

**FLORIDA PLANNING & ZONING ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Holiday Inn Select - Deland, FL**  
**October 28, 2017**

President LaValley called the meeting to order at 9:05 AM. The following were present:

Helen LaValley - Surfcoast	Scott Stuart - Central Florida
Paula McMichael - Calusa	Paul Wieczorek - Springs
Alexis Crespo - Calusa	Diane Chadwick - Suncoast
Tom Brooks - Surfcoast	Linda Trujillo - Student

Wanda Classe attended as Administrator. Branden Roe and Jim Barnes participated via telephone.

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

**2017 CONFERENCE** - Alexis Crespo reported that approximately 60 attended the conference as fully registered and several attended one day sessions and other sessions. From all reports, everyone attending thought the conference was great and they had excellent feedback.

**ADMINISTRATOR'S REPORT** –Wanda Classe stated that the agenda and the minutes of the June 10, 2017 board meeting were emailed to everyone. Paula McMichael made a motion to approve the minutes as distributed. Alexis Crespo seconded the motion; approved. The membership report showed 446 as the total number of members: 117 individual members, 307 members from 72 agencies, 12 students, 5 honorary students, four Past President Emeritus and one paid Past President Emeritus. Helen LaValley announced that they signed up two new members at the Forum the previous day. She also encouraged the chapters to follow up with members that had not renewed.

She also asked for corrections or updates to the board listing.

Wanda stated that the total monies in the bank as of September 30, 2017 was \$57,374.32 compared to \$62,338.77 for September 2016. Wanda did state that the September 2017 total included approximately \$7,000 to be returned to the chapters.

**VP FINANCIAL AFFAIRS** - Treasurer Jim Barnes attended this meeting via telephone. He sent President LaValley his reports and she distributed copies. There were questions regarding the reports because of the dates on the reports. Scott Stuart stated that he thought the report he had forwarded had 2017 on them. He will verify that he sent Jim the correct spreadsheet and he will work with Jim to bring the spreadsheet current. Alexis Crespo made a motion to table the treasurer's report until the next meeting. Scott Stuart seconded the motion; approved.

Alexis Crespo stated the 2017 conference had a loss of \$2,900 and requested that the chapter only return half of the seed money which would be \$1,250. Scott Stuart made a motion for Calusa Chapter to only return \$1,250 which is half of the \$2,500 seed money given to Calusa. Tom Brooks seconded the motion; approved.

A proposed budget for 2018 was presented. Each line item was discussed and adjusted if needed. After reviewing each line item, the budget showed income of \$58,200 and Expenses of \$58,050. Alexis Crespo made a motion to approve the budget as changed. Scott Stuart seconded the motion; approved. Scott will coordinate the changes with Jim.

Scott also informed the board that he is still working on the development of membership location (GIS) map.

**VP MEMBERSHIP** – Scott Stuart stated that FPZA has 989 contacts in LinkedIn.

Scott suggested that merchandise marketing be added as the responsibility of VP Membership. He stated that he wanted to really promote the FPZA merchandise through advertising in newsletter as well as through the web site.

**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 and Diane Chadwick of the Sun Coast Chapter are planning a 'meet the planning director' lunch for the Sun Coast Chapter.

Paul reported that the Springs Chapter was planning a spring forum to be held in either Gainesville or Ocala.

**STUDENT OUTREACH** - Linda Trujillo reported that she will be attending the Safe Street Summit and hand out brochures and newsletters. She mentioned several events she would be attending as well as events at FAU.

**PRESIDENT'S REPORT** – President LaValley asked the chapters if they had completed the community service projects stating that Surfcoast helped a 94-year-old clear her property after the hurricane. This was done through United Way. Calusa said they had a beach clean-up planned and had to cancel because of the hurricane.

She stated that Randy Woodruff of Central Florida Chapter consented to be a Presidential Appointee at the last board meeting but there are still several vacancies. Alyssa Henriquez was appointed.

She also stated that she would like to proceed with posting resumes on the web site.

**OVERVIEW** - Deadline for articles for the next issue is November 15, 2017 with a goal of getting it to the members in the week ending 12-1-17. Branden listed the following articles needed for the newsletter: summary of forum, president's message, budget summary, student write-ups from the conference, highlight new Presidential Appointee, save the date for next forum and meeting, save the date for 2018 conference, minutes, article on Surfcoast's community service project and Scott will write an article promoting FPZA merchandise. With the next meeting being planned for January, the next newsletter will come out in early February.

#### **CHAPTER REPORTS -**

**CALUSA** - Calusa has held two consecutive monthly luncheons with 20-25 attending. Their holiday event will be held on December 7.

**CENTRAL FLORIDA** - The chapter will not have their Octoberfest this year. They are planning the 2018 conference. Their holiday event will be held December 12, 2017.

**GULFSTREAM** - Having the January board meeting and forum there to try to stir up interest. The projected date will be January 26.

**SPRINGS** - March board meeting and forum will be held in the Springs Chapter jurisdiction. Alexis is going to assist with the forum. The forum is scheduled March 23, 2018 and the board meeting will be held March 24, 2018.

**SUNCOAST** - Diane Chadwick reported that she was able to reach Elaine Lund, the former Treasurer of the Sun Coast Chapter. Elaine is no longer a member and is willing to meet Diane at the bank used by the chapter and transfer the checking account to her. Paul Wiczorek made a motion to remove Elaine Lund as a signer from the Sun Coast bank account and to add Diane Chadwick and Alexis Crespo as signers. Tom Brooks seconded the motion; approved unanimously.

**SURFCOAST** - Helen LaValley briefly discussed the Surfcoast Chapter is planning to host the 2019 conference, along with other chapters. They also hosted the forum held the day before the board meeting. The forum was on medical marijuana and was well attended. Their holiday event will be held on December 8, 2017.

**2018 CONFERENCE** - Scott announced that there has been a change in the venue and the conference will now be held at the Aloft Hotel which is the old OUC building. The theme of the conference will be "Character Towns" which leaves a large spectrum for speakers. He stated that they wanted to change the agenda slightly by making Wednesday and Thursday both full conference days and end the conference at noon on Friday with the board meeting Friday afternoon.

Paula gave Scott a conference notebook for reference. Alexis will chair the awards committee with Paul, Paula, Diane and Linda. The goal deadline for entries is 4-1-18.

#### **OLD BUSINESS:**

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

**WINTER:** Gulfstream Chapter area on January 19, 2018.

**SPRING:** Springs Chapter area on March 23, 2018 - Joe Quinn will coordinate.

**COMMUNITY SERVICE PROJECTS** - President LaValley encouraged all chapters to perform a community service project and to publicize it in all ways possible.

**NEW BUSINESS** - President LaValley announced that Wanda Classe of Classe Marketing & Management will be retiring at the end of the year. She informed the board that Sunni Simmons, from her office, has stated that she would continue the administrative duties but did not want to travel to the board meetings during the first year. Paula McMichael has agreed to travel to the meetings and take minutes in exchange for mileage and hotel overnights. She does not want to commit to this long term but if the board approves, she will commit for six months, Paul Wieczorek made a motion to approve travel and hotel for Paula in exchange of taking minutes. Tom Brooks seconded the motion; approved.

**ADJOURN** – With no further business, the meeting was adjourned at 12:02 PM.

Respectfully Submitted,

Wanda Classe  
Administrator