

MINUTES

Board of Directors Meeting

Friday December 8, 2017

8:00 a.m. – 4:00 p.m.

The University of Central Florida IOG Offices

12443 Research Pkwy #402 Orlando, FL 32826

407-882-3960

Call to Order 8:21AM

Roll Call

Present

Bill Van Horn

Jeff Look

Michael Hauserman

James Acosta

April Hartseil

Cindy Drake

Excused

Joe Petrick

Leslie Banta

Also in attendance

Michelle Forstrom, Historian

Marilyn Crotty, IOG

Tom Allen, ICC

MOTION to approve the Agenda by April Hartseil, second by Michael Hauserman.
The motion **CARRIED** unanimously.

MOTION to Approve the Minutes of the July 20, 2017 Board Meeting, the October 12, 2017 Go To Meeting to approve the location of the 2019 Annual Conference and the October 30, 2017 email discussion and motion regarding a request to extend a re-certification date made prior to expiration by Jeff Look, seconded by James Acosta.
The motion **CARRIED** unanimously.

Bill VanHorn welcomed the visitors.

Tom Allen of the International Code Council addressed the Board. Tom attended the League of Cities Legislative Committee Meeting at their annual conference. He spoke to Jim Litterello of CLOAF about establishing another ICC Chapter. The ICC My Chapter Page has been revamped. He encouraged us to check it out. The new platform is more stable than the last. Staff at ICC continues to make improvements making the website member friendly. The ICC annual report is available to submit on January 1st, officers may be updated at any time. 2 part exams have been divided into 3 parts to provide sufficient time for candidates to complete. PRONTO, a provider of home/office on-line proctored exams are now available. ICC has 2 new affiliate business entities, SK Grolsch Seismic and General Code LLC. A Codes Library webinar will be provided on January 20, 2018. HB 299 proposes the reduction of membership on the FL Building Commission. The Commission currently has 27 seats of which 4 are various Code Officials. The proposed bill reduces the number of seats leaving the commission stacked on the side of contractors, removing most governmental seats. The Chair is appointed by the Governor. The bill made it through the first committee, 2 amendments were proposed but then were withdrawn. There is no Senate companion bill at this time. ICC opposes the bill. Coalition participation is critical. The coalition would be helpful to F.A.C.E. at such time as we propose legislation.

President – Bill VanHorn

Objective/Goal tracking for 2017/2018:

Bill would like the BOD to be sure we let our members know what we are accomplishing. Marilyn Crotty reminded the Board to make our goals measurable. Be realistic, provide the Who, When and How by February 1 to be reviewed at the March BOD Meeting.

2017 Florida League of Cities Conference report:

Bill and Immediate Past President Leslie Banta attended the conference in August. They found that a tablet would be a huge benefit. They spoke to many who asked if their employees are members which they had to look up on their phones – not the best situation. They also found the banner cumbersome. It was difficult to hang on the front of the table and it didn't look very professional. Bill suggests a table cloth with our logo printed on it would look much nicer. It could also be used at our annual conference. April Hartseil will look into the cost to purchase table cover. They recommend the 1VP and 3VP attend rather than the President and Immediate Past President. James Acosta reminded us that those 2 seats were chosen to attend because there would always be someone there who had attended in the past. It was suggested a 3rd Officer be added to the annual attendance. 3rd Vice President was suggested. Bill will look into what it would cost to send a 3rd person and also find out what the cost of an electrical connection. Michael Hauserman will look into the cost to purchase an iPad or tablet. \$1971 was spent on this event this year.

2017 A.A.C.E. Conference report:

Bill attended the conference in Hebron Kentucky. The conference location was removed from any off site activity. There were 181 attendees and 9 vendors. It was nice to see

people he'd met in Kissimmee. He spoke to several individuals interested in forming state organizations.

2018 A.A.C.E. Conference update:

The 2018 conference will be held in Broomfield, Colorado October 27 – November 2, 2018. They expect a good turnout, this is the first time the conference has been held in the west in a long time.

