



1 The City of Coral Springs inquired about whether its volunteer code officers meet the  
2 guidelines to be active members of F.A.C.E. After discussion, it was determined by  
3 consensus that under F.S. 162.04 (2) and the F.A.C.E. by laws, Article II, Sec. 2, they do.  
4 The Board asked the Sgt.-at-Arms and the 3<sup>rd</sup> Vice President to have their committees  
5 draft a policy that will cover this kind of situation in the future. The Board will review  
6 the proposed policy at the February meeting. Hector will write a letter (to be reviewed by  
7 Bob Hamilton) to the individual in Coral Springs letting him know he should be an active  
8 member.  
9

## 10 **6. REPORTS**

### 11 **A. President's Report**

- 12
- 13 a. Information was shared from Rachel Knaggs, Port St. Lucie, who is currently  
14 in litigation with her jurisdiction regarding acquiring continuing education  
15 hours to maintain her F.A.C.E. certification. The Board agreed by consensus  
16 to extend the deadline for the penalty fee for late submission from Jan 1, 2011  
17 to June 30, 2011. Jim Dehne will draft a letter for the Board to approve that  
18 will be sent to all those in Port St. Lucie who might be affected by this. He  
19 will find out how many hours they have taken and let them know about the  
20 extension of the late fee payment.
- 21 b. The board then discussed the status of the contract Kenny Davenport had with  
22 F.A.C.E. to make merchandise available for sale to the members. The  
23 contract was from August 22, 2008 to August 22, 2010, so it has expired.  
24 Shawn O'Rourke commented that there was never an agreement for Kenny to  
25 order merchandise, so F.A.C.E. is not responsible for any inventory he has.  
26 The Board decided to remove the information about the merchandise from the  
27 F.A.C.E. website. Frank or Mark will send a letter to Kenny letting him know  
28 that the contract is no longer in effect.  
29

30 **MOTION by Terry Suggs, SECONDED by Jim Dehne to remove all links on the**  
31 **F.A.C.E. website involving Up Your Sales immediately due to the end of the**  
32 **contract on August 22, 2010.**  
33

34 **MOTION CARRIED unanimously 6-0.**  
35

36 Mark will contact Debbi to remove the item from the website.  
37

38 The meeting recessed for lunch.  
39

40 The meeting resumed at 2:10 p.m.  
41

### 42 **B. IOG**

43 Marilyn Crotty reported on the final financial report for the 2010 conference.  
44 She will invoice F.A.C.E. for the balance due the IOG. Marilyn also shared that the  
45 certification classes are holding up, however the number of participants is smaller in

1 some areas. Susan Pruchnicki will be on vacation during January and her duties will be  
2 assumed by other IOG staff members.

3  
4 **C. 1<sup>st</sup> Vice President**

5 Mark Caskie announced that the theme of the 2011 Annual Training and  
6 Educational Seminar is "A Changing Scene". He reviewed the draft agenda with the  
7 Board. Chapter Presidents will be invited to say a few words at the First Time Attendees  
8 Workshop. Terry Suggs asked if there could be some kind of recognition during the  
9 opening ceremonies for length of service in code enforcement. After the Board approved  
10 the Seminar agenda, Mark continued his report with other details concerning the event:  
11 there will be no entertainment at the banquet; exploring the possibility of allowing  
12 individuals to print their own certificates from the F.A.C.E. website; the drawing for the  
13 Bob Hamilton scholarship will take place at the dinner; the cost of setting up an internet  
14 café is too high, so we will not have one; checking with Frank McDowell about the  
15 possibility of having another F.A.C.E. Bear to raffle off; the hotel room rate is \$90 this  
16 year; new monies coming from the IOG revenue sharing agreement are to be used to  
17 offset conference costs.

18  
19 **MOTION by Jim Dehne, SECONDED by Hector Garcia to keep the seminar**  
20 **registration fees the same in 2011 as they were in 2010 except for an increase in the**  
21 **cost of guest banquet tickets to \$60.**

22  
23 **MOTION CARRIED unanimously 6-0.**

24  
25 Since not much revenue has been generated at this time from the certification courses,  
26 Mark suggested that the money be used to offset the cost of the 2012 seminar.

