

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

**June 13, 2015  
Hampton Inn  
Bradenton, FL**

President Thomson 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	Thad Crowe – First Coast
Randy Gallup – First Coast	Scott Stuart – Central Florida
Kathleen Thompson – Gulf Coast	Rachel Layton – Gulf Coast
Brady Woods – Gulf Coast	Diane Chadwick - Suncoast
Courtney Mendez – Gulf Coast	Sharon Tarman – Gulf Coast
Paul Wiczorek - Springs	Joe Quinn - Springs
Branden Roe – Student	Jamie Schindewolf - Student

Wanda Classe attended as Administrator.

Immediate Past President Mendez handed President John Thomson the official FPZA gravel.

**WELCOME AND INTRODUCTIONS** –President Thomson welcomed everyone and thanked them for attending. Introductions were made by each individual stating their name and chapter/state affiliation.

**ADMINISTRATOR’S REPORT** –Wanda Classe distributed Agenda, Membership Numbers and Balance Sheet stating that the minutes of the March 21, 2015 meeting were emailed to everyone. Thad Crowe made a motion to accept the minutes as distributed. Sharon Tarman seconded the motion; approved.

The Membership Report showed 479 as the total number of members: 155 individual members, 314 members from 75 agencies, two students, four honorary students, two Past President Emeritus and two paid Past Presidents Emeritus. Wanda stated that the chapter dues checks were being given out at this meeting and the chapter membership list would be emailed to the chapters.

The report showed the May 31, 2015 bank balances to be \$49,726.27 compared to the May 31, 2014 balance of \$52,596.40. She stated that the chapter checks given out today were written in June so these checks are not reflected in the balances shown. She stated that FPZA still owed the Gulf Coast Chapter a few thousand in conference registration fees.

Wanda also stated that it is customary for dues invoices to go out following the conference. She stated that if any chapter wanted to change their dues for the coming year to let her know now. All dues will remain the same for the coming year.

She also reported that FPZA has a lot of old paperwork and asked for approval to scan documents and destroy the paper. Arleen Hunter made a motion to allow any paperwork that was older than 10 years to be scanned and paperwork destroyed. Paul Wiczorek seconded the motion; approved.

**VP FINANCIAL AFFAIRS** –In the absence of Treasurer Kevin McCarthy Wanda Classe distributed a budget report for January – May 2015 as was sent to her by Treasurer McCarthy. In review, Wanda was asked to change the conference income to Conference Credit Card Registration Revenues. In review it was also pointed out that there was no amount in the budget column for the awards. It was determined that the expense section of the report was not aligned correctly to show the proper budget for certain line items. Rachel Layton made a motion to accept the financial reports contingent on these stated corrections being made. Courtney Mendez seconded the motion; approved. Wanda will make the changes to the report and send out to those in attendance.

Wanda also stated that she is still waiting on chapter year end reports to that she can file the 2014 tax return.

Alexis Crespo will be taking over as Vice President Financial Affairs.

**VP MEMBERSHIP** - Arleen Hunter stated that she has added 35 people to LinkedIn and five endorsements since the last meeting. Arleen will transition her duties over to Helen LaValley.

**PRESIDENT ELECT’S REPORT** – John Thomson stated that he will be transitioning his duties to Arleen Hunter. He stated that Marion County has a new Director who appears to want to become active in FPZA.

There were questions asked regarding the Professional Development Officer in each chapter. It was stated that each chapter should have one but it has been a couple of years since this list has been updated. Arleen will contact each chapter and make sure they have a designated person and that person sends her any program description they are submitting for credits prior to actually submitting them to the APA. Paula McMichael will send Arleen information on registering someone as a PDO with APA and the last list of chapter PDOs that she has.

