

FLORIDA PLANNING & ZONING ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
Wellington Community Center
January 20, 2018

President LaValley called the meeting to order at 9:08 AM. The following were present:

Helen LaValley - Surfcoast

Scott Ashley – Surfcoast

Paula McMichael - Calusa

Randy Woodruff – Central Florida

Alexis Crespo - Calusa

Jim Barnes – Gulfstream

Via telephone:

Arleen Hunter – Calusa

Branden Roe – State

Joe Quinn - Springs

WELCOME AND INTRODUCTIONS – President LaValley welcomed everyone and thanked them for participating in today's board meeting. Each person introduced themselves and their chapter. Arleen Hunter and Joe Quinn joined the meeting at 9:23 AM.

ADMINISTRATOR'S REPORT – Paula McMichael gave the administrator's report. Membership as of January 15, 2018, showed 472 total current members: 133 individual members, 315 members from 74 agencies, 14 students, 5 honorary students, 4 Past President Emeriti, and one Paid President Emeritus. The bank balance as of December 2017 was \$44,727, down from December 2016 balance of \$59,644. The minutes of the October 28, 2017 meeting were emailed to everyone as well as appearing in the *Overview*. Alexis Crespo made a motion to approve the minutes as distributed. Jim Barnes seconded the motion; approved.

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

VP FINANCIAL AFFAIRS - Treasurer Jim Barnes distributed the final 2018 budget, tabled at the October 28, 2017, board meeting, showing total income of \$58,000 and total expenses of \$58,050. Paula McMichael made a motion to approve, seconded by Alexis Crespo. Motion carried. [After the meeting, it was discovered that the budget had been approved at the October board meeting.]

He then reviewed the year-end financial report. While all line items match the bank statements, the total bank balance does not match the bank statement. He will work with Sunni Simmons to resolve the discrepancy and distribute a final report. The report was tabled until the next meeting and no motion was made.

Jim stated he will be sending out requests for chapter financial reports, which are due mid-February. Surfcoast is the only chapter that has submitted their financial report so far.

Alexis Crespo stated the reimbursement for the state seed money for the 2017 conference will be mailed to the state administrator on Monday.

Jim also gave a recap of the regional forum. Approximately 35 people attended. The speakers and topic were well-received, and the speakers will provide copies of the PowerPoint presentation for the website. He thanked the board for providing seed money for the event. The state board provided dues reimbursement plus monies from chapter development for a total of \$500. The event also received two sponsorships, \$500 from Calvin Giordano and \$250 from Treasure Coast APA. One of the speakers required reimbursement for airfare and hotel room. He believes the event will break even. His goal for the Gulfstream Chapter is to increase municipal membership.

VP MEMBERSHIP – Scott Stuart was not in attendance. Helen stated that she had noted in reviewing chapter membership lists that some members who should be in the Gulfstream Chapter are listed in the South Florida Chapter. After board discussion, it was decided that the chapter membership for these two chapters would be combined for the time being, with Jim Barnes heading both chapters, while the board investigates the feasibility of combining the chapters.

PRESIDENT ELECT'S REPORT – Alexis stated that she is still working on the speaker list and it should be completed by the next board meeting. She is working with the Suncoast Chapter to plan a “meet the planning director” lunch for the Chapter, possibly with Hillsborough County.

Joe Quinn reported that the Springs Chapter was planning the next regional forum and board of directors meeting, to be held at the Plantation Inn in Crystal River March 23rd & 24th. The regional forum would include lunch and a boat tour of the Crystal River and Bay and a presentation from the city manager of Crystal River

regarding downtown revitalization. Crystal River has been designated as a Waterfront Florida Community. Joe will develop a flyer, and Alexis will help with the flyer and registering the regional forum for AICP CM credits. The rate for the Plantation Inn is \$170/night. Joe will investigate setting up on-line registration for the event.

STUDENT OUTREACH - Linda Trujillo was not in attendance. President LaValley mentioned that a young planner attended the regional forum and she had offered to post his resume on the FPZA website. Jim Barnes asked about investigating a reduced conference rate for students, and suggested less than \$100 if they volunteer. Registration rates are set by the conference host chapter. Jim will follow up with Scott Stuart.