Standing Committee Policy Approval:

The drafted policy was reviewed and discussed. Language related to the Nomination Committee Chair was changed slightly. There was discussion about this year's committee formation. Michael Hauserman has an opening on the Membership Committee. He will contact Billie Slatton to find out if she is still interested. Liana Teague will speak to Vaudeen Cagnina about serving on the Website Committee.

MOTION by Jeff Look to adopt the Standing Committee Policy with the change of the word "may" to "shall" in the last bullet point, second by April Hartseil.

Motion CARRIED 5 in favor, 1 against.

PTI Digital Badging

The Education and Certification Committee reviewed the information provided. They think Badging is a good idea however they believe more investigation is warranted. There is an initial set up fee and cost per member. Considering Badging a potential benefit to all members an increase in the Annual Fee was suggested as a way of funding. Bill VanHorn asked Marilyn Crotty to invite David Cox to come back for the March 2nd BOD Meeting with more specific information regarding Badging.

There are currently no Membership Issues to address.

Immediate Past President – Leslie Banta – absent

The Nomination Committee report was submitted and read into minutes by Bill VanHorn. Leslie has identified 2 possible members to serve on the Nominating Committee.

Break 10:10-10:30AM

Treasurer – James Acosta

James Acosta reminded Board Members to provide credit card receipts to him as soon as possible. The utilization of E-Checks for Expense Report reimbursement has been working well. The Expense Report and any associated receipts may be scanned and emailed to James. The originals may be destroyed once they have been sent.

Balances as of December 4, 2017:

Total Assets and Equity in the amount of \$163,506.75 was reported. Income and Expenses, The 2017 and 2018 Conference Budgets, the IOG Revenue Share Report and the Standard Accounting Form for F.A.C.E. Courses Paid to F.A.C.E. January – December 2017 were reviewed.

The cost to send the President to the AACE Conference often goes over budget. This is out of our control. Adjustments are made by moving funds from line items that haven't been used. At this time we have unused funding that was earmarked to pay the Lobbyist available for the proposed purchase of a tablet and table cover with logo. Income is on track. In the future the Treasurer will scan the account reconciliations to the Secretary to file as back up rather than printing all the pages for the Board Meeting. James expects to have the 017 Conference Budget finalized within the next week. The numbers look good so far.

There's not much to report on the 2018 Conference Budget yet.

The Strategic Plan Goal – Fiscal is to continue to ensure the Florida Association of Code Enforcement's fiscal integrity and sustainability with transparency to the membership.

The Priority Objective is Succession planning for the Treasurer's position. This task was assigned to the current Treasurer and Immediate Past President.

The Secretary will see that all contracts are up to date in the files and scheduled on the calendar with appointment remainders set up. A suggestion was made to create a spreadsheet with all contracts and due dates noted.

1st Vice President – April Hartseil

2018 Program Committee Update

The Sponsor Packet will be distributed this coming week.

Chris Cooper is helping with the conference app. He will train a committee member to manage the app. The cost has not yet been determined.

The Committee will meet at the Marriott Harbor Beach Hotel Friday and Saturday December 15th and 16th. The walk through of the hotel will be Friday beginning at 1:00PM.

The Fort Lauderdale Visitors Bureau will provide a badge program for local business discounts.

There is a Downtown Trolley system.

All conference classes are to be enrolled in the ICC Preferred Provider Program.

Bill Friel has asked to teach a class during conference. April advised she has a full schedule at this time but will put him on the list as a backup. F.A.C.E. would be able to pay for one sleeping room night if he is engaged to teach.

Polk Association of Code Enforcement submitted a request to provide a 50/50 drawing during the 2018 Conference.

MOTION to approve the Polk Association of Code Enforcement to provide a 50/50 drawing during the 2018 Conference in exchange for a \$200.00 Chapter table fee donation by Jeff Look, second by April Hartseil.

