

FLORIDA PLANNING & ZONING ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
January 26, 2013
Stantec – Sarasota, FL

President Woods called the meeting to order at 9:06 AM. The following were present:

Brady Woods – Gulfcoast	Rachel Layton – Gulfcoast
Kevin McCarthy – Gulfcoast	Leigh Kerr – South Florida
Paula McMichael – Calusa	Scott McGrath - Surfcoast
Paul Wiczorek – Springs	Erin Provenzale – Central Florida
John Thomson – Surfcoast	Diane Chadwick – Sun Coast
Tom Brooks - Surfcoast	Chad Williams – First Coast

WELCOME AND INTRODUCTIONS – President Woods welcomed everyone and thanked them for attending. He thanked the Gulfcoast Chapter and Diane Chadwick for hosting the board meeting and providing the refreshments. Introductions were made by each individual stating their name and chapter/state affiliation.

1-25-13 REGIONAL FORUM REPORT – President Woods thanked Rachel Layton and Diane Chadwick for a successful Forum. They reported a good turnout from all over the state. The speakers and venue were great and suggested that other chapters reach out and maybe hold future forums/board meetings at FPZA award winning locations.

OLD BUSINESS – 2012 STATE CONFERENCE – Central Florida Chapter hosted the 2012 Conference. Previously the Chapter returned the \$2,500 seed money and presented the state with a check for \$1,000. The final accounting of the conference showed a profit of over \$10,000. Rule 19 states that if the Chapter incurred a profit on the conference, the State would received up to 50% of the profit up to a maximum of \$2,500. The same numbers would apply if the chapter lost money on the conference with the State paying 50% of the loss up to \$2,500. The State went back to the Chapter and reminded them of Rule 19. They had previously committed to \$500 to the next five (5) conferences which would amount to \$2,500.00. However, this money would go to future conferences and not to the State. It was reiterated the expenses that the State incurs in order to support the conference. Erin Provenzale, President of the Central Florida Chapter, stated that a check was being sent to the State for an additional \$1,500.00 to bring the total to \$2,500.00. She also stated that it was important that future conference host chapter be reminded of Rule 19 when they commit to host the conference.

2013 Conference Host Surfcoast requested a list of 2012 attendees.

ADMINISTRATOR’S REPORT –Wanda Classe distributed director packets. President Woods asked for corrections or approval of the September 22, 2012 Board Meeting Minutes. Scott McGrath made a motion to approve the minutes as distributed. Leigh Kerr seconded the motion; approved.

The Membership Report showed 490 as the total number of members, 148 individual members, 332 members from 102 agencies, three students, three honorary students, two Past President Emeritus and two paid Past Presidents Emeritus. Wanda Classe distributed checks to chapters for members joining or renewing since the last board meeting.

The report showed that the December 31, 2012 bank balance was \$38,298.42

The contact list for the board was distributed and chapters were asked to review their information and let the FPZA Office now of any corrections. President Woods stated that most chapters had recently held elections and he asked that they all send Wanda an updated board listing for their chapter. He also introduced Kevin McCarthy as the newest President Appointee and stated that there are still appointee slots to be filled.

VP FINANCIAL AFFAIRS – Treasurer John Thomson distributed the financial reports for the 4th quarter and year-end report. He stated that at the last board meeting, the 3rd quarter report was tabled for clarification on the student expenses and the Central Florida Chapter’s response to Rule 19. He distributed a chart showing the

hotel and registration expenses for the students and reiterated Erin's comments to the Chapter's \$1,500.00. He stated his greatest concern was the continuing loss of members. After review of the financial reports, Paul Wiczorek made a motion to accept the reports as presented and a deposit in route for Central Florida's \$1,500.00 Tom Brooks seconded the motion; approved. President Brady asked each chapter to put a lot of effort into building membership in the coming year.

He also stated that the chapters would be receiving a letter from him requesting the year-end financial report. This completed report is required to be submitted in the month of February.

VP MEMBERSHIP SERVICES REPORT – Due to Courtney Mendez's absence, Tom Brooks made a motion to table this report until the next meeting. Rachel Layton seconded the motion; approved. Rachel did report that Courtney and baby were doing fine and she has not yet returned to work.

VICE PRESIDENT'S REPORT – Paula McMichael reported that the credits with AICP were renewed in January. She has requested each chapter to send her the name of their current Professional Development Officer (PDO).

She reported that a membership survey was sent out in October. The survey was sent out on SurveyMonkey. Doug Kelly volunteered to have it sent out on his company's account. Each question and their answers were reviewed and discussed. The survey appeared to be a good insight into the membership, however, it was not chapter specific and there is no way to determine what chapters answered the questions. It was decided that a survey should probably be sent out every other year.

