

**FLORIDA PLANNING & ZONING ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Aloft Hotel Downtown Orlando**  
**June 8, 2018**

President Crespo called the meeting to order at 1:30 PM. The following were present:

Alexis Crespo – Calusa  
Paula McMichael – Calusa  
Joe Quinn – Springs  
Paul Wieczorek – Springs  
Jay Marder – Central Florida  
Alexia Rotberg – Suncoast  
Scott Stuart – Central Florida

Colleen Miles – Surfcoast  
Linda Trujillo – South Florida  
Doug Kelly – Central Florida  
Irina Pashinina – Central Florida  
Helen LaValley – Surfcoast  
John Thomson – Surfcoast  
Scott Ashley – Surfcoast

Via telephone (joined at 2:15 PM):

Randy Woodruff – Northwest

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

**CONFERENCE 2018 WRAP-UP** – Scott Stuart provided a wrap-up of the conference budget. The chapter shows a preliminary profit of approximately \$1,500, although not all income from conference registrations or sponsorships had been collected and the bill with the hotel for catering had not yet been settled. Approximately 70 people attended. The chapter collected \$12,750 in sponsorships and \$19,360 in registrations. The largest cost for the conference was catering at approximately \$28,300. Additional costs were for the mobile tour (\$350), the keynote luncheon speaker (\$750), and AV support (\$1,060).

**ADMINISTRATOR'S REPORT** – Paula McMichael gave the administrator's report. Membership as of March 15, 2018, showed 507 total current members: 158 individual members, 325 members from 76 agencies, 14 students, 5 honorary students, 4 Past President Emeriti, and one Paid President Emeritus. The bank balance as of May 2018 was \$59,475.65, up from February 2017 balance of \$53,434.22. The minutes of the March 24, 2018, meeting were emailed to everyone as well as appearing in the *Overview*. Helen LaValley made a motion to approve the minutes as distributed. Paul Wieczorek seconded the motion; approved.

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

**VP FINANCIAL AFFAIRS** - Jim Barnes was not in attendance. Scott Stuart will help to transition the duties of the treasurer to incoming VP Financial Affairs Joe Quinn. Scott passed out chapter reimbursement checks.

There was a motion made by Paul Wieczorek to table the quarterly financial report again. Seconded by Scott Stuart; approved.

**VP MEMBERSHIP** – Scott Stuart made the report as outgoing VP Membership as Jim Barnes was not in attendance. He presented an exhibit showing FPZA membership by zip code. The exhibit showed that membership was more spread out than originally thought with fewer members along the I-4 corridor than anticipated. The exhibit was proffered as consideration in ongoing discussions regarding chapter boundaries.

Mr. Stuart then stated that FPZA has 1,075 contacts in LinkedIn, up from 906 last year. He stated that the account could be used more effectively to promote events in the future. He again stated that he had not been receiving email requests to join the LinkedIn group from the FPZA Administrator, Sunni Simmons. It was concluded that the login and password need to be reset. Linda Trujillo volunteered to be in charge of monitoring the LinkedIn account.

Scott has secured the Florida High Tech Corridor Council to be a \$500 annual sponsor of FPZA for the next five years. The Florida High Tech Corridor encompasses 23 counties along the I-4 corridor and is headquartered in Heathrow. They have offered to provide speakers and sessions on technology that affects land planners in Florida. There was discussion regarding incorporating their focus on technology into an overall marketing strategy for FPZA. The possibility of a more formal agreement with the council will be discussed at

the next board meeting. In the mean time, the organization will be added to the website as a sponsor and any chapter that wishes to schedule an event should contact VP Stuart.

Scott also asked that chapters consider providing CFM credits or other professional continuing education credits for their events.

**PRESIDENT ELECT'S REPORT** – Alexis stated that it is now Scott's responsibility to review chapter Professional Development Officers (PDOs) to make sure all those listed are still active and in charge of events at the local level. Surfcoast has a new PDO; Tom Brooks has retired and Scott McGrath will take over. The list of approved administrators with APA will need to be updated by incoming VP Stuart.

