

1 **FLORIDA ASSOCIATION OF CODE ENFORCEMENT**
2 **BOARD OF DIRECTORS MEETING**
3 **POST CONFERENCE**
4 **JUNE 24, 2011**
5 **MINUTES**

6
7 **Buena Vista Palace and Resort**
8 **1900 E Buena Vista Dr**
9 **Lake Buena Vista, FL 32830**
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12 **1. Call to Order**

13 President Mark Caskie called the post conference meeting of the Florida Association of Code
14 Enforcement Board of Directors to order at 12:25pm.

15 **Roll Call**

16 Roll call administered by Cindy Drake, Secretary.

17 Present:

18 Mark Caskie, President
19 Jim Dehne, 1st Vice President
20 Jeff Look, 2nd Vice President
21 Jennifer Baker, 3rd Vice President
22 James Acosta, Treasurer
23 Sam Sullivan, Sergeant at Arms
24 Cindy Drake, Secretary
25 Frank Cassidy, Past President

26
27 Quorum present.

28
29 Others present:

30 Marilyn Crotty, John Scott Daily Florida Institute of Government
31 Bob Hamilton, Legal Counsel
32

33 **2. Approval of Agenda**

34 Changes to the agenda:

35 Marilyn Crotty advised there are no minutes to be approved.
36 Jim Dehne suggested nominations under the Past President be removed.

37

38 **Motion to approve Agenda:** Jeff Look Second : Jim Dehne
39 Motion carried unanimously 8-0

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3. Welcome visiting members

42 President Mark Caskie welcomed Ken Jackson, Palm Beach County Code Enforcement

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4. Opening Comments

45 President Mark Caskie congratulated and welcomed the new board. Mark introduced the Board of
46 Director’s Manual and reviewed the contents; board and committee responsibilities and housekeeping
47 items.

48 Marilyn Crotty advised the contract with IOG will be sent to the Secretary to be distributed to the
49 Board members.

50

51 Mark advised that he will send draft agendas to the board two weeks before the board meetings. He
52 requested that board members e-mail their reports to the board in advance of meetings.

53

54 Mark reminded the board that the Association is a corporation. A corporation is not bound by the
55 “Sunshine Law”.

56

5. Membership Issues

58 Mark advised a member approached him about being decertified. He referred him to Jeff Look.

59

6. Reports

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A. Treasurer James Acosta

63 James explained the changes for per diem. The total limit for each day is now \$38.00. Rules of
64 use were explained. Board members will be receiving credit cards. A copy of the final budget
65 will be e-mailed to board members to place in the manuals.

66 Mark reviewed the fund balance and reserves. He proposed \$50,000 be deposited into the reserve
67 account. Frank reminded that James agreed to gather the figures and will make a
68 recommendation at the next meeting.

B. President Mark Caskie

70 Strategic plan review Mark recommended the board members get to know the current plan.
71 There will be a strategic plan update in conjunction with the next board meeting. Be ready to
72 review and revise your goals.

73 Marilyn suggested the plan be plotted as a matrix so the goals will be visual.

74 **Dates of meetings:**

75 2 day meetings are Friday Saturday, 1 day meetings are Friday.

76 September 9 and 10, 2011 at IOG Offices 9AM

77 December 2 and 3, 2011 - Marilyn will check the UCF graduation schedule.

78 February 17 and 18, 2011

79 May 4 and 5, 2011

80 The President advised 3rd Vice she is responsible for editing Interface. Interface is published in
81 July, September, December, March and May. Articles need to be submitted by the first of the
82 month of publication.

83 **Committee members**

84 Committee members are approved by the President. Each committee chair should send their
85 recommendations to Mark. Committee members must be FACE members. For the certification
86 committee it is important they are certified in several levels. There is no limit to number of
87 members on each committee as long as the budget can sustain them. Keep in mind the geography
88 of the state and try to include representatives from cities and counties, as well as different areas of
89 the state.

90 A website committee will be authorized. Debbie Leigh will chair that committee.

91 Jeff will have a sub-committee to deal with the Officer Safety exam.

92 The Sergeant at Arms will formalize a policy regarding assignment and recognition of the
93 Historian

94 **C. IOG Marilyn Crotty**

95 The evaluations of the conference will be collated and sent to the board as soon as possible.

96 A negotiated contract is in place for the June 2012 conference at PGA National in Palm Beach
97 Gardens.

98 A location for the 2013 conference needs to be found. Marilyn will contact the same company
99 that she used to locate PGA. This service is free to the association. The board directed her to
100 focus on the I-4 corridor, particularly the Tampa St Pete area.

