

**Florida Association of Code Enforcement
Budget Workshop Meeting Minutes**

May 9, 2019

President April Hartseil called the Budget Workshop of the Florida Association of Code Enforcement Budget meeting to order at 8:40 am

Present: President – April Hartseil; 1st Vice President – Cindy Drake; 2nd Vice President – Michael Hauserman; 3rd Vice President – Sam Sullivan; Sergeant-at-Arms – Mitch Posner; Secretary – Dorothy Hird (9:37 am); Treasurer – Michelle Forstrom

Quorum Present: Yes

Absent: Liana Teague - Webmaster

Others Present: Jeff Hendry – Executive Director of Florida Institute of Government

at FSU

Mari Rains – Director of the Florida Institute of Government

at UCF

(UCF IOG)

James Acosta, F.A.C.E. Accountant

Mari Rains – UCF-IOG

Discussed and presented the Administrative Proposal to the board. Mari advised the board that there has been a deficit over the years of the monies owed to the IOG unknowingly by F.A.C.E. because the University charges an 11% auxiliary fee due to the University that has not been paid over the past few years. She went over with the board some of what UCF IOG does for F.A.C.E. such as attending Board of Directors and Committee Meetings, maintains the database, responding to members (2500) phone/email inquiries, designs the newsletter, coordinates Certification Courses, coordinates Exams all state wide, maintains the Re-Certification Program and also negotiates the annual conference.

Mari went over the fees charged to F.A.C.E. over the years and showed the increases. She discussed with the board the actual costs of UCF IOG services. She went over the contracted revenue to UCF IOG and showed where there was a deficit.

Mari provided the Board a proposed scope of changes some of which included improving credibility and advancement of the Code Enforcement Profession,

coordination of up to 35 certification workshops per year, updating handouts and the PowerPoints for Fundamentals & the Administrative Aspects in 2019-2020, purchasing electronic scanning system (\$2,000) for conference CEH's and will train more of their staff for improved customer service.

The proposed new increase in the Scope of Services is from \$28,213.00 to \$64,213.00 in the year 2020 which is a cost change of \$36,000.00

Mari suggested some ways F.A.C.E. would be able to afford this increase. She suggested possibly increasing the Annual Membership Fee, remove one of the lunches served at the conference, and possibly increase the training fee from \$13 to \$14 which invariably F.A.C.E. could get \$30,000 in revenue from this increase by increasing the number of classes offered.

April Hartseil – President

The board discussed the 2019 Budget. Metisentry wants \$20,000 for updates which may or may not take care of the problems the system is having. She advised Applied Imagination has suggested we get a backup of our system and they can assist with this endeavor. They would be charging \$20 - \$50 per month for hosting email.

April advised the board Community Brands costs \$8,000 per year to host and this will cover everything. It would cost anywhere from \$1,500 to \$3,000 to move to their program. Rock Space charges \$3 for each user and Gmail charges \$6 per user.

During the discussion of the budget the board discussed the committee's budgets. Some budgets they discussed raising and some they lowered.

James Acosta suggested the board raise the Membership dues to \$50 per member to take effect in October. The board also discussed adding a 3% convenience fee for use of credit cards to cover the fees charged by the bank to F.A.C.E.

Adjourned: 11:40 am

President April Hartseil called the meeting of the Florida Association of Code Enforcement Board of Directors Meeting to order at 1:15 pm

Present: President – April Hartseil; 1st Vice President – Cindy Drake; 2nd Vice

President – Michael Hauserman; 3rd Vice President – Sam Sullivan; Sergeant-at-Arms – Mitch Posner; Secretary – Dorothy Hird; Treasurer – Michelle Forstrom

Quorum Present: Yes

Absent: Liana Teague - Webmaster

Others Present: Mari Rains – Director of the Florida Institute of Government at UCF

(UCF IOG)
Steve Shifley Haines City

MOTION: Sam Sullivan motioned to approve the agenda

SECOND: Michelle Forstrom, seconded the motion

With no further discussion

Motion carried

Membership Issues

The board discussed the request to waive a late recertification request for Nadja Vernon.

MOTION: Cindy Drake motioned to deny the request to waive the late recertification fee for Nadja Vernon, City of Miramar

SECOND: Mitch Posner, seconded the motion

With no further discussion

Motion carried

The board discussed the recertification extension request from Kayleigh Sloman. After reviewing the information decided to take no action on this request as the Education Committee granted a six (6) month extension on her recertification deadline per her request which moved her deadline to January 1, 2020.

Laptop - The board decided to purchase another laptop for the President and discussed again the purchasing of the laptop for the Sgt at Arms. Mitch will purchase the laptops and send the information to Michelle.

Website

The board discussed going with Community Brands for F.A.C.E.'s Association Management Software.

MOTION: April Hartseil motioned to move from Metisentry to Community Brands for our website hosting company.

SECOND: Mitch Posner, seconded the motion
With no further discussion
Motion carried

MOTION: April Hartseil motioned to move emails from Epolk/Metisentry to Rockspace.

SECOND: Sam Sullivan, seconded the motion
With no further discussion
Motion carried

Sam will contact Liana and have her backup F.A.C.E.'s website and database. They will purchase a hard drive out of the website budget line.

Florida League of City Conference

F.A.C.E. has registered as an exhibitor. The conference will be held August 15 – 17, 2019, in Orlando at the Orlando Center World Marriott. The President, 1st Vice President and the 3rd Vice President will be attending.

2019-2020 F.A.C.E. Nominations for Board

1st Vice President Mike Hauserman, Steve Shifley and David Hooker; 2nd Vice President – Mitch Posner; 3rd Vice President – Some interest but no commitments as of yet; Sgt at Arms – Sam Sullivan, Linnelle Stewart.

Mitch Posner - Sergeant-at-Arms

The committee will not be going to Tallahassee this year.

Break: 2:20 pm

Reconvene: 2:30 pm

Mitch discussed with the board the proposed changes to the bylaws. Some of the proposed changes were in Article II – Membership, Article IV Officers and Board of Directors, Article VI – Meetings, Article VII – Committees and Article VIII – Amendments.

Mari Rains - Institute of Government

Mari went over the 2019 Conference and advised at this date there are 195 members enrolled and registered to attend the conference. The speakers have been confirmed and the AV needs are being worked on.

At the Pre-Conference Board meeting the board members will be receiving a map and class information to help the members.

2020 Conference

The contract has been executed. The incentive from Lee County has been achieved.

2021 Conference

The board discussed the 2021 conference. April asked Mari to check for and identify and apply for possibly incentives for future conferences.

Break: 4:27 pm

Reconvene: 4:30 pm

Huskey Award – Executive Session – 4:30 pm

The board discussed the applicants for the Huskey Award.

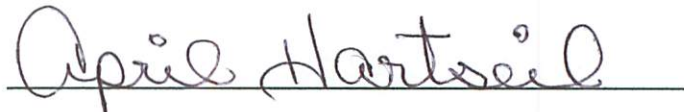
Executive Session End: 5:05 pm

Recess Executive Session Board Meeting: 5:05 pm

Adjourned: 5:05 pm.

APPROVED:

FLORIDA ASSOCIATION OF CODE
ENFORCEMENT



April Hartseil, President

Attest:



Respectfully submitted by

Dorothy L Hird, F.A.C.E. Secretary
June 10, 2019