pavilion.
- In collaboration with the Chamber of Commerce, JIA participated in an externship program with Glynn County schools. This program allowed JIA staff to meet with teachers and administrators in the school system to highlight careers on Jekyll Island that do not require a traditional college degree.
- Christmas lights are going up and will be complete in the next six weeks.
- The University of Georgia (UGA) will operate a weather station on Jekyll Island that will measure rain, wind, and soil temperatures. The station will be located at the Jekyll Island airport. The data gathered will be shared on UGA's website <http://www.georgiaweather.net/> beginning in December 2023.

H. Mark Williams, Executive Director, presented his report highlighting the following:

- Mercer Medicine Jekyll Island held its ribbon cutting ceremony on Friday, September 29th. Mercer University's President, William Underwood attended along with many others.
- The Convention Center was quite busy during September. Groups included the Governor's Tourism Conference, GA Dept. of Behavioral Health, GA Association of Broadcasters, GA Commission on Family Violence, United Advanced Practice Registered Nurses of Georgia, Georgia Municipal Association's Robert E. Knox, Jr. Municipal Leadership Institute, Electric Cities of GA's Economic Development Summit, plus a few weddings and other smaller groups.
- The Banana Open was held at the Jekyll Island Tennis Center the last weekend in September.
- Jones the Sea Turtle, named after former Executive Director Jones Hooks, was released back into the ocean on September 28th.
- In collaboration with the Jekyll Island Citizen Association's President, Tim Kinsey, a Meet & Greet was held at the Mosaic which allowed residents to meet Mr. Williams and participate in a Q&A session.

- The hiring process for the Senior Director of Amenities is underway. Phone interviews are on-going with selected candidates moving on to in-person interviews.

Mr. Williams then provided an overview of the on-going discussions regarding the Historic Shops on Pier Road.

- On September 21, 2023, an expiration reminder was sent out to current leaseholders of the shops on Pier Road, noting the expiration term of the agreed upon lease.
- A meeting was held on October 11, 2023 with JIA's Executive staff, JIA Treasurer/Secretary, Bill Gross, and current leaseholders to discuss renovations for Pier Road including additional lighting, addition of seating and spaces for guests to linger, a new path connecting the Infirmary to Pier Road to include interpretation of the many lost buildings on that path, a community stage area to be used by civic organizations and non-profit partners, and evening activation to include a curated mix of dining, retail, and activities for visitors.
- JIA staff will present a detailed plan including any budget allocations at a future meeting for Board approval.
- With Board approval, a Request for Proposal (RFP) will be released for some of the spaces. It was communicated to the current leaseholders that they will have equal eligibility to submit a proposal along with any other interested business entity.
- It has been communicated with the current leaseholders that JIA will review any requests for extension. The deadline to submit a written extension request is close of business on Friday, November 10, 2023.
- The JIA has felt for some time that this part of the historic district needed re-imagining and the decision to move in a different direction with Pier Road was based on several factors, including extensive feedback from visitors. Often, visitors on the museum's historic trolley tours pass by the historic shops with interest in visiting and frequently ask museum staff why they aren't open or if anything new is planned for the area. While the area for commercial development is intentionally limited on Jekyll Island, it is imperative to the island's operational success that every aspect of commercial space provide a compelling and productive experience to the three and half million people that come through the gate annually.

- I. Dale Atkins, Chair, thanked Mark and other staff members for their reports and the Board members for their attendance. He then opened the floor for public comments.

There were six public comments.

- Juliana Germano, leaseholder for The Island House and Commissary on Pier Road, spoke about her time as a business owner on Jekyll Island and asked that her two business leases be renewed.
- Mike McKinney, representing Glynn County's Parkinson Support Group, advocated for leaseholders Van and Cheryl Hart, noting the extra difficulties they will face with the expiration of their shop lease due to their physical handicaps.
- Karen Catlett, Jekyll Island visitor, spoke in favor of the current shops and atmosphere on Pier Road. She also commented on the poor condition of interpretation boards along the Wanderer Memory Trail.

