

**FLORIDA PLANNING & ZONING ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**April 1, 2017**

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

John Thomson - Surfcoast

Helen LaValley - Surfcoast

Branden Roe - Gulf Coast

Scott Stuart - Central Florida

Arleen Hunter - Calusa

Eric Raasch - Central Florida

Thad Crowe - First Coast

Doug Kelly - Central Florida

Linda Trujillo - Student

Wanda Classe attended as Administrator.

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

**ADMINISTRATOR'S REPORT** –Wanda Classe stated that the agenda and minutes of the February 11, 2017 board meeting were emailed to everyone. President Hunter stated that in oversight the minutes to the October 15, 2016 were not approved. Helen LaValley made a motion to approve the October 15, 2016 minutes. John Thomson seconded the motion; approved. Branden Roe made a motion to approve the February 11, 2017 minutes. John Thomson seconded the motion; approved. FPZA membership numbers and balance sheet were distributed. The membership report showed 455 as the total number of members: 137 individual members, 306 members from 71 agencies, three students, four Honorary Students, four Past President Emeritus and one paid Past President Emeritus.

The balance sheet showed an April 1, 2017 total of \$45,448.63 and an April 1, 2016 for a total of \$55,169.48

**FINANCIAL AFFAIRS** - Treasurer Stuart distributed copies of the 2016 yearend financial report showing income of \$53,495 and expenses of \$51,318.90. Wanda stated that she wrote a check to First Coast for over \$2,000 in 2017 for their 2016 conference. After review, Thad Crowe made a motion to accept the 2016 year-end financial report. Helen LaValley seconded the motion; approved. He also distributed a financial report showing income and expenses for January and February stating that since today is April 1, it was not possible to include March in the quarterly report. After review Branden Roe made a motion to accept the January - February 2017 financial report. Helen LaValley seconded the motion; approved.

**VP MEMBERSHIP** – Alexis Crespo was unable to attend this meeting.

**PRESIDENT ELECT'S REPORT** – Helen LaValley distributed a list of Professional Development Officers for the active chapters. There were none listed for South Florida, Springs and Suncoast so these will now list the state as their PDO Officer. Central Florida requested that their PDO Officer be changed to Eric Raasch.

**STUDENT OUTREACH** - Linda Trujillo listed several associations/organizations that she is involved with and will promote FPZA when she has the opportunity. There is a Monday social where she will distribute brochures and applications. She will also start sending out student award applications.

**PRESIDENT'S REPORT** – President Hunter thanked Doug Kelley, GAI Associates and Central Florida Chapter for hosting the board meeting.

President Hunter stated that several Presidential Appointee slots were still open.

She reminded the chapters to plan their community involvement events and to send out press releases regarding the event. Helen LaValley stated that she had a template for a press release and she would email it to those interested.

Past President Thomson stated that at this meeting a Vice President of Financial Affairs should be confirmed but since the Nominating Committee has not met, this will occur via telephone conference calls. John Thomson will chair the Nominating Committee with Helen and Scott serving on the committee. There will be two conference calls. One call will be with the committee to determine a name for the ballot. The second call will be with the full board participating on the call to approve the selection of Vice President of Financial Affairs. The board call was set for noon on Monday, April 24, 2017. Several names were suggested for the slot. The ballot must go out to the membership no later than Friday, April 29, 2017.

### **STRATEGIC PLANNING AND GOALS FOR 2016-2017**

1. No action will be taken on the map
2. List inactive chapters on board agenda as inactive
3. Continue to work on goals

**OVERVIEW** –Branden stated that he needs all items as soon as possible to get the newsletter out with the conference information. He listed the articles that he needed.

### **CHAPTER REPORTS**

**CALUSA** – They are 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.

**CENTRAL FLORIDA** - Scott Stuart reported that 27 attended the forum on Friday.

The Central Florida Chapter has secured the Alford Inn in Winter Park for the site of the 2018 conference. The dates will be the weekend of June 8.

**FIRST COAST** - Mark Shelton emailed his report: "The First Coast Chapter of FPZA is currently putting the finishing touches on the planning for our April 27th social at TopGolf Jacksonville. The Board of Directors has received positive feedback on the proposed event as well as requests to sponsor. We are working on our next luncheon to be held at Maggiano's at the St. Johns Town Center. This luncheon will be held on June 2nd and will feature a panel of local experts on recent legislative updates from the perspective of both the private and public sectors. We will also be starting our annual membership drive in the upcoming months by advertising the change to corporate memberships."

**GULF COAST** - The chapter had a happy hour on March 23 and invited potential new members. The next luncheon is April 5. Branden announced that he will be moving to the west coast. He stated that he would like to keep being editor and publisher of the newsletter and felt it could easily be done remotely. Unless this becomes too difficult, he will continue.

**SURFCOAST** – Helen LaValley reported that they had a luncheon program scheduled for February 17 and the topic was be Historic Preservation. Their March 24 program was on Bicycle/Pedestrian Safety.

**2017 CONFERENCE** - President Hunter distributed the tentative agenda and budget for the conference. There are still a few slots to fill for speakers and they need more sponsorships. Wanda will make hotel rooms for herself and four scholarship recipients. If they do not receive four applications for scholarship, Wanda will cancel the rooms. There was also discussion about the state paying the host chapter full registration for her to attend the conference. It was decided that the state would pay the chapter what it actually cost in expenses rather than a registration fee.

**FUTURE MEETINGS** –Dates determined for future board meeting:

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

Fall 2017 - Surfcoast will host the board meeting on October 28, 2017

Central Florida Chapter will host the 2018 Conference.

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

Respectfully Submitted,

Wanda Classe  
Administrator