

**FLORIDA PLANNING & ZONING ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Plantation on Crystal River**  
**March 24, 2018**

President LaValley called the meeting to order at 9:06 AM. The following were present:

Helen LaValley – Surfcoast

Arleen Hunter – Calusa

Paula McMichael – Calusa

Diane Chadwick – Suncoast

Joe Quinn – Springs

Jim Barnes – Gulfstream

Alyssa Henriquez – Central Florida

Via telephone:

Scott Ashley – Surfcoast

Scott Stuart – Central Florida

Alexis Crespo - Calusa

**WELCOME AND INTRODUCTIONS** – President LaValley welcomed everyone and thanked them for participating in today's board meeting. Each person introduced themselves and their chapter.

**ADMINISTRATOR'S REPORT** – Paula McMichael gave the administrator's report. Membership as of March 15, 2018, showed 481 total current members: 141 individual members, 316 members from 74 agencies, 14 students, 5 honorary students, 4 Past President Emeriti, and one Paid President Emeritus. The bank balance as of February 2018 was \$44,101.49, down from February 2017 balance of \$57,556.75. The minutes of the January 20, 2018, meeting were emailed to everyone as well as appearing in the *Overview*. Paula made one minor correction that the deadline for the Overview had been listed as 2017 instead of 2018. Arleen Hunter made a motion to approve the minutes as distributed with the minor correction. Joe Quinn seconded the motion; approved.

Paula distributed the board listing and asked for corrections or updates.

There will be no chapter reimbursement of membership dues until the state conference in June.

**VP FINANCIAL AFFAIRS** - Treasurer Jim Barnes stated that a sponsorship check for the January regional forum had been lost in the mail; however, once it is re-issued, the Gulfstream/South Florida chapter should be able return approximately \$200 to the state for chapter development funds.

Jim reported that First Coast and Surfcoast Chapters have submitted their semi-annual chapter reports, which were due in February.

Central Florida Chapter has not requested the conference advance seed money for the annual conference. Scott Stuart, conference chair, stated that they will not be requesting the seed money [\$2,500].

Springs Chapter is requesting \$250 from chapter development funds to cover the costs incurred for the March regional forum. In reviewing the adopted 2018 budget, Arleen Hunter made a motion to move \$250 from student scholarships into chapter development to cover the request. Seconded by Jim Barnes; approved.

The quarterly report was again tabled and no motion was made.

**VP MEMBERSHIP** – Scott Stuart stated that FPZA has 1,058 contacts in LinkedIn. He stated that he had lost access to the account and was not sure whose email address was associated with it. He will double-check with Sunni Simmons, FPZA Administrator, to ensure that administration of the LinkedIn account was transitioned to her. He had not been receiving email requests to join.

Regarding chapter mentoring, Scott had not contacted anyone within the Apalachee Chapter. Helen stated the Barry Wilcox was an FPZA member and contact within the chapter. She will follow up with Barry regarding re-activating the chapter.

Scott will request merchandise to sell at the conference from Sunni. Diane stated she would like to purchase a few items to use as door prizes for Suncoast events. Joe may be interested as well. Scott will review the inventory to determine if there is a need to purchase additional merchandise.

Helen stated that one of the small FPZA banners had broken. Scott will check with the company the signs were purchased from to see if it can be fixed.

**PRESIDENT ELECT'S REPORT** – Alexis stated that she will review chapter Professional Development Officers (PDOs) to make sure all those listed are still active and in charge of events at the local

level. She offered to help register conference events for continuing education credit if needed by Central Florida.

Regarding chapter mentoring, the Springs chapter just hosted the regional forum. Joe Quinn stated that approximately 25 people were in attendance, and the boat tour was enjoyed by all. Joe thanked the board for their help with the event. Diane Chadwick has been working to organize an event for the Suncoast Chapter, which she hopes will take place in conjunction with USF. The preliminary topic is public-private partnerships. No date has been set. Jim Barnes has been working to re-energize the Gulfstream/South Florida combined chapter. He will concentrate on Broward and Palm Beach Counties for a chapter board. He is looking at the middle of the year for an event, possibly co-sponsored with the Treasure Coast APA.

Alexis sent out a speaker list as a board-level resource for state speakers.

**STUDENT OUTREACH** - Linda Trujillo was not in attendance. President LaValley reported that Linda is looking for outstanding student award nominations. The deadline is April 30, 2018. Alyssa Henriquez stated she would reach out to the student organization at UF for a nomination. Scott Stuart said he would contact UCF. Joe Quinn stated he will get in touch with the UF student who attended the regional forum. Diane has a possible USF contact.