- Cheryl Hart, leaseholder for Just by Hand on Pier Road, spoke to her history with Jekyll Island, and noted that Just by Hand is open every day unless an emergency such as hurricane makes it unsafe to open the store.
- Van Hart, leaseholder for Just by Hand on Pier Road, spoke to the uniqueness of Pier Road and the current shops located there. He noted that the atmosphere of that area is and should remain different from that of Jekyll Island Beach Village.
- Kathryn Kinstle asked why the leaseholders were not given a space to operate out of while Pier Road is being improved. Mark Williams and Zach Harris explained the RFP process that will be utilized during revitalization of the area.

The Jekyll Island State Park Authority (JIA) Board Meeting
October 17, 2023

The Board Meeting was called to order at 10:52 a.m., and all members were present in-person or via teleconference.

Action Items

1. Mr. Gross moved to accept the minutes of the September 19, 2023 Board Meeting as presented. The motion was seconded by Mr. Joyner. There was no discussion, and the minutes were unanimously approved.
2. The recommendation from the Finance Committee to accept the grant totaling \$1000 from the Georgia Tennis Association as presented by staff carried by unanimous approval.
3. The recommendation from the Committee of the Whole to award RFP # 378 for Public Relations Agency Services to Lou Hammond Group - Atlanta carried by unanimous approval.
4. The recommendation from the Committee of the Whole to adopt Resolution R-2023-2 carried by unanimous approval.
5. The recommendation from the Committee of the Whole to approve the lease assignment for 41 Main Street Suite 103 to Corridor Z Hospitality, LLC carried by unanimous approval.
6. The recommendation from the Committee of the Whole to approve the first amendment to the commercial lease agreement with Seaside Food Company Inc. for the operation of Larry's Giant Subs in Beach Village carried by unanimous approval.
7. The recommendation from the Committee of the Whole to approve the schematic design variance requested by Retreat Hotels and Resorts carried by unanimous approval.

The motion to adjourn the Board Meeting was made by Mr. Krueger and seconded by Mr. Joyner. There was no objection to the motion, and the meeting adjourned at 10:55 a.m.

MEMORANDUM

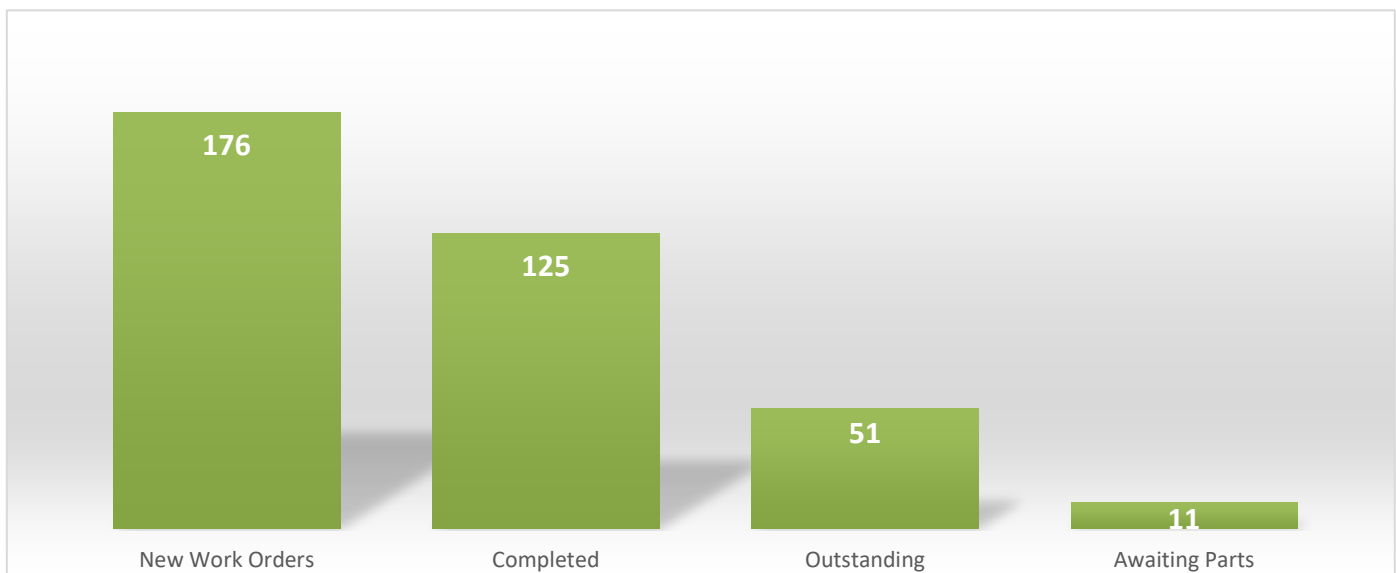
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: OPERATIONS MONTHLY REPORT – OCTOBER 2023
DATE: 11/7/2023

