

FLORIDA PLANNING & ZONING ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
November 6, 2010
Kimley-Horn & Associates Office – Jacksonville, FL

President Layton called the meeting to order at 8:50 AM. The following were present:

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| Rachel Layton – Gulf Coast | Paula McMichael – Calusa |
| Brady Woods – Central Florida | Nancy Roberts – Central Florida |
| John Thomson – Surfcoast | Lara Diettrich – First Coast |
| Leigh Kerr – South Florida | Tom Brooks - Surfcoast |
| Al Walker – First Coast | Mark Shelton – First Coast |
| Thad Crowe - Surfcoast | Paul Wiczorek - Springs |

Wanda Classe attended as Administrator

WELCOME AND INTROUCTION – President Layton welcomed everyone and thanked them for attending. She thanked First Coast for the refreshments and Lara and Kimley Horn for providing the facilities. 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 567 members – 169 individual members, 390 members from 123 agencies, 5 students, one Past President Emeritus and two paid Past President Emeritus. The November 1, 2009 bank balance was \$48,533.46 compared to the November 2010 bank balance of \$54,381.61.

Members were asked for additions or deletions to the November 2010 board of directors meeting minutes. A few corrections were made and the updated list will be emailed prior to the next board meeting. She asked the chapters to make sure they let her know who the new officers were.

Wanda Classe stated that at the last meeting President Layton asked her to look over the bylaws and point out some issues that have occurred that the bylaws do not address. She distributed a written report with the following concerns that are not specifically addressed by the current bylaws: (1) Do individual members have to belong to the local chapter of their residence or business, (2) What denotes a full time student and what verification is needed (3) Do agencies have to be members of the chapter where they serve on the board, (4) An explanation of Past President Emeritus, (5) Local chapters declaring their own dues and date the state has to be notified in order to invoice for the proper dues and (6) Chapter bylaws must conform with the state bylaws and chapter bylaw changes must be approved by the state board.

VICE PRESIDENT FINANCIAL AFFAIRS REPORT – Treasurer McMichael distributed a budget report showing income and expenses from January through September, 2010 and a proposed budget for 2011. After review of the report, Tom Brooks made a motion to accept the financial report as presented. Nancy Roberts seconded the motion; approved. President Layton asked that Wanda change the posting to show she sent in \$20.00 for scholarship.

VICE PRESIDENT MEMBERSHIP SERVICES REPORT – Brady Woods stated that he had sent a letter to the members of Heartland Chapter asking for someone to step up for leadership of the chapter.

FAU has a program next week and Leigh Kerr announced that Kelly Ray would be attending. He asked everyone to keep in touch with their university contacts and promote FPZA at every opportunity. Two UCF students attended the last Central Florida Chapter meeting.

A Regional Forum was previously scheduled for the Friday prior to the January Board Meeting but topic has yet to be determined. This may be delayed until a later board meeting.

Brady reported that his has set up a LinkedIn page for the state and sent a demo to the Executive Committee for approval. Once it is approved, information will be sent to the general membership.

Wanda Classe distributed membership certificates to the chapters, as the board had previously approved this method of distribution. There was discussion regarding if there should be certificates and if so, how they should be distributed. Lara Diettrich made a motion that distribution of certificates be a function of the state

effective July 2011. Thad Crowe seconded the motion; motion was approved with two opposed. Nancy Roberts made a motion to email the certificates beginning July 2011. Thad Crowe seconded the motion; motion approved with one opposed. A Committee was established to determine if membership certificates should be prepared and if so, how they are to be distributed. The committee will consist of Lara Dietrich, Thad Crowe and John Thomson.

Wanda Classe brought up an issue of a member applying for membership in a chapter where he did not work or live. After much discussion, it was determined that a case like this would be handled on a case by case basis until the bylaws are updated to address this question.

PRESIDENT ELECT REPORT – Nancy Roberts reported that the PDO program is working well. She will start sending the information to Wanda so that Wanda can build a data-base of speakers. She did remind everyone that APA does require an evaluation form for each event. Wanda was asked to check to see when the renewal needs to be paid to APA for credits.

Nancy also reported that FPZA advertised the Florida Brownfields Conference 2010 and they have agreed to advertise our upcoming conference to their membership.

OVERVIEW – Editor Paula McMichael gave the following deadlines for receiving materials for the newsletter: January 14, 2011 which will announce the 2011 Conference and April 1, 2011 which will be heavy with conference materials. She asked everyone to send the new chapter presidents to her so she can list them in the newsletter. She also stated that she plans to have an article written by an attorney in each newsletter. Wanda will send Paula the old advertising rates for ¼, ½, half page and full page.

2011 BUDGET - Treasurer McMichael presented the 2011 budget. Each line item was reviewed to what it represented, what was to be posted there and how much was actually received or spent on the item. There was a lot of discussion regarding how much money and how it should be given out for scholarships. Tom Brooks made a motion to combine all monies for scholarships and related expenses to one line item of \$3,000.00. Nancy Roberts seconded the motion; approved. A scholarship committee was formed of Courtney Mendez, Paul Wiczorek, Paula McMichael, Lara Dietrich and Thad Crowe. They will review applications and determine the rules including level of student applying and what schools would participate.

After adjustments were made, Paul Wiczorek made a motion to approve the balanced budget of \$59,675.00. Nancy Roberts seconded the motion; approved. Treasurer McMichael will have the approved budget at the January board meeting.

CHAPTER REPORTS

CALUSA – They had a lunch meeting with Lee County and had very low attendance. They have a meeting planned for November for a tour of historic properties in downtown Ft. Myers. They are also having monthly conference planning meetings.

CENTRAL FLORIDA – Held their Urban Skate Park meeting with a renown designer and had 55 people in attendance. The next meeting is a holiday event in conjunction with FPAA on December 3, 2010 at the University Club. Matt Boerger will be the 2011 President and Amye King will be Vice President. They had a good year with income over expenses.

FIRST COAST CHAPTER – They held their Awards Dinner the previous evening and had 53 attendees. A 2011 board was elected and Lara will send this to both Wanda and Paula for updating. Also they will send Paula some articles for the newsletter

GULF COAST – October luncheon with a last minute speaker cancellation and had 15-18 in attendance. Their Holiday Social is a luncheon and will be held on December 10

SPRINGS – No report

SOUTH FLORIDA – No report

SURFCOAST - They have had three luncheons and partnered with Palm Coast on one of them. Attendance numbers at these were 12, 48 and 55. Their Awards Gala will be held on December 10, 2010. The same officers will serve in 2011 with the goals of building a bank reserve and getting more members.

SUN COAST – No Report

OLD BUSINESS – Conference – Paula McMichael stated that they are having planning meetings. They need assistance with fund raising. They are in the process of nailing down the social events. Sponsors need to register. Lara volunteered Kimley Horn to be a sponsor. Lara will also serve as Awards Chair. Plans are for monthly email blasts to go out to membership.

NEW BUSINESS

The next board meeting will be held on Saturday, January 8, 2011 in Orlando at the office of Nancy Roberts and AECOM, beginning at 8:30 AM. The next board meeting will be planned for around the last weekend in March in the Ft. Lauderdale area.

ADJOURN – With no further business – the meeting was adjourned at 12:40 PM.

Respectfully Submitted,

Wanda Classe,
Administrator