

**FLORIDA PLANNING & ZONING ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**June 8, 2013 –**  
**The Plaza – Daytona Beach, FL**

President McMichael called the meeting to order at 9:07 AM. The following were present:

Brady Woods – Gulfcoast	Courtney Mendez - Gulfcoast
Kevin McCarthy – Gulfcoast	Paul Wieczorek - Springs
Paula McMichael – Calusa	Arleen Hunter - Calusa
Thad Crowe – First Coast	Tina Ekblad – Calusa
John Thomson- Surfcoast	Scott McGrath – Surfcoast
Becky Mendez – Surfcoast	Tom Brooks – Surfcoast
Wendy Hickey – Surfcoast	John Stockham – Surfcoast
Doug Kelly – Central Florida	Erin Provenzale – Central Florida

Wanda Classe attended as Administrator

**WELCOME AND INTRODUCTIONS** – President McMichael welcomed everyone and thanked them for attending. She thanked Surfcoast Chapter for providing the meeting space and refreshments. Introductions were made by each individual stating their name and chapter/state affiliation.

**2013 CONFERENCE WRAP-UP** – Becky Mendez reported that there were 70 full registrants, 15 one day, 10 for Wednesday’s workshop, 72 at lunch on Thursday and 100 for lunch on Friday. She continued to state that PayPal had worked very well for them and they would be continuing its use for their chapter events. For a \$350.00 registration, the fee to PayPal is \$8.25. She gave suggestions regarding future conferences: (1) Have an official opening and closing session, (2) More time for the Awards/Annual Luncheon, (3) No sponsorship amount less than full registration – some \$250 sponsors took full advantage of the conference and all meals and (4) Limit the sponsorship levels. She will submit these and other recommendations in writing.

Overall, the chapter is striving to clear \$4,000.00 after repaying the State’s seed money.

**ADMINISTRATOR’S REPORT** –Wanda Classe distributed director packets. President McMichael asked for corrections or approval of the April 27, 2013 Board Meeting Minutes. Paul Wieczorek made a motion to approve the minutes as distributed. Erin Provenzale seconded the motion; approved.

The Membership Report showed 517 as the total number of members, 167 individual members, 338 representatives from 104 agencies, five students, three honorary students, two Past President Emeritus and two paid Past Presidents Emeritus.

The report showed the April 30, 2013 bank balance to be \$32,062.67 compared to the April 30, 2012 balance of \$34,261.43.

A listing of Officers, Directors, Past Presidents and Presidential Appointees was distributed for verification and changes.

She also reported that she had tried to secure lapel pins but there was not time for them to be ordered. She asked that if these were wanted for the next conference, at least six weeks notice is needed.

**VP FINANCIAL AFFAIRS** –Treasurer John Thomson distributed the financial report from January through April. There was a question regarding a \$86.00 income and expense entry under Chapter Development. Wanda will research this and email everyone an explanation.

Wanda Classe reported that she had received a check for the additional \$1,500 from the Central Florida Chapter and it would appear on the May report.

After review of the report, Courtney Mendez made a motion to accept the financial report as distributed with Wanda sending out an explanation of the \$86.00. Arleen Hunter seconded the motion; approved unanimously.

Treasurer Thomson stated that he would be turning over the records to now Treasurer Arleen Hunter after this meeting.

**VP MEMBERSHIP SERVICES REPORT** –Courtney Mendez stated that she would work with Paul and the Springs Chapter to plan a fall event. Doug Kelly, Tom Brooks, and Arleen Hunter volunteered to assist with the event. She also reported that she will work with John Thomson during their transition and she had already given John the university contacts.

There are now 320 contacts on FPZA's LinkedIn.

**VICE PRESIDENT'S REPORT** – Paula McMichael stated that she will work with Courtney Mendez in their transition. She did report that she is now receiving most continuing education notices.

**PRESIDENT'S REPORT: Brady Woods / Paula McMichael** –Immediate Past President Woods stated that at the last board meeting, there was a discussion regarding raising the state's dues \$5.00. He explained the proposed increase of dues and the proposed dues structure. The new proposed dues structure will have a new group fee which will include a minimum of four members. If a company has more than four, they will pay an additional fee per person. Each chapter must determine if they are going to raise their chapter dues or absorb the state increase. After much discussion, Thad Crowe made a motion to accept the state's \$5.00 increase and the new fee structure as presented for one year and for this fee structure to be reviewed prior to invoicing in 2014. Paul Wieczorek seconded the motion; approved. Calusa will increase their local dues \$5.00. Sun Coast and First Coast have not responded and they will be contacted. Wanda Classe reminded everyone that annual dues are to be invoiced in June.

He also announced that ballots and bylaw changes were distributed to members in accordance with the bylaws. No write in names were received for the Officers and no negative votes were received regarding the proposed bylaw change dealing with Student Membership.

Immediate Past President Woods reported that the 2014 conference was originally to be held in south Florida. The members in the area have said that they cannot take it upon themselves at this time. He proposed that the state sponsor the conference and still hold it in the south Florida area. He approached Florida Atlantic University for assistance with the conference and was told that he could not be guaranteed full support but would be given support when possible. It was determined that Brady Woods would chair the 2014 conference committee and South Florida hotels would be investigated within the next 30 days. Assisting on the committee will be Thad Crowe, Paul Wieczorek, Kevin McCarthy and Tina Ekblad.

Paula McMichael encouraged everyone to focus on increasing membership for the upcoming year.

**OVERVIEW** – July 1, 2013 will be the next deadline for the newsletter. Arleen Hunter will be profiled. Tom Brooks will continue as Editor.

**NEW BUSINESS** – A tentative schedule was set for the 2013-2014 board meetings with forums being held on Friday prior to the board meetings on Saturday.

September 21(**LATER CHANGED TO SEPTEMBER 14**) – Calusa Chapter and Economic Development Regional Forum in Bonita Springs.

January 31 – Thad will check with the First Coast Chapter to see if they will host January events.

April 12 – Central Florida Chapter/Orlando Area – Chapter to help secure a location for the board meeting and host a regional forum.

## **CHAPTER REPORTS**

**CALUSA** – Tina Ekblad stated that the chapter hosted legislative update on May 10 and 25 people attended. There is a planned event for August in conjunction with APA. They will also be planning the September Forum.

CENTRAL FLORIDA –Erin Provenzale reported that the chapter held a meeting in April. They are in the process of drafting the local chapter’s scholarship application. Their holiday party date and location have not been determined.

FIRST COAST –Rusty Newman was ill so Thad Crow read the following email from him: New membership discussions continue. Last month's meeting included a great brainstorm session of ways to improve chapter membership • A couple of board members have resigned due to relocation • Chapter by-laws are up for vote at next Friday's luncheon • Finalizing ideas on a local community outreach project • Prelim preparation ongoing for educational seminar in late summer/early fall”

GULF COAST – Kevin McCarthy stated that the chapter held a luncheon last month and the program was the IMG expansion. The next meeting will be held on Friday and will be regarding New Town.

SOUTH FLORIDA – No report

SPRINGS – No activity reported

SURFCOAST – They have been very busy planning the upcoming conference.

**ADJOURN** – With no further business, the meeting was adjourned at 11:06 AM. Respectfully Submitted,

Wanda Classe

Administrator