27  
28 The agenda was suspended at this time in order to hear a presentation by Mr. Brandon  
29 Kirkham about his company, Compliance Connections.

30  
31 Upon conclusion of Mr. Kirkham's remarks, the meeting was recessed at 4:30 p.m. The  
32 meeting will resume on Saturday, December 4, 2010 at the PGA National Resort in Palm  
33 Beach Gardens, Fl.

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**FLORIDA ASSOCIATION OF CODE ENFORCEMENT  
BOARD OF DIRECTORS MEETING  
MINUTES  
DECEMBER 4, 2010  
PGA National Resort, West Palm Beach, FL**

**7. Call to Order**

December 4, 2010 Board of Directors Meeting re-convened and called to order by Mark Caskie at 8:35 a.m., at the new location at the PGA National Resort, Palm Beach Gardens, FL.

Minutes taken by Mark Caskie

**8. Roll Call**

Present:	Mark Caskie	1 <sup>st</sup> Vice President
	Jim Dehne	2 <sup>nd</sup> Vice President
	Hector Garcia	3 <sup>rd</sup> Vice President
	James Acosta	Treasurer
	Terry Suggs	Past-President-Excused
Others Present:	Shawn O'Rourke	Chairman-Special Committee
	Marilyn Crotty, representing the John Scott Daily Florida Institute of Government, University of Central Florida	
	Bob Hamilton	Legal Counsel
Absent:	Frank Cassidy	President
	Lori Mobley	Secretary
	Debbi Leigh	Sergeant-at-Arms

Mark Caskie advised we have a quorum present.

**9. Reports Cont.**

**A. IOG Conference Location Report**

Marilyn discussed options for the 2012 conference location. She had contacted a national firm, Helms Briscoe, as a search company with an eye to the I4 corridor and the Southeast as possible locations. There were several options to choose from.

Around 9:00 we took a break for a tour of the PGA National Resort Facility. The PGA National looks to have the space required to meet our needs. The Board was

1 concerned about the price and most importantly to fit meals into the budget.  
2 Representatives from the PGA National kept reassuring that they could fit into our  
3 budget. June when we hold our annual meeting is their off season and they really  
4 want us to meet there. Parking is complimentary with optional Valet service.  
5 They are very close to I95 and the FL Turnpike for transportation. Located 15  
6 Minutes from the beach, shopping, restaurants, and entertainment are close by.  
7

8 After the tour we continued to discuss the options Marilyn had presented. Hector  
9 made a plea to stay in the Southeast area especially with the formation of the new  
10 South Florida Association of Code Enforcement. After a discussion about where  
11 to meet the Board directed Marilyn to attempt to arrange a tour of the Clearwater  
12 Hilton (?) as a possible location for our February meeting and competition for the  
13 2012 location. The Board felt we need to make a final decision on the 2012  
14 location at the February Board meeting.  
15

#### 16 **B. 2<sup>nd</sup> Vice-President's Report**

17

18 Jim Dehne advised that the new CEP certificates approved by email vote should  
19 be available in about 1 week. He also advised that the update to the  
20 Administrative Aspects of Code Enforcement is in-work with his committee.  
21

#### 22 **C. 3<sup>rd</sup> Vice-President's Report**

23

24 Hector Garcia distributed the membership report showing the November count  
25 down to 1202. This represents a low level that we have not seen in years. The  
26 Board suggested the Membership Committee get a list from the IOG on non-  
27 renewed member and make personal contact to see if we could boost membership  
28 or see if we have lost that many employees around the state. With membership  
29 renewal not counted as late until December 31, the February report is expected to  
30 be a more accurate report of membership.  
31

32 Hector Garcia advised his committee was working with Debbie Leigh as the  
33 Webmaster to make some change to the F.A.C.E. website and INTERFACE in an  
34 effort to make it more appealing and modern. There will be some costs involved  
35 from Kingham. A more formal report of cost will be presented at the February  
36 Board Meeting.  
37