PUBLIC SERVICES

October Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 2,054.15 gallons of 100LL aviation fuel in 104 transactions totaling \$13,393.04 in sales for the month of October.
- Campground expansion preparation continues onsite with JIA Facilities, Roads and Grounds, and Water/Wastewater staff. Bathhouse construction contractor completed bathhouse #1 and bathhouse #2. Bathhouse #3 is 95% complete.
- The campground reached 83% occupancy, which ties the highest occupancy rate recorded by the campground in FY22.
- Public Safety Complex contractor Dabbs Williams has completed concrete placement.
- Facilities, Roads and Grounds, and Park Services were busy prepping for the Shrimp and Grits Festival as well as Holly Jolly.
- A Golf Improvement Plan is underway, with a third site visit being planned by Brian Ross and Jeffrey Stien, who will redesign Great Dunes and Oleander into an 18-hole course.

Operations Department Work Orders

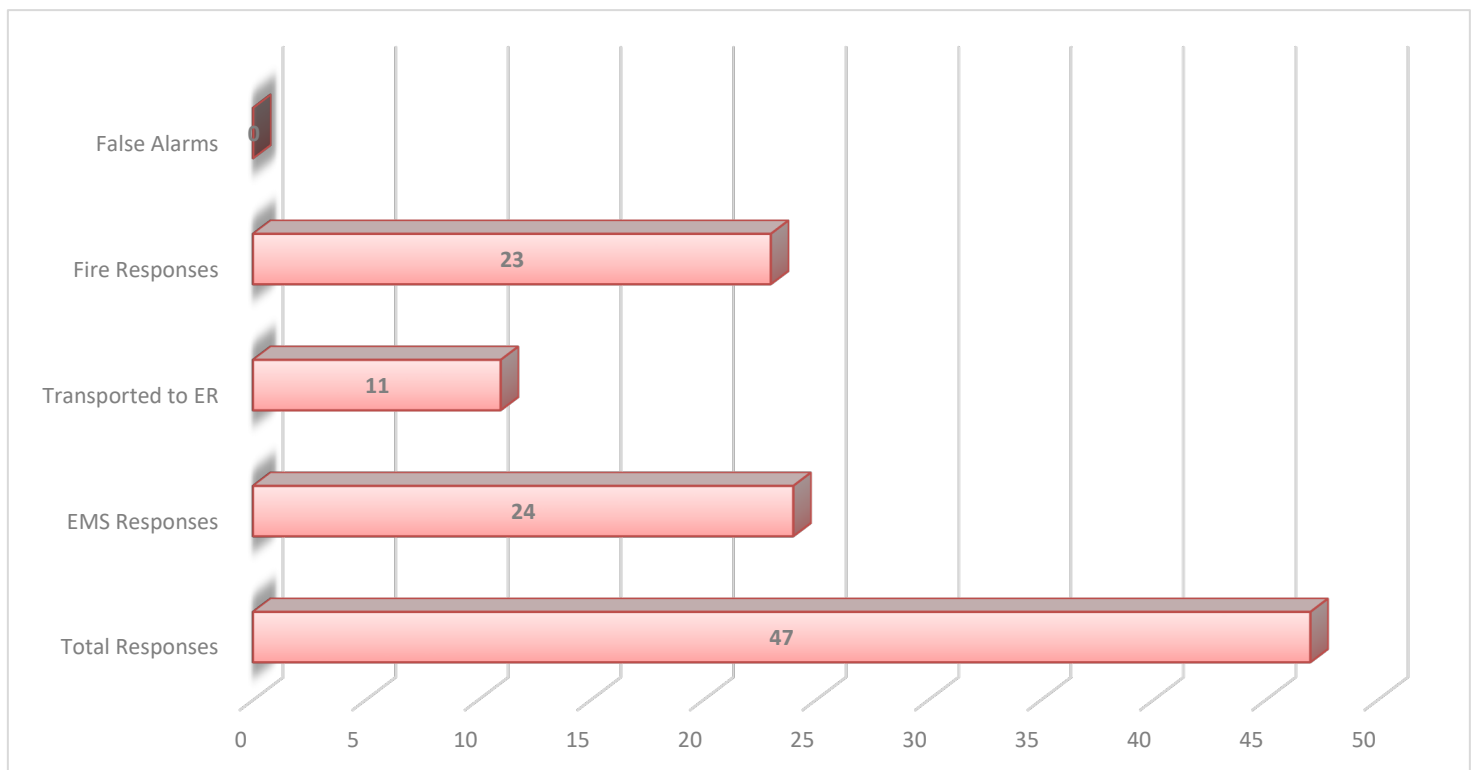


PUBLIC SAFETY – Fire & EMS

October Highlights:

- Completed 353:14 hours of staff training for the month.
- Four (4) annual inspections, eight (8) site visit inspections, three (3) CO inspections, one (1) alarm inspection, one (1) event inspection, and seventeen (17) rental inspections were conducted in October.
- Nineteen (19) permits were issued, and Code Enforcement investigated two (2) complaints.
- JIFD attended two (2) Trunk or Treat Events.
- Standby for the Under the Oaks Race.

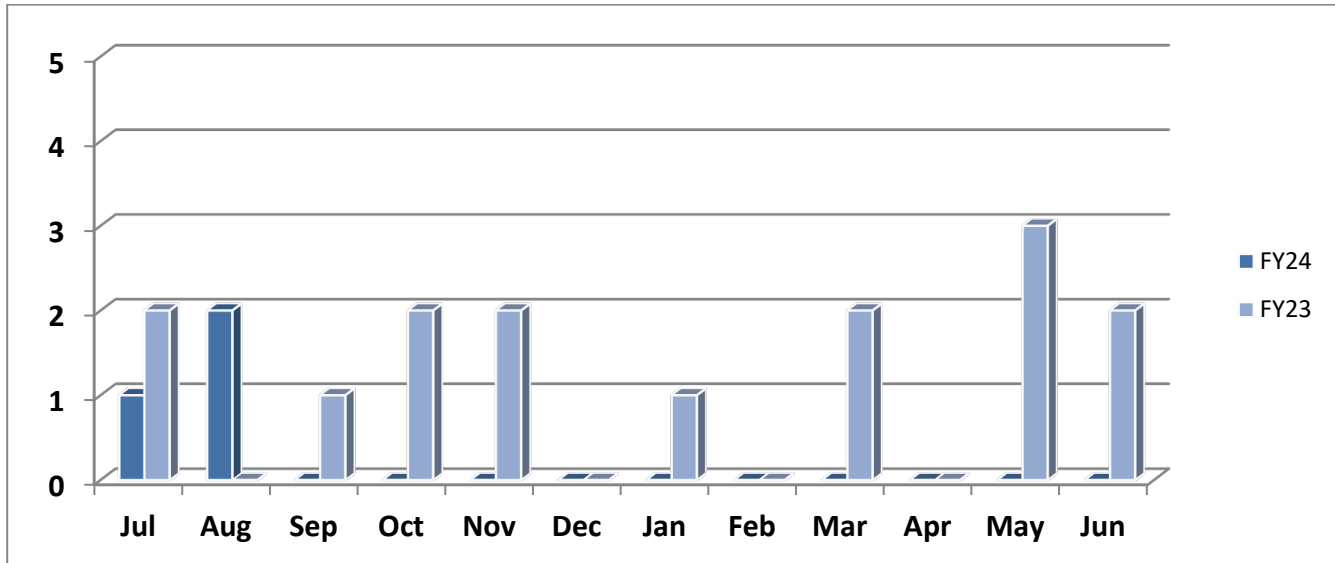
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 11/8/2023

JIA Workers Compensation Claims: (Target goal for FY24 = 9).



