

1 FLORIDA ASSOCIATION OF CODE ENFORCEMENT
2 BOARD OF DIRECTORS MEETING
3 MINUTES

4 JUNE 20, 2011 1:00PM

5 Buena Vista Resort, Council Room, Orlando, FL
6

7 **1. Call to Order**

8
9 President Frank Cassidy called the regular Board Meeting of the Florida
10 Association of Code Enforcement to order at 1:17PM
11

12 **2. Roll Call**

13
14 A roll call was administered by Shawn O'Rourke, Secretary
15

16 Present:	Frank Cassidy	President
	Mark Caskie	1 st Vice President
	Jim Dehne	2 nd Vice President
	Joe Fenton	3 rd Vice President
	Shawn O'Rourke	Secretary
	James Acosta	Treasurer
	Deborah Leigh	Sergeant at Arms
	Terry Suggs	Past-President

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25 Others Present: Marilyn Crotty, representing the John Scott Daily Florida
26 Institute of Government, University of Central Florida
27 Bob Hamilton Legal Counsel
28

29 President Frank Cassidy advised we have a quorum present.
30

31 **3. Approval of Agenda**

32
33 The agenda was approved subject to changes as circumstances might dictate.
34

35 **4. Approval of Minutes**

36
37 **MOTION by Terry Suggs, SECONDED by Joe Fenton to approve the**
38 **minutes of the May 6-7, 2011 Board Meeting with some minor adjustments**
39 **suggested by Marilyn Crotty that Sergeant at Arms Deborah Leigh will**
40 **make.**
41

42 **MOTION CARRIED unanimously 8-0.**
43

44 **5. Visiting Members**

45 President Frank Cassidy welcomed visiting members and asked that they sign in on a list.
46 (List attached)

1
2 **6. REPORTS**
3

4 **A. President's Report**

5 Frank Cassidy thanked the Board for their work this past year and noted that
6 many Board challenges were successfully overcome.
7

8 Frank also expressed his desire to see the Strategic Plan started by Shawn
9 O'Rourke be continued, and that there be a Strategic Plan Review by the
10 incoming Board.
11

12 **B. IOG**

13 Marilyn Crotty presented the Letter of Agreement between F.A.C.E. and the
14 IOG to the Board for their consideration.
15

16 Mark Caskie asked about the recertification fees that are paid to the IOG
17 remaining the same with the new annual fee system
18

19 Discussion ensued.
20

21 Mark questioned if the software programs being used are up to speed. He asked
22 if possibly Tom Babington from Marilyn's office could look at the software
23 programs being used; if bulk updating was a possibility; and if things could be
24 done more efficiently and effectively.
25

26 Marilyn responded that her staff thinks there will be more work for them
27 primarily taking calls and explaining the new process and that they don't know
28 how much time or money it will cost.
29

30 Further discussion ensued.
31

32 Debbie reminded the Board that any software changes/items needed to be coordinated
33 with Kingham.
34

35 **MOTION by Deborah Leigh, SECONDED by Jim Dehne to approve the**
36 **Letter of Agreement presented by the IOG to F.A.C.E.**
37

38 **MOTION CARRIED unanimously 8-0.**
39

40 Marilyn noted that classes were going well and registrations were coming in.
41

42 **C. 1st Vice President**

43 2011 Conference update: Mark showed this year's briefcase and the Board was
44 given theirs. Mark went over sponsors: The Green Bullet's sponsorship is unsure.
45 \$11,300 will be collected in sponsorships if Green Bullet pays. Tracking for
46 certification hours is same as last year. Mark provided his own "conference"
47 budget which he believes has to be separate and be incorporated into the future.

1 James Acosta will report further during his Treasurers report. Mark states
2 program committee expenses at conference should be a conference expense and
3 not a committee expense. Mark suggest same application should apply to Board
4 and asks if it should it be a conference fee or committee fee? Further discussion
5 ensued.

6
7 Speaker introductions were assigned.

8
9 Marilyn was able to reduce AV costs by \$2000.

10
11 Michelle is coordinating all AV requests.

12
13 Marilyn reported that we have filled 736 room nights. We were obligated for 660
14 which kicked in incentives for extra free rooms. The F.A.C.E. air card was given
15 to Marilyn for Susan to use. We have larger placards for room location/classes on
16 breakout sessions.

17
18 Bob Hamilton scholarship will be drawn at the Banquet dinner

19
20 The League of Women Voters is on standby in case there is an election. They
21 will be paid \$100 if there is no election.

22
23 LPS wants to take the Board out for dinner Wednesday night. Discussion ensued.
24 It will be a personal choice for each Board member to decide whether they will
25 attend dinner or not.

26
27 Break at 3:03PM - Reconvened at 3:17PM

28
29 **D. 2nd Vice-President's Report**

30
31 Jim thanked everyone for support this year. He brought up the Officer Safety
32 course having poor exam scores again. Jim asked again if Board would reconsider
33 having PTI do a cut score study. Frank said he would like us not to lose the
34 course. One IOG has said they won't offer the course until something is done to
35 address the scores. Frank asked for other options other than a cut score study.
36 Marilyn suggested having members review test items to determine if any should
37 be revised. Jim asked that next 2nd VP make it a priority.

38
39 Jim asked about the requirement for the 2nd VP to have all 4 certifications.
40 Discussion ensued and it was determined that this should be another priority for
41 the incoming 2nd VP.

