

FLORIDA PLANNING & ZONING ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
October 15, 2016 - Conference Call

President Hunter called the meeting to order at 9:10 AM. The following were present:

John Thomson - Surfcoast

John Stockham - Surfcoast

Alexis Crespo - Calusa

Helen LaValley - Surfcoast

Arleen Hunter - Calusa

Scott Stuart - Central Florida

Tina Ekblad - Calusa

Paul Wiczorek - Springs

Paula McMichael - Calusa

Linda Trujillo - Student

Wanda Classe attended as Administrator.

WELCOME AND INTRODUCTIONS –President Hunter welcomed everyone and thanked them for participating in today's conference call. Wanda took roll as each person entered the conference.

ADMINISTRATOR'S REPORT –Wanda Classe stated that the agenda, minutes of the June 4, 2016 board meeting, membership numbers and balance sheet had been emailed to everyone. Alexis Crespo made a motion to accept the minutes of the June 4, 2016 board meeting as distributed. John Thomson seconded the motion; approved.

The membership report showed 408 as the total number of members: 112 individual members, 285 members from 67 agencies, two students, four Honorary Students, four Past President Emeritus and one paid Past President Emeritus. She stated that FPZA ended their year with a total of 479 members. She also stated that members are still renewing their memberships.

She reported that an updated Officer and Director listing was emailed out to the board members. She received one minor change.

Wanda stated that the total monies in the bank as of September 30, 2016 is \$62,338.77. of which approximately \$7,000.00 is owed back to the chapters and will be distributed when the chapter financials are received.

VP FINANCIAL AFFAIRS – Outgoing Treasurer Crespo stated that she will be getting with Incoming Treasurer Stuart to hand over the financial responsibilities. She apologized for not having the current quarterly financial report but said it would be emailed within a week or two and will be approved at the January meeting. She also stated that she did not send out the chapter requests for their June 30th financial report. Scott Stuart will send out the requests. Wanda will send him a list of monies owed to the chapters so that he can include the amount with the request. It was decided to hold the disbursements until the reports are received. He did report that Calusa had requested \$2,500 seed money for the 2017 conference and the executive committee approved this request and the money was sent to the chapter.

Scott Stuart explained his proposal for FPZA signage to replace the current table top display and to be used at the awards luncheon as well as a photo back drop. He proposed spending approximately \$1,000.00. This expenditure was included as a budget item and will be approved with the budget. He had emailed a proposed budget to everyone prior to this conference call. Branden sent an email requesting the board to consider compensation for the student representative. In discussion, \$500.00 was added as a budget item with an explanation that this is to be used to cover the student's hotel room on Friday night prior to the board meeting. Wanda will make the reservation so that FPZA's tax exemption can be utilized. In addition to the \$250.00 per issue for editor, Branden also requested a \$250 per issue for layout and design, board discussion and budget line item amended. It was determined that \$2,000 would be the amount for Scholarships which will include conference registration and hotel rooms. Line items were discussed and adjusted with the final total income of \$57,201 and expense of \$56,295. Alexis Crespo made a motion to approve the adjusted budget. Paula McMichael seconded the motion; approved.

VP MEMBERSHIP – Alexis Crespo stated that FPZA currently has 847 people on their LinkedIn.

As for chapter mentoring, she asked the participants which they felt was most important: (1) working to strengthen the weak chapters or (2) trying to activate the chapters that are inactive? There was discussion and pro and cons for each. Paul stated that he would try to schedule another event for Springs Chapter. Helen volunteered to call Jim Barnes and get his feelings for his area in south Florida. Alexis also stated that Surfcoast Chapter had forwarded their bylaw changes to be approved by the board of directors. Helen LaValley gave

an overview of the changes being made. Alexis Crespo made a motion to approve Surfcoast Chapter's proposed bylaws. Scott Stuart seconded the motion; approved.

PRESIDENT ELECT'S REPORT – Helen LaValley will contact APA and renew FPZA as a provider for 2017. She will also add any new names and delete names of CMs as needed.

Again, Paul said he would work with Joe Quinn and try to set up a meeting in the near future.

Wanda Classe read a report from Diane Chadwick. She is working on the forum for January 27 and plans for it to be held at a county building. The 28th board meeting will be held at her office on Harbour Island. There is a Westin Hotel attached to the office building and they have a Stantec rate of \$139.00. She also stated that she has not set up the fall happy hour mixer because she has had some health problems.

STUDENT OUTREACH - Helen LaValley made a motion to name Linda Trujillo as the new student representative to the FPZA board. Alexis Crespo seconded the motion; approved. Helen will write up an overview of the responsibilities of the student rep and their interaction with colleges.

PRESIDENT'S REPORT – President Hunter stated that several Presidential Appointee slots were still open.

She encouraged each chapter to have a community service project. She stated that Calusa participated in the International Coastal Cleanup Day in September. Surfcoast was planning a community service project in October but had to postpone it due to the hurricane. Central Florida Chapter is participating in the Wekiva River Cleanup in November.

She stated that Bonita Springs is a great distance to travel for some members and stated that maybe once a year a telephone conference could take the place of an in-person board meeting. Scott Stuart stated that if need be, Central Florida could host two forums and board meetings per year. She would also like to go back to have an Executive Committee conference calls between board meetings. The next conference call was set for Thursday, December 15, 2016 at noon.

The Strategic Planning Session that was planned for this meeting will now take place at the January meeting. President Hunter will speak to Diane Chadwick regarding the timing of the meeting.

OVERVIEW – In Branden's email, he announced the deadline for the next newsletter will be October 29 with a projected publish date of November 11. He also stated that he needs a cover story in addition to the regular articles.

CHAPTER REPORTS

CALUSA – Twenty attended the Forum the previous day. They are hosting a Holiday Cocktail Hour, in conjunction with APA, on December 1. They are also in the process of planning the 2017 Conference that will be held June 7, 8 and 9, 2017. The location will be the Ritz Carlton Golf Resort in Naples, Florida and they have secured a room rate of \$139.00 per night. Paul Wiczorek pledged \$500 toward the Hospitality Suite.

CENTRAL FLORIDA - The chapter covered the cost for 10 of their members to attend an Orange County Affordable Housing Session. The chapter is also working with UCF trying to get more student involvement.

SPRINGS - Paul will try to get some other members involved to plan a January event.

SUN COAST - Wanda previously read Diane Chadwick's email.

SURFCOAST – Helen LaValley reported that they would be involved in their community project as soon as it is rescheduled. December 9 will be their annual banquet and awards.

FUTURE MEETINGS – Dates determined for future board meeting:

Winter 2017 - January 27, 2017 hosted by Suncoast

Spring 2017 - April 1, 2017 hosted by Central Florida Chapter

Annual Conference - June 7-9, 2017 hosted by Calusa Chapter

Fall 2017 - Surfcoast will host the board meeting in September or October

Central Florida Chapter will host the 2018 Conference.

ADJOURN – With no further business, the meeting was adjourned at 11:13 AM.

Respectfully Submitted, Wanda Classe - Administrator