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY24	1	2	0	0									3
FY23	2	0	1	2	2	0	1	0	2	0	3	2	15

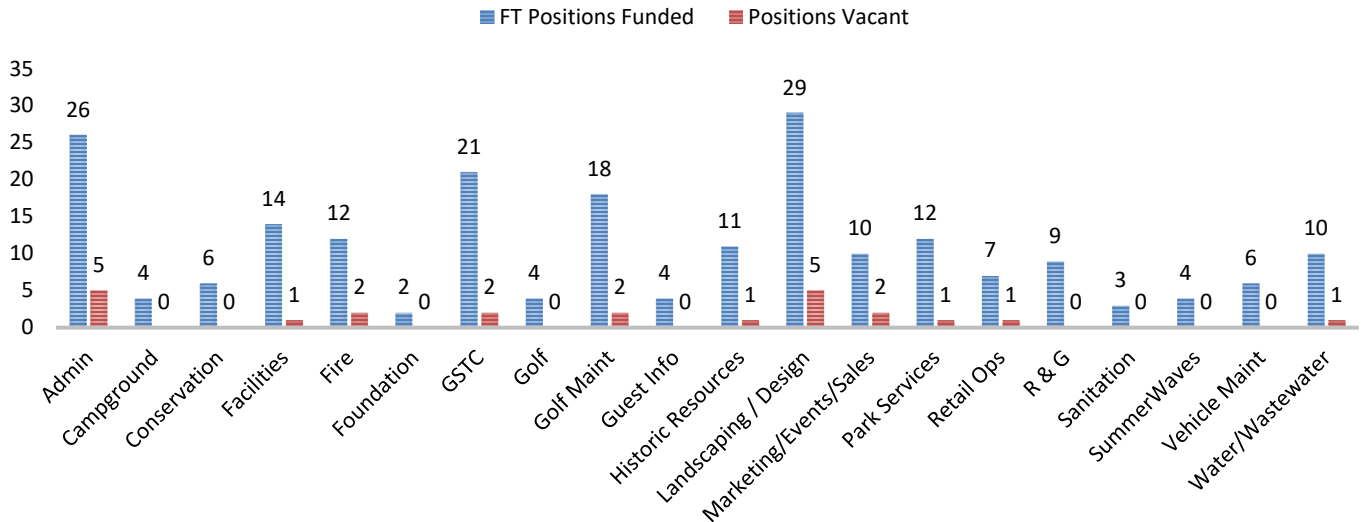
JIA Employee Census:

Month	Full time	Part time	Seasonal	Interns	Total Employees
Oct	187	109	5	0	301

Retirements:

- None

FULL TIME STAFFING



Full-time Staffing as of 11/3/2023

Recognition:

○ **Meet our November Featured Employee: Tony Hillery**



Originally from Brunswick, Georgia, Tony has lived in the Golden Isles for Forty-Three (43) years. He began her career with the Jekyll Island Authority on August 22, 2014. As a Roads and Grounds Supervisor, Tony oversees the maintenance of bike trails, and supervises bike path work including pressure washing, trimming, edging, patching to ensure guests' safety and enjoyment. He also maintains ditches by trenching and cleaning, along with trim and tree removal in addition to assisting equipment operators.

When Tony was asked what he likes most about working for the Jekyll Island Authority, he said, "I like the employees and friends here at the Jekyll Island Authority because they are like a family."

When Tony is not being the Roads & Grounds Supervisor with the JIA, he loves coaching Amateur Athletic Union (AAU) basketball. Plus, he enjoys watching football (High School and College).

Tony, we appreciate all that you do, thank you for your service!

MEMORANDUM

TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: YANK MOORE, DIRECTOR OF CONSERVATION
SUBJECT: CONSERVATION UPDATE
DATE: 11/06/2023

Research and Monitoring

- Annual deer population surveys were completed in October. This year, to strengthen the accuracy of the estimation and to get better fawn detection, five surveys were performed in September in addition to the three that were completed in October. The eight surveys resulted in 1157 total deer counted, and a population estimate of 158 deer/sq mile. The three October surveys, which are directly comparable to past data, resulted in a population estimate of 140 deer/sq mile. Both estimates show a significant increase in the number of deer per/sq mile over last year and both are higher than any population estimate since the conservation department started collecting the data in 2013.
- The Jekyll Island Banding Station (JIBS) was set up on the south end of the island for four total weeks in October. JIBS has been operating and collecting data on migratory songbirds for over 30 years.

