

FLORIDA PLANNING & ZONING ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
January 16, 2010
AECOM Offices – Orlando, FL

President Crowe called the meeting to order at 8:45 AM. The following were present:

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| Thad Crowe – Surf Coast | Leigh Kerr – South Florida |
| Kathleen Thompson - Gulf Coast | Stephen Thompson – Gulf Coast |
| Brady Woods – Central | Courtney Mendez – Gulf Coast |
| Nancy Roberts – Central | Scott Stuart – Central |
| Paul McMichael – Calusa | Doug Kelly – Central |
| Becky Mendez – Surf Coast | Scott McGrath – Surf Coast |
| Amy Johnson – First Coast | |

Wanda Classe attended as Executive Administrator.

ADMINISTRATOR’S REPORT – President Crowe asked for additions or corrections to the September 19, 2009 minutes. Leigh Kerr made a motion to approve the minutes as distributed. Nancy Roberts seconded the motion; approved.

Wanda Classe distributed a report showing 667 total members – 178 individual members, 392 members from 124 agencies, 7 students and one honorary member.

The December 31, 2009 bank balance was shown to be \$47,765.96 with \$1,275 due back to the chapters for dues.

PRESIDENT ELECT’S REPORT – PROFESSIONAL DEVELOPMENT - Rachel Layton was absent due to a car accident the previous day. Correspondence was read from the University of Florida and Dr. Schneider regarding the event being held. The consensus was that FPZA should be involved and have a viable presence at the event. Stephen Thompson made a motion to pay \$300.00 for a sponsorship in anticipation of presenting FPZA to the group. (This would be posted under Project To Be Determined in the budget) Scott McGrath seconded the motion; approved. Stephen Thompson will check his schedule to see if he is available to speak. Names suggested were ‘A Glimpse into the Future’ and The Adventure Begins Now’. Doug Kelly and Courtney Mendez both volunteered to represent potential employers. It was also decided to recommend the cost of 1.5 credit hours be \$20.00.

Nancy Roberts read a prepared letter and resolution supporting the establishment of a Master’s of Urban and Regional Planning Program at the University of Central Florida. Doug Kelly made a motion to adopt resolution. Courtney Mendez seconded the motion; approved.

Leigh Kerr reported that Kelly Ray was on a panel at FAU’s 20th Anniversary event.

2010 CONFERENCE – Kathleen Thompson stated that the committee has received one sponsorship and one registration at this time. The cost of registration is \$375.00 and 16 credits are available during the conference. Kathleen stated a need for weekly emails to the membership regarding the conference. Wanda stated that the FPZA office will forward emails to the membership when they are received. It was also stated that the awards information should be posted on the web site. President Crowe will forward the 2009 awards information to 2010 awards chair Doug Kelly so that he can adjust it to the 2010 conference and be posted on the web site. Courtney Mendez will be the awards liaison for the Gulf Chapter, Becky Mendez will be the liaison for Surf Coast and Paula McMichaels will let Doug know who will be the liaison

for Calusa. Overall, the 2010 conference committee asked for everyone's assistance in advertising the conference.

VICE PRESIDENT MEMBERSHIP SERVICES REPORT – Nancy Roberts stated that she has been helping the Springs Chapter without much success. She will contact Carol Clarke to see if she can assist in restoring the chapter.

Nancy stated that she would like to hold a Regional Forum in Orlando on a trial basis and if it is successful here she would take it to other locations throughout the state.

FINANCIAL – Treasurer Brady Woods presented the January through December 2009 year end financial report. Treasurer Woods stated that FPZA gave the Administrator a small raise last year and it was not included in the monthly fee. Nancy Roberts made a motion to pay the outstanding balance of \$620.00 to Classe Marketing & Management as had been previously approved. Leigh Kerr seconded the motion; approved.

After review of the line items, Doug Kelly made a motion to accept the 2009 financial report. Nancy Roberts seconded the motion; approved.

OLD BUSINESS –

UPCOMING CONFERENCES - Paula McMichaels stated that Calusa is still anticipating hosting the 2011 Conference. Different hotels are being interviewed as a possible location.

Scott Stuart stated the Central Florida Chapter is still planning to host the 2012 Conference and a location is being sought. He stated that they wanted to sign the location as soon as possible so that they can concentrate on speakers and sponsors.

WEB SITE UPDATE – It was reported that the web site has been updated so that you can register and pay for the conference directly on the web site.

Everyone was encouraged to send their chapter's events and meetings to the FPZA office to be posted on the web site. Chapters were also asked to review their Officer and Director page and send the office any updates or changes.

OVERVIEW – The deadline to receive materials for the next *Overview* is January 31, 2010. The following are proposed articles for the next issue: President's message, conference information, profile of hometown democracy, student articles and chapter events. Leigh Kerr made a motion to continue paying Paula McMichaels \$250.00 per issue for typesetting the newsletter. Doug Kelly, Leigh Kerr, and Stephen Thompson will send Paul their business card for advertising in the newsletter. Brady Woods made a motion to charge \$100 per year for a business card ad and this amount to be prorated throughout the year. Scott McGrath seconded the motion; approved.

FUTURE BOARD MEETINGS – The next board meeting had been scheduled for April 3. Some of the members present had a conflict with this date and a tentative date of April 17 was proposed. Members were asked to check their calendars and let Wanda know if they have a conflict on the 17th.

NEW BUSINESS –

Surf Coast volunteered to host the 2013 Annual Conference. Leigh Kerr made a motion to accept Surf Coast hosting the 2013 Conference. Stephen Thompson seconded the motion; approved.

In discussion of new and renewed members it was determined that new member information will be sent to the chapter when a new application is received and they will be sent a new member certificate. When a member renews, a personalized email letter from the president will be sent to them. Nancy Roberts made a motion to put this policy into practice. Courtney Mendez seconded the motion; approved.

CHAPTER REPORTS

Surf Coast had 17 attend yesterday's meeting. This was a low turnout as they normally have more attend. Becky Mendez and Scott McGrath explained the rebirthing of the chapter.

Calusa – They had a successful holiday social but are having trouble getting members to attend chapter events.

Central Florida – They had first board meeting of the year Wednesday and tentatively planned the year. Their holiday social was held in conjunction with FAPA at the University Club in Winter Park with 80-90 attending.

First Coast – They are focusing on membership and every board member has been asked to bring in 10 new members. They have changed location for their luncheons and plan to have four this year. One event is planned for each month, not counting the luncheons. They had a great holiday awards dinner.

Gulf Coast - Holiday banquet co-hosted with APA and President Crowe attended. The first monthly luncheon will be held in January.

Heartland – Courtney Mendez reported that she spoke with Don Neu and he has not been successful with meetings.

Surf Coast – They will be rotating luncheons in different geographical areas and will also rotate location of board meetings.

South Florida – Leigh Kerr will talk with Joe McManus regarding luncheons.

Doug Kelly will compose membership questionnaire asking members what they would like FPZA to do for them and how satisfied they are with their membership. He will send a draft to Wanda to email to those present at this meeting for their comments prior to sending to the membership.

There will be a Strategic Planning Session on Friday prior to the next board meeting.

ADJOURN – With no further business, the meeting was adjourned at 11:21 AM

Respectfully Submitted,

Wanda Classe
Executive Administrator