**STUDENT OUTREACH** – Irina Pashinina, one of the student award recipients, was appointed by President Crespo as the new Student Representative. Helen LaValley will send her the job description and Alexis and Irina will have a follow-up phone call to orient Irina to the position. Irina stated she is involved with the UCF "Urban Knights" and Scott Stuart offered to do a presentation to the Knights regarding FPZA.

**PRESIDENT'S REPORT** – President Crespo stated that she will look into making presidential appointments to the board. She will continue Past-President LaValley's focus on reinvigorating local chapters with assistance from the state board.

**OVERVIEW** - Deadline for articles for the next issue is June 29, 2018. Editor Branden Roe was not in attendance but had sent an email with the following articles needed for the newsletter: cover story – conference session summaries; article regarding the 2018 FPZA award recipients; fall regional forum and board of directors' meeting save-the-date; 2019 FPZA Conference save-the-date; member profile; board meeting minutes; and president's message. Irina Pashinina will be the member profile. Nothing has been provided regarding a new template for the *Overview*, so that discussion was tabled until the next meeting.

#### **OLD BUSINESS –**

Immediate Past-President Helen LaValley is still looking into updating the FPZA brochures and will bring forward a proposal at the next board meeting.

#### **CHAPTER REPORTS -**

**CALUSA** - Calusa held a happy hour with APA in May. They are planning a "meet-the-planning-director" luncheon in Charlotte County.

**CENTRAL FLORIDA** - The chapter focus has been the conference.

**SPRINGS** – The chapter hosted the spring forum and just recently received the final invoice for the lunch. Joe Quinn requested that the \$250 reimbursement check, which was approved at the last board meeting, be distributed. He also requested a copy of the tax-exempt form. The Chapter hopes to do another event in September or October.

**SUNCOAST** – Alexia Rotberg reported that the chapter hosted a walking tour of Franklin Street in Tampa in May. Ms. Rotberg also asked that the board look into creating a separate membership form and updating the membership application on the website to add the ability to join on-line as an agency member.

**SURFCOAST** – Scott Ashley reported that they had hosted two events recently – a boat tour of the Indian River as a joint event with the Marine Discovery Center and the Atlantic Coast Section of APA-FL, and an event regarding beach lighting and sea turtle protection. Upcoming events are: on August 10<sup>th</sup>, manufacturing jobs as a targeted industry, and on September 15<sup>th</sup>, a coastal clean-up in Brevard County. They are considering a future floodzone/CFM credit event. The chapter is also working to plan the 2019 conference in Key West, June 5-7<sup>th</sup>. Helen LaValley is the conference chair, Colleen Miles and Becky Mendez are co-chairs. They are researching hotels and meeting space to look for low-cost options. They will have more updates and a confirmed space at the next quarterly board meeting.

#### **NEW BUSINESS –**

The non-profit tax exemption will expire in 2019.

Membership renewals will go out in July.

Doug Kelly, Past-President, stated that he has FPZA newsletters and other documents going back to the 1970s, and suggested establishing a state historian as custodian of the documents.

**FUTURE BOARD MEETINGS:**

**QUARTERLY BOARD MEETING SCHEDULE**

FALL: First Coast has volunteered to sponsor – September 28-29<sup>th</sup> – Location TBD

WINTER: Possibly Gulfstream/South Florida with a regional forum centered around Deerfield Beach's award-winning design standards. [Previous discussion was a possible central Florida location – Clewiston, Sebring, or LaBelle.]

SPRING: [Diane Chadwick had previously volunteered Suncoast and a Tampa location.]

2019 CONFERENCE: Friday, June 7, 2019, Key West

**ADJOURN** – With no further business, the meeting was adjourned at 2:58 PM.

Respectfully Submitted,

Paula McMichael, Board Member