Motion **CARRIED** unanimously.

Florida Benchmarking Consortium is providing a class and would like an exhibit table in lieu of speaker payment.

Blue Cross Blue Shield is providing a wellness class and would like an exhibit table in lieu of speaker payment.

It was the consensus of the BOD to provide an exhibit table for each in lieu of paying them a speaker's fee with the understanding that paying vendors will receive premier space. Their representatives will need to pay a fee of \$75 per day/ per person for meals. Miramar sent an email asking if there are discounts available to send 10-15 attendees. It was the consensus of the BOD to advise them of the opportunity to apply for 3 scholarships which would provide a significant savings.

Lunch Break 11:40AM-12:12PM

2nd Vice President – Jeff Look

Certification Committee Update, written report provided as back up.

Jeff Look advised his personally imposed deadline for re-write of the Fundamentals of Code Enforcement has been delayed due to no response from Gary Glassman for the Legal Aspects portion.

The uniform format has been set up and is nearly ready for utilization. Fundamentals will be in this format. A decision will need to be made about how we get the other certification classes converted to the new format.

At the recent Train the Trainer class one attendee missed the first day and was not permitted to attend the rest of the class. He is requesting a refund. This student received all the same notifications and reminders as the other students.

MOTION to follow the recommendation of the Education and Certification Committee and deny the request to refund the fee for the Train the Trainer class by Jeff Look, second by Michael Hauserman

Motion **CARRIED** unanimously.

To cover the cost to present this course there must be a minimum of 15 students.

F.A.C.E. agreed to pay for seats not filled.

MOTION to reimburse the IOG for 3 unsold seats for the Train the Trainer Class at the cost of \$624 by Jeff Look, second by Michael Hauserman.

Motion **CARRIED** unanimously.

Of the 11 students who completed the class, only 3 have interest in training for F.A.C.E. These 3 individuals have been assigned to Mentors. Jeff Look will follow up with the other 8.

3rd Vice President – Michael Hauserman

Membership Committee Update written report is attached as back up.

There are currently 1642 active members and 84 associate members. Michael will reach out to those who have not renewed next week.

Committee members will begin attending Chapter meetings in the New Year.

The Membership Committee will be working with the Web Master to update the look of the site.

The BOD received an inquiry about formation of a new Chapter for Flagler and Volusia Counties. Michael provided the application form. He will contact them and encourage the inclusion of Brevard County as well.

Secretary – Cindy Drake

Secretary Documentation needs: Cindy advised this topic was covered sufficiently at the July meeting.

Cindy advised it is difficult to formulate minutes from email meetings. She suggested that instead of holding email meetings, if a subject arises that needs BOD attention between regular meetings, a Go to Meeting be scheduled.

Social Media including Linked In page: It was brought to our attention there are 2 Linked In accounts for F.A.C.E. The account that was likely set up in 2015 has only 3 members. The page that has more members has been monitored loosely by Michael Titmuss. It is the consensus of the Board that Bill VanHorn will disable the account with 3 members. The Membership Committee will take over administration of the remaining page. It will be promoted on the website.

Attorney – Gary Glassman – no report – no discussion

Webmaster – Liana Teague – absent

Webmaster Update report was submitted and read into minutes. There are now 806 Blog/Post Subscribers. Liana asks for any content ideas or suggestions. Cindy Drake will find the Benefits of Membership brochure developed within the past couple of years and send it to Liana for posting. Chapter pages are being generally well updated. Bill VanHorn has tasked Historian Michelle Forstrom to develop "Happy F.A.C.E." as a platform to share member news. Red Button Live will be moved when the first story is published.

Historian – Michelle Forstrom

Michelle was introduced to the Board. There was discussion about "Happy F.A.C.E." and how that relates to the Historian. As Michelle has not yet been able to meet with Donna Wisniewski to collect the historic records, Bill thought this project would provide a desired platform for the membership to share accomplishments and life events. Once established, this may be absorbed by the Website or Membership Committee.