PRESIDENT'S REPORT – President LaValley stated that she had no presidential appointments at this time. She asked the chapters if they had completed the community projects. No new projects have been undertaken.

She stated that the contract with Sunni Simmons of Nth Degree Management, LLC, as the new FPZA administrator had been signed. The board needed to make a motion to approve Sunni Simmons as an authorized signer of the bank account. Right now, only Arleen Hunter and John Thomson are authorized signers. Arleen Hunter made a motion to approve Sunni Simmons, Alexis Crespo, and Scott Stuart as authorized signers. Joe Quinn seconded. The motion was approved.

Helen brought up that a selection committee should be formed to select the next Vice President of Finance. Arleen as Past President will chair the selection committee. Jim Barnes and Helen LaValley will serve on the committee. Arleen will set up a conference call for the selection committee and will bring back a slate at the next board meeting for a board vote. The final slate will be published in the *Overview* and be voted on prior to the conference.

OVERVIEW - Deadline for articles for the next issue is February 7, 2017. Branden listed the following articles needed for the newsletter: cover story, conference registration, conference call for sessions, conference call for sponsors, conference call for awards, conference save-the-date, member profile, board meeting minutes, president's message, save-the-date for the spring regional forum and board meeting, budget recap, and regional forum recap. Jim Barnes will provide the budget recap and regional forum recap. Alexis will provide the call for awards flyer. She will also contact a local land use attorney to write a cover story.

Branden also stated that he would like to change the format of the newsletter, and will send out samples for board consideration. The next issue will utilize the existing template.

CHAPTER REPORTS -

CALUSA - Calusa held their holiday party in downtown Fort Myers as a joint event with the local APA chapter. Their next luncheon is scheduled for January 26th and is a luncheon with the planning director of the City of Punta Gorda. The following luncheon will be with the planning director of Collier County. On March 23rd, they are co-sponsoring a daylong symposium with the local APA chapter that will offer 8 AICP CM credits.

CENTRAL FLORIDA - The chapter held a holiday event that was well-attended. Their focus is the upcoming conference.

FIRST COAST – Helen received an email from Amy Reed, who is the new president of First Coast, with a list of new board members. Not all of the board are members of FPZA. Helen will follow up to make sure everyone renews or joins.

GULFSTREAM – Again, the chapter is focusing on increasing membership. Accounting for the regional forum will be sent to Sunni Simmons as administrator.

SPRINGS – The chapter is planning the spring forum. They hope to do another event in the late summer/early fall. Helen LaValley stated the board could assist with flyers if needed.

SUNCOAST – No one from the chapter was in attendance, but Diane Chadwick had sent in a report via email. They are working with the USF Master's Program Director to set up a program for students, possibly as part of the USF/Suncoast FAPA Mentoring program. Hillsborough County Planning Directors may speak. They will offer free membership to students who attend. The bank account has been transferred to Alexis and Diane.

SURFCOAST – Their holiday awards gala was well-attended with approximately 60 in attendance. Their next event is January 26th regarding “Why Solar Energy” at the Daytona Beach Kennel Club.

2018 CONFERENCE - Scott Stuart was not in attendance. Helen will follow up with him regarding the status of conference planning efforts. Surfcoast has volunteered to host the 2019 conference and is considering a “destination” conference in Key West with a mobile boat tour to Cuba. She would like members from other chapters to help chair conference committees, such as hotel, sessions, and mobile tours. The Surfcoast Chapter has only discussed the location preliminarily but will be meeting January 31st to consider.

Alexis as chair of the awards committee stated the deadline for awards will be April 30th and submittals will only be accepted via email. Helen will coordinate with Linda Trujillo regarding student awards.

OLD BUSINESS:

QUARTERLY BOARD MEETING SCHEDULE

SPRING: March 24th at the Plantation Inn in Crystal River - Joe Quinn will coordinate.

CONFERENCE: Friday, June 8th, Aloft Hotel in Orlando

FALL: First Coast has volunteered to sponsor in September/October

ADJOURN – With no further business, the meeting was adjourned at 10:34 AM.

Respectfully Submitted,

Paula McMichael, Board Member