

FLORIDA PLANNING & ZONING ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
August 28, 2010
Hillsborough County Offices

President Layton called the meeting to order at 8:40 AM. The following were present:

Rachel Layton – Gulf Coast	Paula McMichael – Calusa
Brady Woods – Central Florida	Nancy Roberts – Central Florida
Misty Servia – Gulf Coast	Wanda Sloan – Sun Coast
John Thomson – Surfcoast	Lara Dietrich – First Coast
Kathleen Thompson – Gulf Coast	Tina Mayfield – Calusa
Courtney Mendez – Gulf Coast	Diane Chadwick – Sun Coast
Patricia Ortiz – Sun Coast	Leigh Kerr – South Florida
Tom Brooks - Surfcoast	Elaine Lund – Sun Coast
Joe Quinn - Springs	Sharon Tarman – Gulf Coast

Wanda Classe attended as Administrator

WELCOME AND INTROUCTION – President Layton welcomed everyone and thanked them for attending. Introductions were made by each individual stating name and chapter affiliation.

ADMINISTRATOR’S REPORT – Wanda Classe distributed director packets. The Membership Report showed a total of 707 members – 236 individual members, 452 members from 146 agencies, 18 students and one honorary. Wanda stated that there were actually three honorary members but two paid so they were counted in the general numbers. She was asked to show them Honorary paid.

The May 2009 bank balance was \$51,250.23 compared to the May 2010 bank balance of \$36,474.65.

Members were asked for additions or deletions to the June 12, 2010 board of directors meeting minutes. Misty Servia stated that she was listed as being Sun Coast and should have stated Gulf Coast. With this correction, Misty Servia made a motion to approve the minutes. Nancy Roberts seconded the motion; approved.

In the packet was a list of State Officers, Chapter Directors, Past President and Presidential Appointments.

VICE PRESIDENT FINANCIAL AFFAIRS REPORT – Treasurer McMichael stated that renewal dues were ahead of last year at this time. She distributed a budget report showing income and expenses from January through July, 2010 and a proposed budget for 2011. After review of the report, Courtney Mendez made a motion to accept the financial report as presented. Joe Quinn seconded the motion; approved. President Layton stated several more colleges were offering planning programs and stated that this needed to be considered when preparing the 2011 budget. There was discussion regarding the proposed budget and how scholarships should be distributed and how much allocated to each recipient. President Layton stated that there would be breakout sessions later in the meeting and asked that the concerns with scholarship be discussed.

There was discussion regarding reimbursing the chapter for their dues. After discussion, Brady Woods made a motion to adopt the following policy. Paula McMichael seconded the motion; approved.

At the request of the state Vice President of Finance, chapters shall submit their chapter's bi-annual financial report for the reporting periods of January to June and July to December, to the state Vice President of Finance in the form of the standard FPZA financial report spreadsheet. If the chapter's financial report is not returned to the state Vice President of Finance by September 15 and February 15 of each year, the chapters will not receive their collection of membership reimbursement checks until said financial report spreadsheet is received by the state Vice President of Finance for that fiscal year.

If no chapter report is submitted for the fiscal year, the chapter will be deemed financially inactive and the chapter will not be eligible to receive dues retroactively. Chapter reimbursements not dispersed will be reserved for chapter development or other state-wide educational programs. Financially inactive chapters may request moneys from the chapter development fund from the State Board.

VICE PRESIDENT MEMBERSHIP SERVICES REPORT – Brady Woods stated that the Springs Chapter has been targeted in need of mentoring. He also stated that the Central Florida Chapter attended an event at UCF and introduced them to FPZA. His goal is to reach out to both Rollins and UCF.

Nancy Roberts spearheaded a Regional Forum with the Sun Coast Chapter on August 27th. The forum was successful and the Board wants to plan one in conjunction with the January Board Meeting in Orlando and the March Board Meeting in Ft. Lauderdale. Sun Coast on August 17th. The forum was successful and the Board wants to plan one in conjunction with the January Board Meeting in Orlando and the March Board Meeting in Ft. Lauderdale. The previous day's forum charged attendees \$10.00 and they received lunch and 2 ½ hours continuing education.

He encouraged everyone to attend the First Coast Annual Awards Dinner that will be held the evening prior to the November Board Meeting. He is still working on social networking with Facebook and LinkedIn. There was also discussion regarding other accreditations for CEUs.

PRESIDENT ELECT REPORT – Nancy Roberts reported that as the Professional Development Officer she will send a letter to the chapters outlining the procedure to offer CEUs. CEU information should be sent to her and she will send it to Wanda to be posted on the web site. She encouraged chapters to partner with other organizations and associations in events and educational programs.

