

FLORIDA PLANNING & ZONING ASSOCIATION, INC.
BOARD OF DIRECTORS ANNUAL MEETING
HILTON GARDEN INN BOCA RATON &
VIA TELECONFERENCE
October 23, 2021

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

Jim Barnes – South Florida	Sam Camp – Central Florida (zoom)
Joe Quinn – Springs	Dan Smith – Calusa (zoom)
Paul Wiczorek – Springs (zoom)	Helen LaValley – Surfcoast (zoom)
Gabby Allerton – First Coast (zoom)	Sarah Kisner – Calusa (zoom)
Katie LaBarr – Gulf Coast (phone)	Suzanne Neve – Board Administrator
Branden Roe – (zoom)	

WELCOME/INTRODUCTIONS/ROLL CALL: Roll call was conducted and a quorum was determined. President Quinn welcomed everyone and thanked them for participating in today's meeting.

ADMINISTRATOR'S REPORT: FPZA Administrator, Suzanne Neve, presented the minutes from the June 12, 2021 meeting. A motion to approve the minutes as presented was made by President Quinn and second was made by Helen LaValley. The motion carried unanimously. The membership report was presented with all current paid members for 2021/2022 in one tab and a second tab with unpaid members for next year (who were current the prior year). This listing will be sent to each chapter chair as well. Each non-renewed will also receive a mailed invoice and reminder email within the next couple of weeks. Lastly, each Chapter will need to send their 2020 Financial reports, bank statements and Board listings ASAP so that the taxes can be filed in a timely manner. Chapter reimbursement checks will be sent out by the end of November.

PRESIDENT REPORT: JOE QUINN: President Quinn noted that his major focus moving forward is working with the active Chapters to bolster membership and would ideally prefer to get to 400-500 members.

Additionally, he would like to look at overall membership benefits and education opportunities for members. Branden suggested setting Quarterly meetings and Regional Forums far in advance so that everyone can set their calendar and plan accordingly. Branden also suggested discussing membership at local Universities to increase awareness as students graduate and move into the workforce. To assist Sam with the membership committee, Helen and Joe both volunteered to join (along with Colleen and Sarah from the last meeting). Suzanne will coordinate a regular meeting schedule with Sam first and then check with the remainder of the group.

In regards to the Website, the new website has been launched and has options for paying dues online and submitting job postings and has already generated new revenue from the postings. The fee to post is \$50 per position. The goal in the future would be to charge a higher rate to non-members to post. Suzanne will update the Board listing on the website within the next week.

PRESIDENT ELECT REPORT: DAN SMITH: Dan will be reaching out to Helen to get a better understanding of posting CM credits and managing the PDO's for each Chapter. They will make the necessary adjustments to the list of users to post credits for the APA.

VP MEMBER SERVICES REPORT: SAM CAMP: Sam will work with the committee (mentioned above) to setup a Retention Program and begin including the Chapter Directors as well for idea sharing for growing membership and events.

VP FINANCIAL AFFAIRS REPORT: KATIE LABARR: Monthly and Year to Date Financials were presented for discussion and review by those in attendance. Katie will be working with Suzanne to create an SOP for Financial Policies and Procedures. Helen mentioned that there is an existing document that references this so she will share with Katie.

STUDENT OUTREACH: SAM CAMP: Sam will continue outreach to UCF and other Universities to coordinate a Student representative for the Board and Membership Committee.

2022 STATE CONFERENCE: HELEN LAVALLEY reporting on behalf of the committee.
Deposit has been paid with the Resort. Colleen and Becky did a Site Visit. The Surfcoast Chapter is currently looking at Keynote Speakers (Colleen is handling) as well as Registration fees and forms. If anyone is aware of someone who would like to present a session, please reach out to Colleen or Helen. The conference will be held June 1-3, 2022 at the South Seas Island Resort in Captiva. The group room rate is \$239 plus tax and \$20 resort fee per night. Paul offered to sponsor the Hospitality Suite again in 2022 for \$500. Total sponsorship budget is \$20,000.

OLD BUSINESS:

- **2020 State Awards Update:** The Awards program was published in the Overview and since the deadline has passed and no entries have been received, Jim Barnes suggested that we move everything in 2022. Submissions will open in January 2022 and be eligible for entries from projects in both 2020 and 2021. Awards would then be presented during the 2022 State Conference. Branden has the Call for Entries that he can update with the new dates. Awards Committee (Joe, Branden, Paul, Colleen and ?) to meet beginning in January.
- **South Florida / Gulfstream Chapter Status:** Jim Barnes is searching for additional Board members so that there is a President, Vice-President and Secretary. Jim Barnes oversees both bank accounts. Website has been updated to reflect South Florida / Gulfstream as one combined Chapter.

NEW BUSINESS:

- **Review of State Officer Responsibilities:** Helen will see if she has any historical information on this to share with the Board.
- **Board Meetings:** Jim Barnes suggested that the State Board schedule meetings more frequently than quarterly. Joe Quinn would like for those meetings to be on the calendar for monthly Zoom meetings for Executive Board, Chapter Directors and Past Presidents for approximately 30 minutes and then the longer meetings Quarterly in-person. Any voting during monthly or quarterly meetings would be for Executive Board only. Monthly Zoom meeting to be held on a weekday during the lunch hour.
- **FPZA Branded Items:** Jim Barnes questioned if anyone has these items and what the inventory is. Helen said the remaining items and any signage after the Key West Conference were transferred to Scott Stuart. Since Suzanne is close in proximity to Scott, she will reach out to Scott to procure those items.
- **DEI Survey:** Jim Barnes reminded everyone that the DEI Survey was created and approved but not yet sent due to limitation on cost for SurveyMonkey. After discussion and consensus from the group, Jim will send out the survey to the full membership with Suzanne's assistance.

OVERVIEW EDITOR: BRANDEN ROE: Branden suggested a monthly e-newsletter through MailChimp to promote and support individual Chapter events, Job Postings, Welcome new and renewing members, in addition to the quarterly Overview. Branden to assist with creating a template for this with the goal to begin in January 2022. The goal is to keep members engaged throughout the year to fill the gap between each Overview publication. Branden discussed the content for the next Overview would include a recap of yesterday's forum (from Jim Barnes), Save the Date for the Awards, Save the Date for the 2022 Conference, Membership Spotlight, call for Sponsorship and Speakers (from Helen) and the cover story rollout of the new website.

CHAPTER REPORTS:

- First Coast – Gabby Allerton reported that their primary focus is on membership. Planning an event for the first week of December and a draft schedule for all events for the year.
- Springs – Paul Wiczorek reported due to the passing on their NPO Director an October event was not held. Paul will coordinate with Joe on upcoming events.
- Surfcoast – Helen LaValley reported coordinating an Eco-Tour event due to reschedule. Working on annual awards and Gala dinner for December 10th.
- Central Florida – Sam Camp to reach out to Jessica Frye to get an update.
- Gulf Coast – Hosting several events via Zoom.
- Calusa –Have hosted several virtual events.
- Gulfstream/South Florida – Jim Barnes reported that the Chapter hosted the Regional Forum yesterday. Working on Board representation.

FUTURE BOARD MEETINGS: After discussion, it was decided that Joe would ask Chapter Chairs if anyone has an existing event on the calendar for January or February 2022 that the State Board can tag onto for a Regional Forum and then subsequent Board meeting.

Joe Quinn thanked Jim Barnes for planning and hosting the Regional Forum the day prior at the Delray Food Market.

ADJOURN – With no further business the meeting was adjourned at 11:48 AM.

Respectfully Submitted, Suzanne Neve