38 The Membership Committee would like to send cards to members with serious  
39 health issues and the Board gave a consensus of support.  
40

41 Hector Garcia reported on the formation of the South Florida Association of Code  
42 Enforcement (SFACE). The Board was impressed with the efforts to get this new  
43 chapter started and acknowledged this was a multiyear effort that started with a  
44 visit last year from Hector, Lori Mobley, and Dorothy Hird. The Board advised  
45 Hector to notify the New Chapter to make a Formal request to become a chapter  
46

1 now that they are actually formed. The Board also tasked the membership  
2 committee to formulate a policy addressing how a chapter is formed and to  
3 include some language that would make membership in a chapter conditional on  
4 membership in the, parent, F.A.C.E. organization.  
5

#### 6 **D. Treasurer's Report**

7

8 James Acosta went over the budget, account balances and check book  
9 reconciliation. James was asked and advised that the budget was on track as  
10 approved for the year.  
11

12 The new revenue sharing with the IOG's has started to produce income and James  
13 reported \$702.24 deposited to date. Marilyn advised the amount did not include  
14 revenue from a class held at USF and she would contact them and remind them of  
15 the 30 day requirement to report funds.  
16

17 James Acosta gave an update from the AACE Conference he attended. There  
18 were 141 AACE members in attendance. AACE will be going back to printing  
19 and mailing the news letter and they are looking for States to submit articles. The  
20 1<sup>st</sup> Vice is the one to submit the article for F.A.C.E.  
21  
22

#### 23 **E. Sgt-at-Arms Report**

24

25 Shawn O'Rourke presented the report in the Absence of Debbie Leigh. He read  
26 her committee notes which are submitted as an attachment to these notes.  
27

28 The Legislative and Judicial Review Committee was prepared to recommend  
29 hiring Jon Costello for Lobbyist services; however, on Dec 2, Debbie Leigh  
30 received an email from Mr. Costello advising we should not hire him to push  
31 through the State Recognition of certification as it would not pass in the coming  
32 legislative session and we would be wasting our money. The Board was  
33 impressed with the honesty and advised Shawn to pass to Debbie to continue to  
34 make contact and seek a bid for Lobby Services from him to just observe and  
35 inform on Code Enforcement issues with the understanding that we would be  
36 opposing "TABOR" type legislation. The Board thinks it is important to have a  
37 lobbyist on board now so we can build a relationship and be ready to jump on  
38 issues as they become available. Sgt at Arms should bring a contract proposal to  
39 the February Board meeting  
40

#### 41 **F. Past-President's Report**

42

43 Terry Suggs gave an update on the "TABOR" status. He advised that Senator  
44 Haridopolos has already filed a bill with the State. There was discussion about  
45 the position F.A.C.E. should take on this issue  
46

1 **MOTION for F.A.C.E. to oppose State mandated revenue or expenditure caps**  
2 **was made by Jim Dehne and seconded by Hector Garcia.**  
3

4 **MOTION carried UNANIMOUSLY 5-0.**  
5

6 After the motion passed it was discussed how we would oppose this and it was  
7 decided that along with any action we might get through hiring a lobbyist as  
8 earlier discussed, the President should send a letter to the Florida League of cities  
9 supporting their opposition on this issue.  
10

11 Terry S. discussed the upcoming FCCMA conference and who should attend as  
12 we need to continue the relationships available through this organization.  
13

14 **MOTION to send Terry Suggs and President (or Representative) to the**  
15 **FCCMA Conference, June 1-3, 2011 in Clearwater, FL. was made by Terry**  
16 **Suggs and seconded by Jim Dehne.**  
17

