

**FLORIDA PLANNING & ZONING ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**January 28, 2012**  
**Waldrop Engineering**  
**Bonita Springs, FL**

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

Nancy Roberts – Central Florida	Rachel Layton – Gulf Coast
Brady Woods – Gulf Coast	Paul Wiczorek - Springs
Thad Crowe – First Coast	Leigh Kerr – South Florida
Paula McMichael – Calusa	Sharon Jenkins-Owen - Calusa
Kathleen Thompson – Gulf Coast	Stephen Thompson – Gulf Coast
Shekeria Brown – South Florida	
Wanda Classe attended as Administrator	

**WELCOME AND INTRODUCTIONS** – President Roberts welcomed everyone and thanked them for attending. Introductions were made by each individual stating their name and chapter affiliation. She thanked Waldrop Engineer for hosting the meeting and Calusa Chapter for providing refreshments.

**REGIONAL FORUM** – Paula McMichael gave an overall view of the program and the speakers of the previous day’s event. Approximately 40 had registered and 30 attended. She reported that there were three walk-ins and preliminary figures indicate that it was also a financial success. President Roberts thanked the Calusa Chapter for all their efforts toward making it the successful event that it was.

**ADMINISTRATOR’S REPORT** – Wanda Classe distributed director packets stating that the October 12, 2011 minutes had been emailed and were also in the newsletter. Brady Woods made a motion to accept the minutes as published. Thad Crowe seconded the motion; approved.

The Membership Report showed 507 total members: 162 individual members, 338 members from 104 agencies, four (4) students and three Emeritus Past Presidents.

The December 2011 bank balance was \$42,265.85 compared to the December 2010 bank balance of \$43,106.74. She also stated that the current balance does not show the chapter reimbursements that will be made this month.

A list of 2011-2012 Officers, Directors, Appointees and Past Presidents was contained in the packets. President Roberts stated that she had contacted all the Presidential Appointees and most wish to stay but there are still openings. The bylaws permit 15 Appointees. She asked for suggested names and stated that Jon Thomson should be added to the Appointee list. Wanda asked everyone to review their information.

**VP FINANCIAL AFFAIRS REPORT** – In the absence of Treasurer Mendez, Wanda distributed copies of the report prepared by Treasurer Mendez. President Roberts read her email giving an overview of the report. The report was from January 1, 2011 through December 31, 2011 and will serve as the year-end report. The report showed expenses did exceed income for the 2011 year. Rachel Layton made a motion to accept the report as presented. Stephen Thompson seconded the motion; approved.

**VP MEMBERSHIP SERVICES REPORT:** Paula McMichael reported that there are approximately 145 people signed up for LinkedIn. This includes both members and non members and is an increase of 45 since the last board meeting.

University Outreach – Lara Diettrich will reach out to the colleges for the scholarship winners. There was discussion regarding the scholarship recipients receiving conference registration and hotel but no cash money. Stephen Thompson, Leigh Kerr and Paul Wiczorek all volunteered scholarship sponsorships in the amount of \$200.00 each.

Paula stated that the next deadline for the *OVERVIEW* is February 13, 2012. She currently has one article and thanked Tom Brooks and Courtney Mendez for their help on the last issue. Shekeria Brown will be profiled in the upcoming issue. The May edition of the *Overview* will be a special conference issue. Again, she asked for assistance in securing articles and ads.

**PRESIDENT ELECT REPORT:** Brady Woods reported that the policy in place currently is that he would be notified of all programs being submitted for credit before they were actually submitted for approval of credit. All events are still not copying him prior to submitting them. This was discussed and agreed that this should continue to be the policy. He will also send out another notice to this effect to the chapters.

President Roberts thanked him for sending out emails to chapters asking them to make every effort to attend the board meeting but if they could not to please submit a report to be read that the meeting.

#### NEW BUSINESS

**Board Meetings** - There was discussion regarding the April date for the meeting in Crystal River. Wanda Classe will check availability of the Plantation Inn and costs related to holding a regional forum and board meeting at the hotel. She will email this information to the Executive committee and Paul Wieczorek for a final decision. The June meeting will be held in Orlando in conjunction with the 2012 Conference.

**Distribution of FPZA Membership/Database List** – President Roberts reported that there had been a recent request for a copy of the membership/database list, therefore she put it on the agenda for this board meeting. Discussion centered on a policy determining who could receive this information and how it would be received. It was the consensus of those present that the lists should only be used to promote FPZA, promote FPZA membership, promote FPZA activities and outside activities that would benefit FPZA members. It was also agreed that if another organization wanted to promote their activities that would benefit FPZA members, the FPZA office would send out the information instead of giving them the list. An understanding was reached, however the exact verbiage was not constructed. Thad Crowe made a motion to allow the Executive Committee final approval of verbiage. Paula McMichael will write a proposed verbiage and email to Executive Committee for final approval.

