



## **UWF Business Enterprises, Inc. Board of Directors Meeting**

University of West Florida

Virtual Meeting

September 29, 2025

**DRAFT MINUTES**

### **Present**

Chair C. Ray Jones, Vice Chair Dick Baker, and Treasurer-Secretary Betsy Bowers. Also attending were Associate Vice President of Finance Jeffrey Djerlek, Associate General Counsel Carolyn Eaton, Assistant General Counsel Julie Jones, Executive Director of Business and Auxiliary Services James Adams, Chief Audit Executive David Bryant, Director of External Affairs Alex Smith, Chief Executive Officer Ed Ranelli, and Accountant Suzanna Daughtry.

Guest from James Moore & Co.: Kevin Warren

### **Absent**

None

### **Welcome/Opening Remarks**

Chair Jones called the meeting to order at 1:01 p.m. He welcomed all attendees to the quarterly BEI Board of Directors meeting and thanked them for their agreement to attend. He then asked Suzanna Daughtry to call the roll, and she confirmed that a quorum was present.

### **Approval of Minutes**

April 28, 2025, BEI Board Meeting.

Chair Jones asked if there were any additions or corrections to the minutes. None were noted.

Motion to approve: Treasurer-Secretary Betsy Bowers

Second: Vice Chair Dick Baker

Motion passed.

### **Treasurer Report**

Treasurer-Secretary Betsy Bowers provided the Treasurer's report.

Regarding BEI's financial activity for the past fiscal year that ended June 30, 2025, (July 1 – June 30, 2025):

- Follett reported bookstore commissionable sales of \$2.552 million, yielding an 11.65% commission of \$297,362 for the fiscal year 2025. This represents a sales increase of \$230,124 compared to the prior year's sales, which were \$2.322 million with an 11.65% commission of \$270,553. This increase continues to be attributed to increased merchandise sales.
- Aramark reported commissionable sales of \$6.111 million and paid a 6% commission of \$355,278 for the fiscal year ending June 30, 2025. This is lower than the prior year, which had commissionable sales of \$6.478 million with a 7% commission of \$426,270. The decrease continues to be due to the lower commission rate for FY25, and there being fewer First Time In College students in student housing who are required to purchase mandatory meal plans.

- All the bookstore and dining commissions received for the fiscal year 2025 have been provided to auxiliary services for their support functions.
- BEI received \$331,475 for rent, interest, and CAM (common area maintenance) fees from tenant leases at Argonaut Village. Rent revenues in the previous fiscal year were \$336,925. This is slightly lower than the prior year because Bagelheads had four months of rent abatement while preparing to open.
- BEI reported a net income of \$390,357 for the fiscal year 2025 compared to the prior year's net income of \$707,213 for the fiscal year 2024. The decrease is due largely to the increased income in FY24 due to the sale of Building 8, and also the loss on lease termination for Starbucks, unit 100, in the current fiscal year 2025.
- At the end of June 30, 2025, BEI's ending cash balance was \$1,498,129 compared to \$1,277,448 in the prior year.
- I have reviewed the year-to-date cash activity of BEI as of June 30, 2025.

### **CEO's Report**

CEO Ranelli reviewed that BEI is a non-profit Direct Support Organization established by Florida Statute and University Regulations to generate alternative sources of revenue to advance the mission of UWF. BEI oversees the operations of UWF's Dining Services, Bookstore Operations, and Argo Village to generate sustainable positive net income and cash flow to advance the mission of UWF. During the fiscal year 2025, BEI also assumed oversight responsibilities for GoLearn, a subscription service for UWF and other students.

CEO Ranelli reported that the James Moore CPA auditing firm has completed its audit report of the BEI Financial Statements for FY 2025. It has issued an unmodified opinion that the financial position and performance of BEI are fairly stated in all material respects.

CEO Ranelli discussed BEI's year-to-date financial performance through June 2025. The BEI Net Income was \$390,357, after donations to UWF of \$652,640, which consisted of Dining Service Commissions (\$355,278) and Bookstore Commissions (\$297,362). BEI received \$331,475 for rent, interest, and CAM fees from tenants at Argonaut Village.

