



LEGISLATIVE MEMORANDUM

Palm Bay Municipal Foundation, Inc.

TO: Palm Bay Municipal Foundation, Inc. Board of Directors

FROM: Yvonne McDonald, Treasurer 

DATE: September 26, 2019

RE: Disaster Relief Committee – Marketing Material Expenditures

SUMMARY:

At the Regular Meeting of the Disaster Relief Committee (DRC), held on July 15, 2019, the Executive Board unanimously voted to approve the creation and purchase of a marketing flyer, general business cards and business cards each Committee member. Please note that due to time sensitivity, these materials have already been purchased.

Any expenditures by the DRC require approval by the Palm Bay Municipal Foundation, Inc.

FISCAL IMPACT:

Total cost is \$361. There is approximately \$13,000 currently available through the Foundation's account. The expenditures will be charged to 103-9010-559-4926.

RECOMMENDATION:

Motion to approve the expenditures as requested.

/tjl

Attachments: Invoice (available upon request)
Marketing Flyer and Business Card (available upon request)