Metisentry Liaison – Marlene Broman - absent

Sergeant-at-Arms – Joe Petrick

In Joe's absence Bill VanHorn presented the Legislative Committee report.

Legislative Committee Update:

Joe has advised Chapter Presidents he is available to speak about the legislative process. No one has requested this yet but he has answered questions related to the process. A vacancy on the committee has been filled. Joe is holding off on having another meeting until he receives direction from the Board on how to proceed with our lobbying efforts. The committee is prepared to travel to Tallahassee if that is the direction desired. Joe is in regular contact with the FL League of Cities as he serves on the Municipal Affairs Committee.

Lobbyist consideration:

Joe is looking for direction. He is concerned by the lack of an advocate in Tallahassee. We currently have no voice for or against any bill before the legislature. More and more often, bills being proposed are trying to take away local government regulation and home rule. April expressed the importance of having a voice at the Capital. Our name and message needs to be kept in front of the legislators. There are bills we can support/oppose. We can still build relationships with other groups that have common interests. April believes one of the greatest benefits we provide our members is representation in Tallahassee.

2 firms provided proposals Peebles and Smith and Public Affairs Consultants. Ryan Matthews, although not retained, has been keeping Joe apprised of legislative activity important to our mission. Marilyn Crotty knows the three principal partners at Peebles and Smith. They are top notch. A good deal of discussion ensued.

MOTION to enter into a contract with Ryan Matthews of Peebles and Smith which includes a quarterly update and to give an update to the membership at conference. This is to be a one year contract with the right to cancel with 30 days' notice, he will also represent F.A.C.E. at the constitutional Revision Commission by April Hartseil, second by Cindy Drake.

MOTION to amend the motion: To direct the Sergeant at Arms to negotiate a contract with Ryan Matthews of Peebles and Smith for lobbying services including items outlined by the BOD by Cindy Drake, second by Jeff Look. **CARRIED** Unanimously.

Main Motion as amended CARRIED unanimously.

Quarterly update articles published in Interface.

Attendance and presentation at the Annual Conference to provide the membership legislative updates.

Oversee the Constitutional Revision Commission meetings which will be going on through May. There are currently three Constitutional Amendments proposed.

An annual contract paid monthly to give us leverage.

The right to cancel the contract with 30 days' notice.

The Board wishes to meet the Lobbyist at the May BOD meeting.

IOG – Marilyn Crotty

PTI invoices have been delayed due to a recent move of their offices. Marilyn expects to receive them shortly.

The contract with Rosen for the 2019 Conference has been reviewed by Helms Briscoe. Marilyn will review the contract and forward it to the University.

2018 Conference:

Food costs are a concern. More information will be available after the Committee Meeting at the Hotel next week. A Go to Meeting was scheduled for January 12, 2018 at 1:30pm to set the conference fee.

2020 Conference:

It was the consensus of the Board to instruct Helms Briscoe to put out the RFP for the 2020 Conference on the West Coast of Florida.

Old Business

Reminder of Scheduled 2017/2018 BOD Meetings

March 2, 2018 @ IOG 8am to 5pm

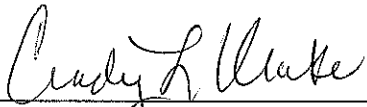
May 4/5, 2018 after a brief discussion the location of the May Board meeting remains to be determined.

June 18 & 19, 2018 Fort Lauderdale Marriott Harbor Beach Resort & Spa

No New Business

Adjourned at 2:36PM

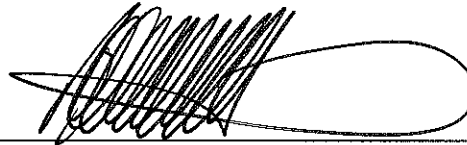
Attest:



Respectfully submitted by
Cindy Drake, Secretary

Approved:

Florida Association of Code Enforcement



Bill Van Horn, President