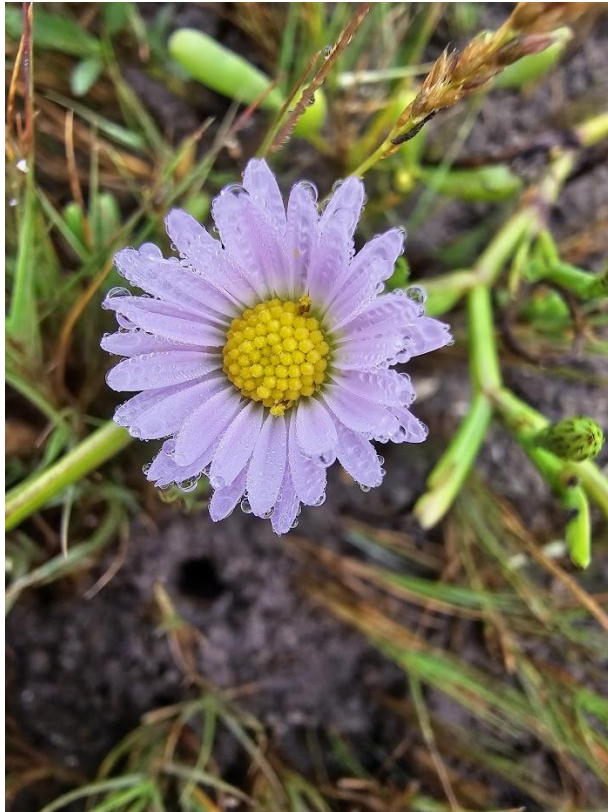
Management and Planning

- Dan Quinn and Yank Moore are assisting our partners within the Coastal Georgia Cooperative Invasive Species Management Area develop a training for Public Works staff to recognize and deal with invasive species in their daily jobs. Our team devotes their time as part of a regional effort to limit the ecological impact of invasive species on Georgia's Coast.
- We received four new animal ambassadors from Magnolia Plantation in Charleston, South Carolina who were downsizing their animal collection. These animals are currently undergoing a quarantine process and will be featured in a new program coming next spring.
- The conservation team participated in a full-day meeting with Design Workshop, the team selected to help design the Oleander restoration. This meeting involved a kick-off discussion, site visit, and the first couple of stakeholder engagement sessions.
- The conservation team has continued to treat priority invasive species such as Chinese Tallow, Chinaberry, Cherokee Rose, and Japanese Climbing Fern.
- Our team has started to collect native seeds for propagation and transplanting for various restoration projects.

Outreach, Leadership, Staffing

- Yank Moore joined Mark Williams and the rest of the executive team for a Meet and Mingle event for the Jekyll Island Citizens Association at the Mosaic.
- Dan Quinn joined Manomet and other stakeholders for a virtual discussion on the creation of a Georgia and South Carolina Conservation Plan focused on providing habitat and protection for shorebirds.

- Yank Moore participated in a Steering Committee Meeting for the 2024 Georgia Environmental Conference.
- Yank Moore participated in a workshop to update the Georgia Coastal Stormwater Supplement Manual in Savannah, Ga. He also stayed as a member of the Technical Team to evaluate ways to improve the update.



A salt marsh aster in bloom on the edge of the causeway (left) and a blazing star in bloom along the marsh edge at Riverview Park.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ANDREA MARROQUIN, MUSEUM CURATOR
SUBJECT: HISTORIC RESOURCES UPDATE
DATE: November 14, 2023