42
43 Jim asked about George Nixon offering 1st part of Officer Safety course (hands
44 on) separately and calling it a "refresher" course, not the FACE course.
45 Discussion ensued. Frank says it's an abbreviated version but Marilyn says its 8
46 hours and the same length as the regular course.

1
2 Frank stated we need more info. Mark suggested regulating by committee
3 approval.
4

5 **E. 3rd Vice-President's Report**
6

7 Membership Update: Joe submitted memo from Susan with new numbers. Frank
8 asked if membership is going up or down. Membership is up from previous
9 meeting. Marilyn stated we are only down 132 from same time last year. New
10 3rd VP will continue to pursue SFACE and we will try to contact SFACE board
11 members here at the conference.
12

13 Debbi brought up different types of membership listed in by laws and says we
14 don't really have those types of actual members anymore. Donna Wisniewski
15 shared her experience and discussion with Leecie about "charter" members.
16 Debbi suggested it needs to be cleaned up as a task for new 3rd VP.
17

18 **F. Treasurer's Report**
19

20 James presented 2010-2011 Budget Close out and 2011-2012 Budget with
21 changes/updates.
22

23 James discussed handling of credit cards per Accountant's recommendations.
24

25 James presented Conference Budget 2011 and 2012
26

27 James asked about his presentation to the membership and whether he should
28 break out new accounting of conference separately. Decision tabled until
29 tomorrow.
30

31 Terry asked about presenting the budget Tuesday and having the membership
32 vote on it Friday. Discussion ensued. Consensus is to pull conference budget out
33 and make just the regular budget presentation. James is prepared to do
34 presentation Wednesday morning.
35

36 **G. Sgt-at-Arms Report**
37

38 Debbi provided Lobbyist Update/ RFP's: Two responses from two different
39 companies - 1st company had responded 2 yrs ago but is now quoting a much
40 higher fee; 2nd company was 1/2 the price; recommended highly by Kraig Cohn
41 FLC.
42

43 Debbi says Sam Sullivan will be nominated from floor in lieu of Debbi's
44 withdrawal from running for the position. Sam then spoke about the contracts and
45 committee recommendation. Debbi asked the Board to approve Florida Strategic

1 Group (FSG) to be our lobbyist for an annual fee of \$15,000. Lengthy discussion
2 ensued.

3
4 **MOTION by Deborah Leigh, SECONDED by Joe Fenton to approve the**
5 **hiring of FSG as the F.A.C.E. Lobbyist.**
6 **MOTION CARRIED unanimously 8-0.**

7
8 The new Sgt. at Arms will develop a contract with the assistance of Bob
9 Hamilton.

10
11 Visitor and Past President Scott Hair arrived near end of meeting

12
13 **H. Immediate Past-President's Report**

14
15 Terry delivered slate of nominations:

16
17 1st VP Jim Dehne
18 2nd VP Jeff Look
19 3rd VP Jennifer Baker
20 Secretary Cindy Drake
21 Treasurer James Acosta
22 Sergeant at Arms Open

23
24 **I. Webmaster**

25 Debbi needs to set up a class to teach people how to edit the website. She
26 suggests the new President set up a committee to address that.

27
28 Break at 4:40PM for the day. Will reconvene at 9:00AM tomorrow.

29
30 **President Frank Cassidy reconvened the regular Board Meeting of the**
31 **Florida Association of Code Enforcement and called the meeting to order at**
32 **9:07AM on June 21, 2011.**

33
34 **G. Treasurer**

35 James Acosta stated he will use the term fund balance to reference the cash on
36 hand in his report to the membership. Mark suggested moving more of the fund
37 balance into the reserve account. James was asked to review this and make a
38 recommendation to the new Board

39
40 **7. New Business**

41 Frank stated that "Help Yes" says 2 million foreclosures are out there and 2
42 million more in the works and they are projecting 10 years to clear in FL and up
43 to 50 yrs in the Northeast. Still lots of need for Code Enforcement.

44
45 Donna Wisniewski states that she believes contact with the Florida Association of
46 Counties (FAC) has diminished and asked the Board what their intention is with

1 regards to staying proactive with them. Marilyn responded, explaining
2 differences with the relationships with the Florida League of Cities FLC & FAC
3 and why the situation is as it is. Frank commented that there are also behind the
4 scenes actions by FACE on these fronts. Mark commented that FACE has
5 participated in Tallahassee, testifying before subcommittee and that he is
6 committed as President to continue to build those relationships.

7
8 Scott Hair applauded the Board for voting to retain a lobbyist.

9
10 **8. Old Business (Unfinished Business)**

11
12 Marilyn asked if we have signed up for FLC Conference. She stressed that we
13 need to do so ASAP.

14
15 Donna stated that there was a policy to send draft minutes to the past presidents
16 and she has not been receiving them. Terry admitted that he hadn't sent them.
17 Shawn explained history of how policy came to be. No further discussion.

18
19 **MOTION by Deborah Leigh, SECONDED by Jim Dehne to adjourn.**

20
21 **MOTION CARRIED unanimously 8-0.**

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23
24
25 **Attest:**

Approved:

**Florida Association of
Code Enforcement**

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30
31 Respectfully submitted by
32 Shawn O'Rourke, Secretary
33



Frank Cassidy, President