

**FLORIDA PLANNING & ZONING ASSOCIATION, INC.**  
**BOARD OF DIRECTORS ANNUAL MEETING**  
**COLE COBB OFFICE & VIA TELECONFERENCE**  
**January 22, 2022**

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

Jim Barnes – South FL (Zoom)  
Joe Quinn – Springs  
Paul Wiczorek – Springs  
Debi LaCroix – Surfcoast  
Dianne Chadwick – Suncoast  
Thad Crowe – First Coast (Zoom)  
Colleen Miles – Surfcoast  
Katie LaBarr – Gulf Coast (Zoom)  
Branden Roe (Zoom)  
Sam Camp – Central FL  
Dan Smith – Calusa (Zoom)  
Helen LaValley – Surfcoast  
Suzanne Neve - Administrator

**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 October 2021 meeting. A motion to approve the minutes as presented was made by Helen LaCalley and second was made by Jim Barnes. 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). There are 367 paid members and 63 unpaid. Chapter Reimbursement will be made once Chapters have submitted their financial reports and Board listings for 2021.

As a result of the discussion on prorating dues, motion was made to allow any new members that join between now and May 31, 2022 will have their membership valid through May 31, 2023. Motion made by Colleen Miles and second by Dianne Chadwick. The motion carried unanimously.

The date for the next Regional Forum and State Board meeting were selected as April 1<sup>st</sup> and 2<sup>nd</sup> and tentatively hosted by the Springs Chapter.

**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 and we're making good progress on that with the Membership Committee and their monthly meetings.

In regards to social media, Helen suggested we send a canned response to anyone who joins the FPZA LinkedIn group or likes the page. Suzanne will begin doing that.

The awards deadline will be April 1<sup>st</sup>. The committee will consist of Dan as Awards Committee Chair (as Chair-Elect of the Board), Paul, Dianne, Branden and Colleen. A new general email for award submissions was created –

[fpzaawards@gmail.com](mailto:fpzaawards@gmail.com) and will be forwarded annually to the Chair of the awards committee. Branden will send the awards info from Overview to Suzanne to send out to the membership via MailChimp. Dan will work on securing a local elected official and journalist to assist with awards presentation.

**PRESIDENT ELECT REPORT: DAN SMITH:** Helen has created a SOP and guide for the President Elect to use each year for entering and reviewing CM credits.

**VP MEMBER SERVICES REPORT: SAM CAMP:** The membership committee has pulled together a list of all non-renewals from the past 5 years and will be reaching out to those 200 individuals to encourage them to rejoin. Sam has put together a renewal touch-point process for the future so that we are engaging with members throughout the year, instead of just once when they are due. We will begin recognizing new members in the Overview.

Sam has accepted a position outside of the State and his last day in FL will be February 3<sup>rd</sup>. He has offered to fill the responsibilities of the role through the remainder of the year and assist with finding a replacement.

**VP FINANCIAL AFFAIRS REPORT: KATIE LABARR:** Monthly and Year to Date Financials were presented for discussion and review by those in attendance.

Job Postings will continue to be available as an option on the website. Motion was made to make the rate for non-member posting \$75 and leave members at \$50 made by Colleen and second by Dan. Motion approved unanimously.

Katie will be sending out the request for financials to Chapters in early February, with reports due by the end of February.

Katie to work with Suzanne on verbiage for the COA to update to current standards.

Helen and Katie will look to presenting an SOP for the VP of Financial Affairs for the next Board meeting.

Proposed budget will be presented at the next meeting for review/consideration and then for final approval at the June Board meeting.

Motion was made to increase the payment made for the Overview Editor to \$800 per issue beginning in 2022. Motion made by Colleen, second by Paul. Motion carries unanimously.

**STUDENT OUTREACH: SAM CAMP:** Sam will continue outreach to UCF and other Universities to coordinate a Student representative for the Board and Membership Committee. Katie suggested that she may have a great candidate and will reach out to her.

For student scholarships, the deadline for the applications will be the same as the awards and the entry email will also be the same as the awards. The suggested budget for scholarships will be \$2500.

**2022 STATE CONFERENCE: COLLEEN MILES 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 for speakers. They are working on mobile tours with the Calusa Chapter. Deadline for hotel rooms is May 11<sup>th</sup> – one night deposit is due at booking and the cancellation is 7 days in advance. Registration will be open shortly. Target goal for sponsorship is \$20K.

**OLD BUSINESS:**

- **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 created a guide for the PDO. She is working on one for the VP of Finance as well to present at the next meeting. Sam is working on one for the VP of Membership to present at the next meeting. These will allow for consistency between transition of these positions each year.
- **Bylaw Review:** The following group will review the current bylaws in the event of any necessary changes: Katie, Branden, Colleen, Suzanne, Dan, Sam and Joe.

**OVERVIEW EDITOR: BRANDEN ROE:** Sarah Kisner is working on the cover story for the next issue and Jim Barnes will do the following issue. Overview will also include conference information, Spring Forum, Regional Forum recap, Job Board, Minutes, Board Member Applications.

**CHAPTER REPORTS:**

- First Coast – Thad reported that First Coast hosted a successful banquet in December.
- Springs – Paul reported that Springs will host the April 1<sup>st</sup> forum.
- Surfcoast – Colleen reported that their awards banquet was very successful and their regional forum had 25 attendees. 4 New Directors and they are working hard on the annual conference.
- Central Florida – Sam Camp reported that Eric Raasch is the new President.
- Sunocast – Dianne reported that they may be interested in hosting the Fall Regional Forum on commercialized recreation facilities.
- Gulf Coast – Katie reported they had an end of year mixer and Board installation. Working towards in person luncheons in the coming year with a focus on offering continuing education for their membership.
- Calusa – Dan reported they had a forum in December
- Gulfstream/South Florida – Jim gave an update earlier.

**ADJOURN** – With no further business the meeting was adjourned at 11:52 AM.

Respectfully Submitted, Suzanne Neve