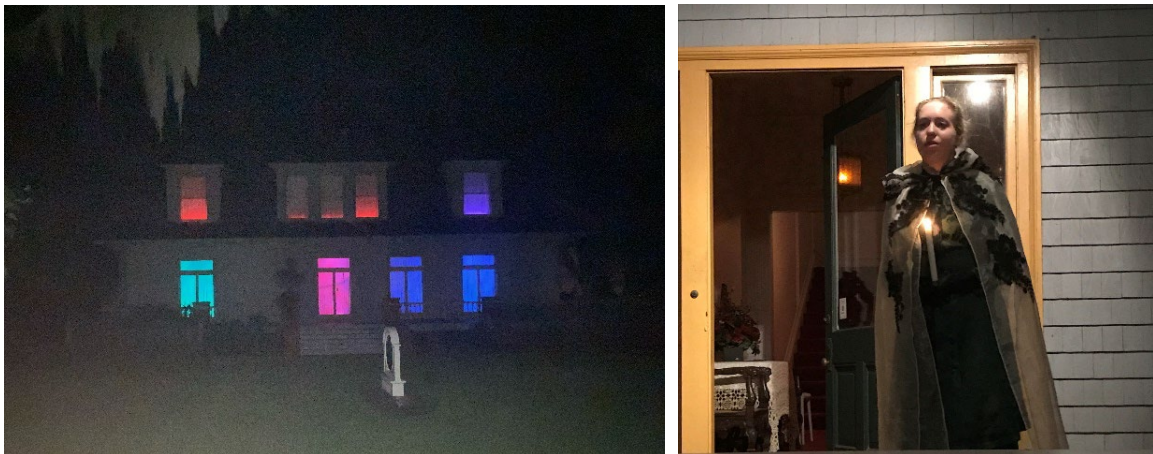
Revenue

During the month of October, the Mosaic, Jekyll Island Museum exceeded its revenue goal, earning 118% of its projected budget.

Source	October 2023 Revenue
All Admissions & Tours	\$123,013
Museum Store Sales	\$53,545
Total	\$176,558

October Highlights

Gilded Age Ghost Tours: During the month of October, the Jekyll Island Club's past came alive as Mosaic, Jekyll Island Museum offered after-dark experiences featuring gilded age traditions and ghostly stories for the Halloween season. Guests enjoyed some treats before visiting the island's historic homes, where dearly departed former club members shared haunting true tales of island life from the great beyond.



October tours special effects and a visit with Geraldine Rockefeller, portrayed by Emily Robertson.

Travelling Trunks: Museum Educator Lucy Hatcher met with the Georgia Council on Native American Concerns, gave a presentation on Native American life on Jekyll Island, and proposed a partnership to develop travelling trunks for schools focused on Native American History. The council offered to provide some trunks, materials, and funding for this project.

School Tour: Lucy Hatcher prepared and piloted a new tour designed for elementary and middle school students. Geared towards young audiences, the tour highlights stories of the Club's millionaire members, investigates the island's gilded age historic homes and support structures, and explores the experiences of children during the time of the Jekyll Island Club.

Preservation: Over the course of the month, Taylor Davis oversaw contractors painting the Club Stables, oversaw efforts to stabilize the porte cochere and rebuild the porch at Indian Mound Cottage, and supervised installation of dehumidifiers at Mistletoe cottage and a compressor at Faith Chapel to establish functional HVAC Systems. He also completed the installation of a long-awaited paddock fence at Mosaic, Jekyll Island Museum.



Multiple historic preservation projects were in progress during the month of October.

Cultural Resources Management – The State Historic Preservation Office reviewed the plans for the proposed Pine Lakes Golf Course Renovations as part of the Golf Improvement Plan. It was determined that the project would not have any significant impact to historic properties and the proposed project was cleared to move forward.



Upcoming renovation plans for the Pine Lakes Golf Course were reviewed by SHPO.

Mass Shred: Archivist Faith Plazarin conducted an annual mass shred, disposing of sensitive JIA records past their state retention schedule. This resulted in the destruction of 3,214 lbs of materials, amounting to 6,513 lbs of documents shredded so far this calendar year.



Archivist Faith Plazarin conducted a mass shred of agency records in October.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MICHELLE KAYLOR, GSTC DIRECTOR
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – OCTOBER 2023

Admissions Comparison with Prior Year

<u>October 2022</u>	<u>October 2023</u>
8,180	8,727

Revenue Categories

- October admissions \$93,966.30 was \$ 8,272.54 over budget.
- October concessions \$117,119 was \$10,057.66 over budget.
- Adoptions: 31 | \$2,050
- Donations (General): 22 | \$645.00
- Memberships: 10 | \$1,203.75
- Public Programs | \$6,640
- Daily Programs | 181

Marketing/PR/Events/Grants/Pubs

Trip Advisor: 2,335 reviews, ranking GSTC #4 out of #24 things to do on Jekyll.

68.8K Facebook Followers

Impressions: 18.4 K

Number of Posts: 11

30.2K Instagram Followers

Impressions: 62 K

Number of Posts: 11 posts, 6 stories

New in 2023, launched campaign “Donate to Vote on the 2023 GSTC Hatchling Name.” GSTC staff narrowed the name options to two choices. The minimum donation to vote was \$5, but voters had the option to increase their donation.