OVERVIEW – Editor Paula McMichael gave the following deadlines for receiving materials for the newsletter: October 1, 2010; January 14, 2011 which will announce the 2011 Conference and April 1, 2011 which will be heavy with conference materials. Several members were asked to submit membership profiles for the publication: Misty Servia and Joe Quinn will submit profiles to Paula. She also encouraged chapters to send her information about their events. If the event is scheduled to be held after publication, she will include the information on the event and if it is held prior to publication she would like to publish an after event article.

STRATEGIC PLANNING AND GOALS FOR 2010-2011 – After breakout sessions the following reports were given.

BYLAWS – President Layton stated that since it has been a few years since the bylaws were updated and situations have occurred that the bylaws do not specifically govern, the bylaws
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need to be updated. The goal of the committee is to review all the bylaws and present a draft at the January meeting. The proposed by-laws will be put to a vote during the annual elections and adopted at the annual meeting following the conference on June 11, 2011.

January. The proposed by-laws will be put to a vote during the annual elections and adopted at the annual meeting following the conference on July 11, 2011.

BUDGET – A proposed budget will be the emphasis at the November Meeting. John Thomson made a motion to present one scholarship recipient with \$1,500 scholarship and conference hotel room and registration, and one scholarship recipient with \$500 scholarship and conference and conference hotel room and registration. Joe Quinn seconded the motion. In discussion, it was decided that the motion should be delayed until the November Board Meeting. The motion and second were withdrawn. Courtney Mendez will chair Scholarship Committee Scholarship committee preparing a scholarship application and guidelines for awarding the scholarships.

MEMBERSHIP – The committee reported that more emphasis should be placed on the unemployed member and felt that this has not been communicated enough. They recommended that personal information such as a personal email be requested requested on the renewal notices. Relationships should be formed with colleges toward recruiting student memberships as well as relationships with other organizations/associations.

CHAPTER REPORTS

CALUSA – A chapter meeting was held the previous day and was well attended. They are having conference planning meetings.

CENTRAL FLORIDA – A joint happy hour event was held the previous Wednesday with 25-30 attending. A green building event was held and approximately 20 attended. The next luncheon will be Urban Park Development. A Holiday Event will be held in December. The chapter is also beginning to plan the 2012 conference by getting quotes from local hotels.

FIRST COAST CHAPTER – They are holding frequent meetings and socials. They will be holding their 2010 Annual Awards Dinner and Installation of Officers on Friday, November 5, 2010. This is the evening prior to the scheduled board meeting on Saturday, November 6, 2010. The cost is \$50.00 per person. Lara invited board members to attend and stated that it is absolutely necessary that reservations be made. She will provide detailed information to be forwarded with the board notice. She also reported that the chapter had just completed their four playground project that cost \$15,000.

GULF COAST – There were chapter meetings in July and August but no meeting will be held in September. Attendance, at the meetings, is down in comparison to what they have been in the past. This year their Holiday Banquet will be a lunch meeting instead of a dinner.

SPRINGS – They are planning to begin holding meetings and plan to rotate from north and south with the location.

SURFCOAST - So far this year they have held five lunch meetings. They are inviting the Central Florida Chapter to their meetings. They are also beginning to plan the 2013 conference. The Annual Awards Gala will be held in December. They will also be looking at

their dues and their bylaws stating the amount to be charged. They will let the FPZA office know the amount they want their dues to be.

SUN COAST – Wanda Sloan reported that the chapter was a conference and forum sponsor. Many of their board members have moved out of the area and they are in the process of reforming the board. When a new board is formed, they will meet and formulate future plans.

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OLD BUSINESS

2010 CONFERENCE - Kathleen Thompson distributed a 2010 Conference Report showing expenses of \$50,305.42 and income of \$44,004.00 showing a shortage of \$6,301.42, Gulf Coast CD from their last conference of \$12,652.54 resulting in a balance of \$6,351.12. She presented the state with a check for \$2,500 repaying the seed money given to them by the state.

2011 CONFERENCE UPDATE – The conference will be held at the Naples Beach Club from June 8 through June 11, 2011.

NEW BUSINESS

The next board meeting will be held on Saturday, November 6, 2010 at the office of Kimley Horn.

Student internships were discussed but no recommendation or action was taken.

ADJOURN – With no further business – the meeting was adjourned at 12:43 PM.

Respectfully Submitted,

Wanda Classe, Administrator