

FLORIDA PLANNING & ZONING ASSOCIATION, INC.
BOARD OF DIRECTORS QUARTERLY MEETING
January 20, 2024

President Smith called the meeting to order at 9:04AM. The following were present:

Diane Chadwick – Suncoast
Dan Smith – Calusa
Branden Roe – Overview Editor
Rhea Lopes – Suncoast
Katie LaBarr – Gulf Coast Chapter

Jim Barnes – South FL Chapter
Helen LaValley – Surfcoast
Tom Sacharski – Gulf Coast Chapter
Jeremie Chastain – Calusa Chapter
Jamie Shindewolf – Gulf Coast Chapter

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

PRESIDENT REPORT: DAN SMITH: President Smith requested volunteers to do a bylaw review prior to the next meeting. Helen volunteered to do a first round of suggested edits and then send out to the group to review. Volunteers include Dan, Diane and Katie. That group will make recommendations and send out to the full Board for discussion.

He noted that the forum at Bonnet Springs Park the day prior was well attended, despite rainy weather. The tour was exceptional and a full three hours of education was completed.

PRESIDENT-ELECT REPORT: KATIE LABARR: As the new PDO, Katie will be submitting credits for the Forum. Katie suggested creating a template event evaluation form through Google Docs that all chapters can use. Helen will send the sample from Surfcoast to Katie and Suzanne. Jeremie will begin submitting for the conference once sessions are confirmed. Katie will pull the 2023 summary of credits for the next meeting.

VP MEMBER AFFAIRS REPORT: JAMIE SCHINDEWOLF: The membership report was presented with all current paid members and a report of membership by Chapter. Chapters should be doing outreach locally to encourage renewals. The group requested that another paper mailing be done to non-renewals offering that they would be good through June 2025. Suzanne will mail those out in the next couple of weeks.

Jamie is reviewing sample membership surveys to send out prior to the next meeting so that results can be discussed.

Katie noted that Tom Sacharski would be willing to support Jamie in anything she needs from the membership perspective.

VP FINANCIAL AFFAIRS REPORT: JEREMIE CHASTAIN: Current financials were presented. Revenue was down compared to prior year and budget, primarily due to renewals. Expenses were also below prior year and budget so that helps offset the revenue loss.

Proposed budget for 2024 should be presented at the June Board meeting for approval. Katie will work with Jeremie to review the process.

Chapter financials from 2023 are due to Jeremie or FPZA Office by February 15th.

Suzanne presented the Engagement Letter from the CPA for discussion/approval. Katie made a motion to authorize Suzanne to execute the Engagement letter. Diane seconded the motion. Motion carried unanimously.

2023 STATE CONFERENCE: JIM BARNES: - Jim noted that the Chapter was able to cover the difference in the F&B minimum. Jim will send over the final financial report to Suzanne. Other Board members shared that the feedback in general from members has been positive.

2024 STATE CONFERENCE: JEREMIE CHASTAIN: Save the Date was included in last Overview – June 5-7 at the Sunseeker Resort. Calusa Chapter had a Board meeting to determine which volunteers will assist with specific items and those assignments have been made. Conference theme is Adventure Awaits. Call for sessions is available now (March 1st deadline) as well as sponsorships. Registration should be online shortly.

2024 ANNUAL AWARDS: Awards nomination deadline is March 25th. The committee will be chaired by Katie as the Chair-Elect and include Helen, Diane, Jim and Tom. Applications should go to info@fpza.org

OVERVIEW EDITOR: BRANDEN ROE: Deadline for articles/information is February 9th with a potential publishing mid-February. Items needed:

1. Word from the President – Dan Smith
2. Cover Story – Regional Forum – Diane Chadwick
3. Member Spotlight – Tom Sacharski
4. Call for Award Entries – Katie LaBarr
5. Student Scholarship Application – Eli Brown
6. Conference Sponsorship Opportunities, Call for Speakers & Registration Form – Jeremie Chastain
7. BOD Meeting Minutes – Suzanne
8. Any Board President changes need to be sent for updates

CHAPTER REPORTS:

- First Coast – Not present.
- Springs –Not present.
- Surfcoast – Ended year with awards gala and best attendance in several years. New Board (President & Vice President) and first Board meeting is at the end of the month. Helen will see if the group is willing to host the next forum. Potential Dates of 3/23 or 3/30
- Central Florida – Not present.
- Suncoast – Held forum the day prior at Bonnet Springs. Potential new Board member coming as well.
- Calusa – Focusing on planning conference.
- Gulf Coast – Several presentations in 2023 and looking for new meeting space for bimonthly meetings in 2024 to expand. Would like to host a fall forum at Waterside at Lakewood Ranch with a walking tour.
- Gulfstream/South Florida – membership has increased. Working on new Board members.

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Potentially Surfcoast to host 3/23 or 3/30. Board meeting following conclusion of Conference at Sunseeker on June 7th. Potential Gulf Coast to host forum and Board meeting on 10/11 and 10/12

ADJOURN – With no further business the meeting was adjourned at 10:36 am.

Respectfully Submitted, Suzanne Neve