

**FLORIDA PLANNING & ZONING ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**March 21, 2015**  
**City of Bonita Springs City Hall**  
**Bonita Springs, FL**

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

Paula McMichael – Calusa	Arleen Hunter – Calusa
John Thomson - Surfcoast	Alexis Crespo - Calusa
Helen LaValley – Surfcoast	Leigh Kerr – South Florida
Kathleen Thompson – Gulf Coast	Rachel Layton – Gulf Coast
Brady Woods – Gulf Coast	Diane Chadwick - Suncoast
Courtney Mendez – Gulf Coast	Branden Roe - Student

Wanda Classe attended as Administrator.

**WELCOME AND INTRODUCTIONS** –President Mendez welcomed everyone and thanked them for attending. Introductions were made by each individual stating their name and chapter/state affiliation. Thanks were given to the Calusa Chapter for furnishing the refreshments.

**ADMINISTRATOR’S REPORT** –Wanda Classe distributed Agenda, Membership Numbers and Balance Sheet stating that the minutes of the January 10, 2015 meeting were emailed to everyone. Leigh Kerr made a motion to accept the minutes as distributed. Brady Woods seconded the motion; approved.

The Membership Report showed 473 as the total number of members: 148 individual members, 313 members from 73 agencies, three students, four honorary students, two Past President Emeritus and two paid Past Presidents Emeritus.

Wanda was asked to email the Officers and Directors listing to those present.

The report showed the February 28, 2015 bank balances to be \$48,300.63 compared to the February 28, 2014 balance of \$39,250.76. She stated that the chapter checks given out today were written in March so these checks are not reflected in the balances shown.

She also reported that because Classe Management recently moved their office, she went to FPZA’s bank to change the physical address. She was informed that there were currently three signers on the accounts: Nancy Roberts, Brady Woods and Wanda Classe. After a brief discussion as to who should be a signer, Leigh Kerr made a motion for the signers to be John Thomson, Courtney Mendez and Wanda Classe. Brady Woods seconded the motion; approved. Wanda will secure paperwork from the bank to make these changes.

**VP FINANCIAL AFFAIRS** –In the absence of Treasurer Kevin McCarthy Wanda Classe distributed a budget report for year ending 2014 and January – February 2015 as was sent to her by Treasurer McCarthy. There were questions on both reports that could not be answered. Arleen Hunter made a motion to accept the financial reports contingent on questions being solved. Paula McMichael seconded the motion; approved. Wanda will get with Kevin and when both her numbers and his numbers equal, she will email both reports out to those in attendance.

President Mendez asked Wanda to send the June accounting to Alexis Crespo as she is the nomination for Treasurer. President Mendez stated that she has asked Kevin to place all Treasurer-related files in the Dropbox folder to facilitate this transition.

Wanda also stated that she is still waiting on chapter year end reports to that she can file the 2014 tax return. President Mendez stated that she would reach out to help solicit responses as needed.

**VP MEMBERSHIP** - Arleen Hunter stated that she has added 29 people to LinkedIn and three endorsements since the last meeting, making a total of 614 connections.

The Business Plans Plus edition of LinkedIn was discussed at the last board meeting. Arleen reported that she had looked into it and that it was going to cost \$59.99 per month. Her recommendation was to keep the LinkedIn that FPZA is presently using and to post more events on the web site.

**PRESIDENT ELECT’S REPORT** – John Thomson stated that he will be getting with Paul Wieczorek and Greg Stubbs trying to set up a program for Springs Chapter.

John stated that the First Coast Chapter has volunteered to host the September Board Meeting in Jacksonville. The date will be September 19, 2015 and they are planning a Forum on Friday. This will be the budget meeting for 2016. Central Florida Chapter will be asked to host either January or March 2016 meeting.

**PRESIDENT'S REPORT** – President Mendez noted the availability of Presidential Appointment positions and asked anyone to follow-up if they knew someone interested. Courtney also discussed that she would like each Board Member to prepare a “summary of Duties” to pass along to the next incoming Board Member outlining their basic tasks and any specific deadlines and to place any relevant files or templates in the DropBox folder.

**STUDENT OUTREACH** – Branden Roe reported that he thought he had a student that would serve as the Student Member of the board but they backed out when they realized that they would not be compensated for the time or travel.

He reported that he had sent scholarship and award forms to FSU, FAU, UF, UCF and USF. Wanda was asked to make hotel reservations for four students for Wednesday and Thursday nights of the conference. She will name change them as the recipients are selected.

**OVERVIEW** – The next deadline for articles is April 30, 2015 for a May publication. Future deadlines will be the last day of the month prior to publishing month. This issue will be mainly conference materials. Alexis Crespo will be highlighted.

Branden will send the FPZA office a PDF requesting articles. This will be sent out to the general membership.

**NOMINATING COMMITTEE** – Rachel Layton, Paula McMichael and Courtney Mendez served as the committee. The following nominations are being made and a ballot will be sent to the general membership 30 days prior to the conference.

President – John Thomson

President Elect – Arleen Hunter

Vice President Membership Services – Helen LaValley

Vice President Financial Affairs – Alexis Crespo

**2015 CONFERENCE REPORT** – Kathleen Thompson gave an overall view of the activities and where each activity will be held. The conference will begin on Wednesday at 1:00 PM. A total of 16 credits will be offered.

A deadline for sessions will be March 27, 2015 and the awards deadline will be April 30.

It was decided that FPZA should not invest into any more merchandise at this time. It was suggested that the display of merchandise be at or near the registration desk.

**UPCOMING QUARTERLY BOARD MEETINGS** –

Summer Meeting: June 13, 2015 in conjunction with the 2015 Conference.

Fall Meeting: September 19, 2015 and will be hosted by First Coast Chapter.

January 2016: TBD

March 2016: TBD

John will ask Central Florida if they will host one of the meetings. John also stated that, at this time, a location has not been determined for the 2016 Conference. At one time First Coast showed an interested. John will double check with them.

It was stated that Calusa is a possible location for the 2017 Conference and Surfcoast for 2018 stating that Surfcoast plans to host the conference every five years.

**CHAPTER REPORTS**

**CALUSA** – Paula McMichael reported that 20 attended the Forum on Friday. She stated that this was good attendance as there were two competing events being held at the same time. She stated that Collier County sent five people and the only way they could attend was to make the payment to the state office. When the check is received at the state office, they will forward it to the chapter. Patrick White who was serving as President of the Calusa Chapter moved out of town and they are in the process of replacing him. A July social is being planned.

**GULF COAST** – The chapter is having meetings every other month. Kathleen Thompson is 2015 conference chair and the chapter is currently very involved with conference planning.

GULFSTREAM – Leigh Kerr stated that he would like to have permission to close the Gulfstream chapter's bank account and give the balance to the conference. She says currently this is \$201 in the account and the monthly service fees are eating that up fast. Rachel Layton made a motion to give Leigh permission to close the Gulfstream bank account and give the balance to the conference. Arleen Hunter seconded the motion; approved.

SURFCOAST – Helen LaValley reported that the chapter continues to hold monthly lunches. The chapter has started on their own web site and members will be able to register for their programs on it. New members may attend one meeting at no cost.

**ADJOURN** –With no further business, the meeting was adjourned at 10:36 AM.

Respectfully Submitted

Wanda Classe  
Administrator