There were **73 individual voting transactions**, with 2 of those being done on the kiosk in the GSTC Learning Center. In the check-out process, many of the people voting opted to add additional donations to their shopping cart. Including these donations, the voting campaign raised the below **funds totaling \$1,135 for the GSTC and JIA:**

- \$500 in Donations to Name the Hatchling
- \$100 in Adoptions
- \$40 in Conservation Donations
- \$450 in General GSTC Donations
- \$45 in Historic Preservation Donations

Education

- School Fields Trips and *Teaching with Turtles* newsletter resumed
- Outside of general admission guest engagement, the education team led 23 educational tours & programs reaching 188 participants.
- Katie Ayres joined the team as a part-time Education Interpreter and Kaylyn Mcgrory joined the team as a part-time Adoptions & Membership Specialist

Research

- 217 sea turtle nests were laid on Jekyll's beaches this season. All nests have been excavated and inventoried resulting in 14,694 hatchlings which emerged from their nests.
- Four captive box turtles in the Box Turtle Exhibit have had radio transmitters applied. This will allow them to be safely tracked and protected during exhibit work this winter during their brumation period.
- Research staff collaborated with GDNr, the Conservation Department, and the Marketing department to end the turtle-friendly lighting requirements for the season and have removed beach lighting signs from beach accesses.
- Preparation is ongoing for end-of-nesting-season headcount surveys for diamondback terrapins in the marshes around Jekyll and the Downing-Musgrove Causeway. We are trialing new vessel float plans as a new safety SOP.

Rehabilitation

	Sea Turtle	Other Patients
New Patients	0	11
Current Patients	3	19
Released Patients	0	2
Transferred Patients	0	0
Total Since 2007	1040	2659

- Madison Scott joined our team as a Seasonal Rehabilitation Associate on October 9, 2023.
- Dr. Boylan attended the American Association of Fish Veterinarians Conference in Springfield, MO where he discussed imaging in fish with a focus on endoscopy, radiology, and CT. The lab portion was teaching mostly ultrasound and demonstrating radiology and endoscopy.
- Dr. Boylan traveled up to UGA presenting on Conservation in aquatic medicine where he discussed the treatment of a sea turtle with a blood patch translated to a blood patch in a goliath grouper to our alligator with pneumocoelom.

Volunteer

October 2023 Volunteer Service hours: 616.25 hours (298 hours more than the 318.25 October 2022 hours, which is a 93% increase)

Multiplied by the National Volunteer hourly value of \$29.95 = **\$18,456.69**

12 new GSTC volunteers and one new Conservation volunteer have completed JIA Orientation in October with 3 more scheduled and ready for November.



Board of Directors Committee Assignments
Effective August 15, 2023

<p align="center"><u>HISTORIC PRESERVATION/CONSERVATION</u></p> <p>Bob Krueger, Chair Dale Atkins Walter Rabon Joe Wilkinson Buster Evans</p> <p><u>Staff:</u> Yank Moore Michelle Kaylor Cliff Gawron</p>	<p align="center"><u>FINANCE</u></p> <p>Bill Gross, Chair Dale Atkins Bob Krueger Joe Wilkinson Walter Rabon Buster Evans Glen Willard Joy Burch-Meeks Ruel Joyner</p> <p><u>Staff:</u> Mark Williams Marjorie Johnson</p>
<p align="center"><u>HUMAN RESOURCES</u></p> <p>Buster Evans, Chair Dale Atkins Bob Krueger Joe Wilkinson Bill Gross Ruel Joyner</p> <p><u>Staff:</u> Jenna Johnson</p>	<p align="center"><u>MARKETING</u></p> <p>Joy Burch-Meeks, Chair Dale Atkins Bob Krueger Glen Willard Ruel Joyner Joe Wilkinson</p> <p><u>Staff:</u> Alexa Hawkins</p>
<p align="center"><u>LEGISLATIVE</u></p> <p>Glen Willard, Chair Dale Atkins Bob Krueger Bill Gross Walter Rabon Ruel Joyner Joy Burch Meeks</p> <p><u>Staff:</u> Mark Williams</p>	<p align="center"><u>COMMITTEE OF THE WHOLE</u></p> <p>Dale Atkins, Chair Bob Krueger Bill Gross Joe Wilkinson Walter Rabon Joy Burch-Meeks Buster Evans Glen Willard Ruel Joyner</p> <p><u>Staff:</u> Mark Williams Noel Jensen</p>