**Springs Chapter Regional Forum** – Paul Wieczorek stated that he felt organic farming and farming in general would be a good topic. Others suggested including animals as the topic. Paul will begin looking into potential speakers.

**Surf Coast Bylaws** – The Surf Coast Chapter recently revised their bylaws. According to the State Bylaws, all chapter bylaws have to conform to the State's Bylaws and Policies. In review of the bylaws, Wanda brought up the following areas for discussion.

1. Line 12 states that membership is not restricted to the territorial limits of the chapter. Paul Wieczorek made a motion to request that the Surf Coast Bylaws be changed to state that membership from outside of the chapter territory should be determined on an individual basis. Thad Crowe seconded the motion; approved with one no vote.
2. Lines 57-59 state that both Private and Public Organizations are entitled to three (3) members of elected, appointed official, administrative officers or staff members. Leigh Kerr made a motion to request the Surf Coast Bylaws to be changed to conform with the state's which say that Private and Public Agencies and firms have a maximum of three members and Publicly Elected and Appointed Planning Board Officials are entitled to a maximum of five (5) members. Thad Crowe seconded the motion; approved unanimously.
3. Line 79 and 80 states that a new member joining after June 1 will pay one-half of the annual dues. However, the sentence before states that all dues are due on June 30 of each year. Leigh Kerr made a motion to request the Surf Coast Chapter bylaws be changed to confirm with the state's which say that a new member joining after January 1 pays one-half of the dues. Paula McMichael seconded the motion; approved unanimously.

4. Line 176 states that the Treasurer will provide a quarterly report to the State Board. Brady Woods made a motion to request the Surf Coast Chapter bylaws be changed to reflect the following motion approved in 2008. *At the August 16, 2008 board meeting a motion was made and passed that the chapters would submit financial reports twice a year to the state – August for the first six months of the year and February for the December 31 year end. These reports should be submitted on the form provided by the state.* Paula McMichael seconded the motion; approved.
5. Beginning at line 369 an explanation is made how amendments are made to the bylaws. Paul Wieczorek made a motion to request the Surf Coast Chapter bylaws be changed to reflect that the FPZA State must approve any amendments to the bylaws. Leigh Kerr seconded the motion; approved unanimously.

FPZA Conference Awards – Lara Diettrich will again be the Chair of the conference awards. Her committee will include Courtney Mendez, Paul Wieczorek, and Thad Crowe. President Roberts will call Lara to discuss the budget and the concerns in keeping awards cost low.

2012 Conference Update – Brady Woods stated that some speakers have been confirmed while still seeking others. The conference will be held June 20-22, 2012 at the Embassy Suites Downtown Orlando. The cost at the Embassy Suites will be \$149.00 ++ per night. The title of the conference will be “Connecting The Dots.. Nature – Community – Urban Core”. The registration cost has not been determined. Brady was asked to check into children’s activities.

Additional Items – Thad Crowe made a motion to make Sharon Jenkins-Owen a Past President Emeritus. Stephen Thompson seconded the motion; approved unanimously.

CHAPTER REPORTS: Calusa – Paula McMichael reported that their next meeting will be in March and they will be visiting a farm in North Ft. Myers. The chapter has also been working on the recent Forum.

Central Florida – Brady Woods stated that the chapter is busy with the June 2012 Conference.

First Coast – Held their Annual Awards Event and they have elected new officers and directors for 2012.

Gulf Coast – Stephen Thompson announced that they held a successful Holiday Lunch where 50-60 attended including President Elect Woods. They are making an effort to reach out for more attendance from Sarasota. They will be setting the upcoming year’s agenda at their first board meeting. They are continuing to offer free meetings to non working planners and have budgeted to send three (3) members to the conference, chosen from those members whose company will not pay the expense of the conference.

Surf Coast– Brady Woods read a report from Surf Coast President Scott McGrath. He stated that they held their election in November and their Awards Event in December. They held six luncheons and a Planning Commission Training Session for a total of 18 credit hours last year. February 24 is the date of their next luncheon. The chapter is working on the 2013 conference and will hopefully have a location secured in the near future.

South Florida Chapter – Leigh Kerr stated that the Chapter is sponsoring an FAU lecture series.

Springs – Paul Wieczorek stated that he will seek help in planning the Forum

ADJOURN – With no further business, the meeting was adjourned at 10:40 AM.

Respectfully Submitted,

Wanda Classe  
Administrator