18 **MOTION carried UNANIMOUSLY 5-0.**  
19

20 **G. Old Business (Unfinished Business)**  
21

22 Shawn O'Rourke briefed the Board on the updates to the Single Fee Proposal his  
23 Special Committee has been working on. Although the Board was nearly ready to  
24 approve the new fee structure, there were a few minor questions, to include how  
25 to handle Lifetime memberships and recertification. The Board directed Shawn O  
26 to discuss minor questions and bring the proposal back to the February Board  
27 meeting along with a Marketing plan so we could get the info out to the  
28 membership. The Board was impressed with the plan and feel we are on track to  
29 adopt the new fee as early as October 2011, one year earlier than mandated. Mark  
30 C. asked how this would affect IOG costs and Marilyn C. indicated that was still  
31 unknown, but she would also have that info at the February Board Meeting  
32

33 **H. New Business**  
34

35 Mark C. brought up the subject of the F.A.C.E. Logo and the need for some  
36 professional art. This will improve our printed material as well as web based  
37 information and advertising. Mark C. advised he had one bid for \$300.00 to do  
38 what was needed.  
39

40 **MOTION to authorize the 1<sup>st</sup> Vice President to procure camera ready art with**  
41 **expense not to exceed \$400.00 was made by Jim Dehne and seconded by Terry**  
42 **Suggs.**  
43

44 **MOTION carried UNANIMOUSLY 5-0.**  
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After the Motion, James A stated that the N.E.A.C.E. Logo was adapted from the F.A.C.E. logo and it was done by a member who may be able to supply what we need. That will be checked as a free resource before funds are expended.

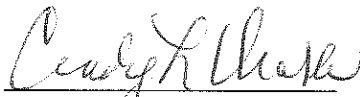
Mark C. and Terry Suggs opened a discussion to revisit the Conference fee for the 2011 Training in Orlando. The discussion was to reduce the Fee set by vote on Friday. A motion was made and after much discussion the motion was withdrawn.

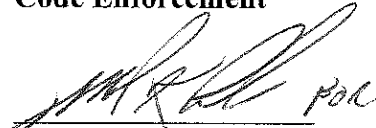
Marilyn reminded the Board that there should be a strategic plan update at every Board meeting to make sure we are on track. Since this item was missed and not on the agenda the Board will make sure it is on future agendas.

With no further business to discuss, Mark C. adjourned the December 4, 2010 Board of Directors Meeting at 12:48 p.m.

**Attest:**

**Approved:  
Florida Association of  
Code Enforcement**

  
Respectfully submitted by  
Marilyn Crotty, IOG and  
Mark Caskie, 1<sup>st</sup> Vice President

  
Frank Cassidy, President



- 1 Tasking from Board meeting  
2  
3 -Frank  
4 --Write Letter to Kenny Davenport advising that the Contract has ended and the  
5 Merchandise Page will be removed from the website.  
6 --Add Strategic Plan Update to future agendas  
7 --Write Letter to Florida League of Cities supporting Opposition to "TABOR"  
8  
9 -Mark  
10 --Write articles for AACE Newsletter  
11 --Procure Camera Ready Art for F.A.C.E. Logo  
12  
13 -Lori  
14 --Search records to determine board approved use of revenue sharing money from  
15 the IOGs  
16  
17 -Hector/Debbie  
18 --Develop a Volunteer Policy relating to Membership issues/definition  
19 --Prepare formal cost report for Website/Interface upgrade at Feb Board Meeting  
20  
21 -Marilyn  
22 --Attempt to arrange tour/meeting in Clearwater for Feb Board Meeting  
23 --Contact USF IOG to remind of 30 day reporting after F.A.C.E. class  
24 --Bring IOG proposed cost changes, related to "Single Fee" to Feb Board Meeting  
25  
26 -Hector  
27 --Membership Committee to contact non-renewing members  
28 --Notify SFACE of requirement to make formal request to be an official Chapter  
29 --Membership Committee to make Policy addressing Chapter Formation to  
30 include requiring membership in F.A.C.E.  
31  
32 -Debbie  
33 --Continue to pursue Lobbyist and Bring Contract Proposal to Feb Board Meeting  
34  
35 -Shawn  
36 --Bring final changes and marketing plan for "Single Fee" to Feb Board Meeting  
37