**PRESIDENT'S REPORT** – President Thomson stated that his main goals for the year were membership and community service. He asked each chapter to place an emphasis on increasing their chapter members. Courtney Mendez volunteered to assist Suncoast Chapter and Diane Chadwick also stated that she would help. Scott Stuart stated that he thought a line should be drawn between FAPA and FPZA. In this discussion, Scott was asked to put down his points and counterpoints in an article for the newsletter. This article should also benefit the chapter with their membership growth.

President Thomson also announced that there were vacancies to be filled for Presidential Appointees. He stated that he asked both Branden Roe from Calusa and Jim Barnes from Gulfstream to serve and they both accepted. He encouraged directors to seek volunteers from their chapters.

He also asked the chapters to come up with their own local community service project that was not related to planning.

**STUDENT OUTREACH** – Branden Roe introduced Jamie Schindewolf to the group as the student he is recommending for the position of Student Representative. Branden announced that he has graduated and will be a full member of the Calusa Chapter on renewal. Paul Wieczorek made a motion for Jamie to be the Student Representative. Paula McMichael seconded the motion; approved. Jamie was welcomed and will serve as a go-between the colleges and FPZA.

**OVERVIEW** – Branden Roe will continue as editor. The next deadline for articles is July 3, 2015 for a conference publication. Jamie Schindewolf will be profiled. Scott Stuart will write the article on FAPA and FPZA. Other articles will include the president's message, summaries of conference sessions, scholarship recipient's articles and conference sponsors

**2015 CONFERENCE REPORT** – Kathleen Thompson recognized the committee members for the conference. Approximately 75 registered for the conference. She stated that it would take a couple of weeks to tally the financial side because she was going on vacation.

**NEW BUSINESS** – 2016 Conference will be hosted by the First Coast Chapter. The exact date has not been determined but will be around the same time as held each year. It is currently being planned around Downtown Jacksonville. Thad Crowe will again serve as Awards Committee Chair with Paul Wieczorek, Arleen Hunter, Branden Roe and Courtney Mendez as committee members. Paul Wieczorek announced that he would again sponsor the Hospitality Suite. Calusa chapter will host the 2017 Conference.

The quarterly forums/board meetings will be held:  
September 18-19, 2015 - First Coast

The forum will be held September 18 and will serve as the chapter's yearly educational event. They are tentatively planning overnights at the Hilton Garden Inn in Deerwood Park and the group dinner will be at Brio's in St. John's Town Center

January 2016 – Surfcoast  
March 2016 – Central Florida Chapter  
June 2016 – First Coast/Conference

#### **CHAPTER REPORTS**

**CALUSA** – They are planning a happy hour event in July and are planning an Ethics session for the future. They have already started planning the 2017 Conference.

CENTRAL FLORIDA – Scott Stuart reported they have had a lot of turnover in their leadership and now have new board members in place. They are still holding monthly luncheons with good attendance.

FIRST COAST – They are having quarterly luncheons and approximately 20 attend. The luncheons also offer 1 ½ credits.

GULFCOAST – Sharon Tarman stated that the chapter had been focusing on the conference. They are struggling with attendance at their lunch meetings.

SPRINGS – Joe Quinn is the new chapter president and they are currently focusing on rebuilding the chapter

SUNCOAST – Diane Chadwick will work with Courtney in trying to get the chapter more active.

SURFCOAST – Helen LaValley reported that the chapter continues to hold monthly lunches. They are trying to get different accreditations at the meetings: July – Urban Chickens, August – Member Appreciation social at a microbrewery, September – Ethics. She stated that painting or clean-up would probably be their community service project. They are currently in a membership- drive. If a member joins at a meeting, they get to attend one event at no charge.

#### **OTHER BUSINESS –**

President Thomson acknowledged and thanked Brady Woods for his service to FPZA stating that he will be sincerely missed but wished him much success in his endeavors in California.

Paul Wiczorek made a motion to make Thad Crowe a Past President Emeritus. Rachel Layton seconded the motion; approved.

Respectfully Submitted

Wanda Classe  
Administrator