101 **D. 1st Vice Jim Dehne**

102 Jim has chosen committee members. He is ready to set up his first committee meeting.

103

104

105 **E. 2nd Vice President Jeff Look**

106 The Education and Certification Committee will continue to work on the rewrite of
107 Administrative Aspects of Code Enforcement.

108 Concerns have been expressed about the passing rate of the Officer Safety and Field Applications
109 Course exam.

110 A test question review with PTI needs to be scheduled.

111 The board directed Jeff to identify and solve the problem with the Officer Safety test as his first
112 priority.

113 **F. 3rd Vice President Jennifer Baker**

114 There is a need to revise the membership categories: Founders, Charter Members, and Life
115 Members. Jen will consult with Susan and Debbi Leigh on this.

116 She was directed to obtain the by-laws and Articles of Incorporation from The South Florida
117 Association of Code Enforcement (SFACE). Joe Fenton may have some or all of the items
118 needed.

119 Jen will keep in touch with the Chapter Presidents and encourage participation and articles for
120 Interface.

121 There are 420 individuals who are certified but are not members. It was suggested that these
122 individuals be contacted and advised about the new single fee structure and increase in non-
123 member fees.

124 **G. Sergeant-at-Arms Sam Sullivan**

125 The Florida Strategic Group will be engaged to serve as FACE lobbyist in Tallahassee. Sam will
126 be making contact to get a contract in place. Bob will review.

127 Birthday card campaign will be continued unless the lobbyist recommends against it.

128 By-Law Review of 2nd Vice President Requirements – Jeff is the first 2nd vice required to hold all
129 four levels of certification. Due to the problems with the test, the committee will look at
130 changing the requirements for the 2nd Vice President.

131 Term limits for board members will also be considered.

132 Sam intends to keep costs down by holding some of his committee meetings by phone or on-line.
133 IOG has Go to Meeting available at no charge.

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137 **H. Secretary Cindy Drake**

138 Mark raised the issue of digitizing the Association's records. The association purchased an
139 external hard drive to store the records. James has a pamphlet from the CPA with record
140 retention listed. Cindy will come up with a plan. Debbi Leigh may have useful information.

141 James has offered to update the contact list.

142 **I. Immediate Past President Frank Cassidy**

143 Ken Jackson with Palm Beach County Code Enforcement has indicated he is interested in running
144 for office next year.

145 **J. Webmaster**

146 No Report

147 **K. Old Business**

148 During the pre-conference board meeting the Board discussed a policy to allow minutes to be
149 distributed to Past Presidents before they are approved and signed. Discussion ensued. It was
150 noted that approved minutes and agendas are posted on the website. Mark and Frank will e-mail
151 the Past Presidents the dates of meetings and when agendas and approved minutes are posted.

152
153 **Motion by Frank Cassidy, seconded by Jim Dehne** The policy of the Board of Directors is
154 that minutes will not be distributed to anyone other than the Board until they are approved by
155 the Board.

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157 **Motion carried 8-0**

158 Frank will send an e-mail to Donna advising of this decision.

159 **L. New Business**

160 At the close of the business meeting Shawn O' Rourke requested the Board consider extra
161 recognition by way of a Lifetime Membership for Hector Garcia for his service on the Board.

162 Discussion found that Hector was recognized appropriately when he attended the dinner .No
163 further action will be taken on this request.

164
165 Bob Hamilton advised the Board he will continue to serve as long as he is able and the Board still
166 wants him. He has experienced some health setbacks that hinder his ability to be as dependable
167 as in the past.

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169 There was discussion about what to consider when looking for Legal Counsel. It was suggested a
170 list of services required be developed.

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172 The FL League of Cities conference is August 11 and 12, 2011. FACE needs to reserve a space
173 as an exhibitor.

174 With no further business to discuss Past President Frank Cassidy made a **Motion to Adjourn** the
175 meeting, James Acosta seconded the motion. The motion was approved unanimously and the
176 meeting adjourned at 2:50 p.m.
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Attest:

Approved:

Florida Association of Code Enforcement


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**Respectfully submitted by
Cindy Drake, Secretary**

Mark Caskie, President

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