Argonaut Village continues to be 100% occupied with long-term leases with desirable tenants that offer coffee/eatery services, hair/nail beauty services, exercise program/equipment, and other services for UWF students and the local community.

Per CEO Ranelli, BEI's cash flow after expensing donations to UWF, investment activities, and other adjustments was \$201,262. At the end of June 30, 2025, BEI's ending cash balance was \$1,498,129.

CEO Ranelli reviewed the recent completion of the renegotiation of a new long-term contract with Aramark dining service, which provides \$1.175 million in financial commitments to BEI/UWF, which includes a \$100,000 cash advance, \$425,000 for implementation of the online DROP program, \$300,000 for renovation of the Pace Coffee House, and a \$350,000 renovation of Chick-fil-A at UWF Commons. The contract renewal provides 6% commissions on dining service sales to BEI, with all commissions donated to UWF.

Additionally, CEO Ranelli reviewed the completion of the renegotiation of a new contract with Follett for Bookstore services, which includes \$1.0 million financial commitments to BEI for contract renewal, implementation of the online EAP program, and bookstore renovation and upgrades. The contract renewal provides for commission rates starting at 11.65% for bookstore sales up to \$4.0 million, with higher commission rates for sales exceeding \$4.0 million. All commissions received by BEI are donated to UWF. Follett has also agreed to fund \$50,000 annually for an accounting position to assist with billing and collections of student receivables.

## Public Comments

None

## Action Items

1. Audited Financial Statements for June 30, 2025 – Mr. Kevin Warren, representing James Moore and Company, independent certified public accountants, presented the audited financial report for the year ending June 30, 2025. Mr. Warren highlighted and commented on the components of the audited financial report. He noted that the audit opinion stated in the report indicates that the financial statements present fairly, in all material respects, the financial position of UWF Business Enterprises, Inc. as of June 30, 2025. The presentation ended with an opportunity for the Board to ask questions and discuss the information.

The BEI audited financial statements for June 30, 2025, were presented for Board approval.

Motion to approve: Vice Chair Dick Baker

Second: Secretary-Treasurer Betsy Bowers

The motion passed unanimously.

2. Form 990 – CEO Ranelli informed the BOD that the 2024 Form 990 was not available in time to be presented at this meeting and would be covered at the next BEI Board of Directors meeting.
3. Quarterly Expenditure Report – Each quarter, per Article 8 of the BEI Revised Bylaws, BEI is required to file a BEI Quarterly Capital Expenditure Report. This item is presented to have the Board confirm and ratify the receipt of the BEI Quarterly Expenditure Report sent out to the President and BEI Board members as of June 30, 2025. There were no significant changes or significant commitments of resources during the quarter.

The Quarterly Expenditure Report was presented for Board confirmation and ratification.

Motion to approve: Secretary-Treasurer Betsy Bowers

Second: Vice Chair Dick Baker

The motion was confirmed and ratified unanimously by the three voting Board members present at the meeting.

4. University Resource Allocation Certification – For the Board of Directors review and approval, CEO Ranelli presented the University Resource Allocation Certification, which was included in the agenda materials. CEO Ranelli certified that all University resources allocated in the fiscal year ending June 30, 2025, were used only for the purposes approved by the Board of Trustees.

Motion to approve: Vice Chair Dick Baker

Second: Secretary-Treasurer Betsy Bowers

The motion passed unanimously.

## Informational Items

1. Investments in Money Market and CD accounts at ServisFirst & Charles Schwab – Suzanna Daughtry presented the background information of the BEI board's approval of moving approximately \$500,000 of BEI's approximately \$865,000 of idle non-interest-bearing cash balance in the checking accounts to brokerage accounts and investing in short-term CDs or short-term treasuries. Suzanna provided that the total amount of investment interest earned as of June 30, 2025, was \$75,634.08.

2. BEI Budget to Actual – Suzanna Daughtry presented the Budget to Actual comparison charts showing the variance between the actual performance versus the budgeted performance of BEI operations for the fourth quarter ending June 30, 2025. Variances between budgeted and actual data were noted and explained.

**Adjournment**

There being no further business, Chair Jones adjourned the meeting at 1:37 p.m.

Respectfully submitted,

Suzanna Daughtry, Accountant