PRESIDENT'S REPORT – President Woods asked each chapter to please send the FPZA office an updated list of Officers. He also reminded them to send in chapter events to be posted on the web site and pictures of the event after it takes place. Rachel Layton stated that the state committee chairs needed an update.

He stated that at the August 16, 2008 board meeting a motion was made and passed that chapters were required to send financial reports twice a year to the state – August for the first six months and February for the December 31 year end. He continued to state that this now needs to be made into a bylaw.

In the past few months, there have been a lot of discussions regarding group memberships. Currently, a private/public agency may have three members. Elected or appointed officials may have five in their group. By reviewing the membership it can be seen that some groups have five listed and they are not appointed or elected officials. President Woods appointed a committee. Each chapter will be represented on the committee. Those attending this meeting will either serve on the committee or let President Woods know their chapter representative. Scott McGrath and John Thomson both asked to be on the committee from Surfcoast. Diane Chadwick asked that the committee also look into the possibility of having a group from one company but members of different chapters.

President Woods reported that Courtney Mendez had compiled a list of university heads and he will coordinate with Courtney on this. Erin Provenzale stated that the Central Florida Chapter now has a member from Rollins College and they are promoting FPZA through this representative.

OVERVIEW – Tom Brooks stated that the deadline for the next *OVERVIEW* is February 11, 2013. He has written a few articles and they are available as needed. In addition to articles, Kevin McCarthy and Chad Williams will be profiled. The issue should also contain as much information as possible for the upcoming conference. Suggestions were made for upcoming issues: 'Look Back in History' – articles from past *OVERVIEWS* and Florida planners who have left the state to tell their current view.

NEW BUSINESS – Leigh Kerr reported that the next board meeting will be held on either April 20 or 27 in South Florida. They are currently working on topics/speakers for a Forum to be held on the Friday before the board meeting.

The June board meeting will be held on Saturday June 8, 2013 at the conclusion of the conference.

The Surfcoast chapter reported that the committees are in place for the upcoming conference and they are in the process of recruiting speakers. Call for speakers and sponsorships should be sent out as soon as possible. Hotel and conference information are posted on the web site. They were encouraged to start sending out emails regarding the conference through the FPZA office. Brady will speak to Lara Diettrich and ask her to chair the awards committee again this year.

CHAPTER REPORTS

CALUSA – Paula McMichael stated that they are planning an art tour of downtown Fort Myers and a review of the legislative session with local representatives after the session is over. Tentative date for the legislative review is May 8, 2013.

CENTRAL FLORIDA – Erin Provenzale reported that they are planning their year. February's meeting will be "Mainstreets". She stated that they, as a chapter, are sponsoring a scholarship. Surfcoast and Central Florida chapters will make more of an effort to share chapter meeting information.

FIRST COAST – Chad Williams stated that the Chapter has held one meeting so far this year. One of the goals they have set for the year is to increase membership. He stated that the Chapter is also in the process of updating their bylaws. President Woods attended their Awards Program where Thad Crowe was given their most prestigious award.

GULF COAST – Rachel Layton reported that they did have election of new officers and she would send that list to Wanda for the web site. They are rotating months of board meetings and membership meetings. January was a board meeting and February will be a membership meeting with speaker John McCarthy from Sarasota. They are also in the process of planning an emergency management program, socials and walking events.

SOUTH FLORIDA – Leigh Kerr stated that they have had no meetings recently. He also stated that they were going to have to pass on the 2014 Annual Conference. He felt that at this time they just did not have enough people involved to handle it.

SPRINGS – Paul Wiczorek reported that there had been no activity in the chapter. Gregg Stubbs is now in the area and Paul will be contacting him for assistance with the chapter.

SUN COAST – Elaine Lund sent the following report to Diane Chadwick: The Chapter "sponsored the Cemetery Resource Protection Training (6.5 AICP CM credits) with the Florida Public Archaeology Network on November 9, 2012, and it was fun. I've attached a couple of pictures of one of the hands-on activities we did. The participants are cleaning a marker with D/2 Biological Solution, which is much gentler than harsh chemical cleaners. The location was the Oaklawn Cemetery, which is a City of Tampa historic landmark."

SURFCOAST – Last year the chapter held six programs concluding with the Gala that President Woods attended. This year they are mainly working on the upcoming conference.

ADJOURN – with no further business, the meeting was adjourned at 11:24 AM.

Respectfully Submitted,

Wanda Classe
Administrator