Helen also stated that Linda will be looking for a new student representative for the board, and has two students who have expressed interest, one from FAU and one from UF. Alexis will make the appointment at the June board meeting as the incoming president.

**PRESIDENT'S REPORT** – President LaValley stated that she had made two presidential appointments, Alyssa Henriquez from the City of Winter Springs and Randy Woodruff from Okaloosa County. Okaloosa County is in the Northwest Chapter, which is currently inactive.

She stated that the Surfcoast Chapter will be undertaking another community service project, although the details had not yet been determined.

She also would like to look into the cost of updating the FPZA brochures, perhaps as a one-sheet, two-sided flyer, as the current brochures are out-of-date.

**OVERVIEW** - Deadline for articles for the next issue is April 4, 2018. Editor Branden Roe was not in attendance but had sent an email with the following articles needed for the newsletter: cover story, conference keynote speaker, conference registration, state board executive committee nominees, conference call for sponsors, conference call for awards, conference save-the-date, member profile, board meeting minutes, president's message, and regional forum recap. President-Elect Crespo will work with a local attorney to provide a cover story. President LaValley will provide a welcome for the new FPZA administrator. Joe Quinn will be the member profile. Nothing has been provided regarding a new template for the *Overview*, so that discussion was tabled until the next meeting.

**2018 CONFERENCE UPDATE** – Scott Stuart reported that 16 of 18 speakers for the conference have been confirmed. The chapter currently has \$6,000 in sponsorships. The keynote speaker will be Craig Pitman from the *Tampa Tribune*. The hotel rate at the Aloft Orlando Downtown of \$149/night is available through May 15<sup>th</sup>. Scott will work on a block schedule to post to the website.

Award chair Alexis stated the invitation to submit will be sent out to membership again. No submittals had been received.

**NOMINATING COMMITTEE** – Arleen Hunter, as chair of the nominating committee, passed out a draft ballot. Ms. Hunter made a motion to nominate Joe Quinn to the executive committee as treasurer, and to waive the criteria for nomination per Subsection 13.b.4. of the bylaws. Jim Barnes seconded the motion; approved. Ms. Hunter made a second motion to approve the slate of officers as presented; seconded by Paula McMichael; approved. The ballot will be posted on the website and sent out to membership in advance of the conference.

**CHAPTER REPORTS -**

CALUSA - Calusa held a “meet-the-planning-director” luncheon in January in Punta Gorda. They also co-sponsored a ULI event regarding airports and will be an in-kind sponsor on another ULI event to be held April 4<sup>th</sup>. They will work to schedule another luncheon.

CENTRAL FLORIDA - The chapter will be hosting a mixer with Associated Builders & Contractors (ABC). This is the second year that they will be hosting the event. The chapter focus is the upcoming conference.

FIRST COAST – No update was provided by the chapter; however, President-Elect LaValley had received an invitation to a legislative update event in Jacksonville on March 29<sup>th</sup>.

GULFCOAST – Diane Chadwick reported that a walking tour of downtown Sarasota will be held in April.

GULFSTREAM/SOUTH FLORIDA – Again, the chapter is focusing on increasing membership.

SPRINGS – The chapter hosted the spring forum. They hope to do another event in the late summer/early fall.

SUNCOAST – Diane Chadwick reported that she now has control of the bank account. Alexis Crespo is also a signer.

SURFCOAST – Scott Ashley reported that their January 26<sup>th</sup> event regarding “Why Solar Energy” at the Daytona Beach Kennel Club went well. They will be hosting a boat tour on April 13<sup>th</sup> in New Smyrna Beach. They will be working with APA Atlantic Coast to co-sponsor events. They are trying to get Planning Commission members to join FPZA as a training opportunity. The chapter is also working to plan the 2019 conference in Key West and will have more updates on that at the next quarterly board meeting.

#### **FUTURE BOARD MEETINGS:**

##### **QUARTERLY BOARD MEETING SCHEDULE**

CONFERENCE: Friday, June 8<sup>th</sup>, Aloft Hotel in Orlando

FALL: First Coast has volunteered to sponsor in September/October – date/location TBD

WINTER: A central Florida location was suggested. Jim Barnes will research Clewiston as a possible location, with a regional forum of a sugar mill tour and board meeting at the Clewiston Inn. Helen will research Sebring with board meeting location of Inn on the Lakes or Kenilworth. Alyssa will research LaBelle as a possible location.

SPRING: Diane Chadwick volunteered Suncoast and a Tampa location.

2019 CONFERENCE: June 2019 in Key West

**ADJOURN** – With no further business, the meeting was adjourned at 10:42 AM.

Respectfully Submitted,

Paula McMichael, Board Member