

40 | **Motion to approve Agenda:**
41 | Jeff Look Second : Jim Dehne

42 | Motion carried unanimously 7-0
43 |

44 | **4. Approval of Minutes**

45 | Minutes for June 20, 21 & 24, 2011 presented.

46 | **Motion to approve minutes for the June 20, 2011 pre-seminar Board meeting:**
47 | Jeff Look Second: James Acosta

48 | Motion carried unanimously 7-0

49 | **Motion to approve minutes for the Annual Business Meeting June 21, 2011:**
50 | Sam Sullivan Second: Jeff Look

51 | Motion carried unanimously 7-0

52 | **Motion to approve minutes for the June 24, 2011 post-seminar Board meeting:**
53 | Jeff Look Second: Sam Sullivan

54 | Motion carried unanimously 7-0
55 |

56 | **5. Reports**
57 |

58 | **A. Sergeant-at-Arms Sam Sullivan**

59 | Lobbyist David A Shepp, Florida Strategic Group, LLC was introduced to the Board. David gave
60 | a presentation introducing the Board to his company and explaining what services will be
61 | provided. David answered questions from Board members. The contract was signed. Sam's
62 | committee will be meeting in the near future. David will attend the committee meeting.

63 | **B. Treasurer James Acosta**

64 | James presented and reviewed the Treasurers report (attached). Jim Dehne had questions
65 | regarding the application of the Conference Budget.

66 | **Motion to accept Treasurer's Report:**
67 | Jeff Look Second: Jim Dehne

68 | Motion carried unanimously 7-0
69 |

70 | **C. President Mark Caskie**

71 | Mark provided a listing of Standing Committees. Jen advised she may still add another member.

72 | Mark is registered for the AACE Conference in Nashville, TN November 1 – 3, 2011.

73 Jim Dehne needs a Board of Director's Manual.
74 The PTI contract has expired. Jeff will look into this and arrange for the contract to be renewed.
75 James Acosta has signed the contact with the CPA and will e-mail copies to the Board.
76 Copies of the E-Polk and Florida Strategic Group contracts need to be added to the BOD
77 Manuals.

78

79 **D. IOG Marilyn Crotty**

80 **Ramon Hernandez** submitted a request to the Board to reinstate his Fundamentals of Code
81 Enforcement certification. Mr. Hernandez was not present. The Board read his letter, reviewed
82 supporting documentation and discussed the issues.

83 **Motion to deny to request:**

84 Jeff Look Seconded: James Acosta

85

86 Motion carried 6 – 1

87 **James Vough** submitted a request to the Board to reinstate his Administrative Aspects
88 certification. The Board read his letter, reviewed supporting documentation and discussed the
89 issues.

90 **Motion to deny to request:**

91 Jeff Look Seconded: James Acosta

92

93 Motion carried 5 – 2

94 **Conference evaluations** were presented and reviewed. A preliminary financial report for the
95 conference was presented. This report does not include sponsorships.

96 Mark Caskie advised of a policy from 2005 regarding cancellation fees. The policy provides \$70
97 of the cancellation fee goes to IOG and \$30 to F.A.C.E. Marilyn will look at the 2006 – 2011
98 conferences to see if the policy was acted upon.

99 Mark Caskie suggested a policy that if there are outstanding fees owed by a member, no renewal
100 will be accepted. Sam Sullivan will draft a policy for the Boards review.

101 Mark Caskie will contact members who registered late and have not paid the late registration fee.

102 Jeff Look asked about Board Member costs associated with the Annual Conference. Conference
103 fees, rooms and travel are paid by F.A.C.E.

104 **Marilyn presented several location options for the June 17 – 21 2013 conference.** The Board
105 discussed the information provided. The Board narrowed its choice to the Caribe Royale, Hilton

106 Daytona Beach, Plaza Resort, and Innisbrook. Marilyn will make contact and arrange for the
107 Board to visit some of the locations.

108 **There was a Local Government Summit** that brought together various governmental
109 organizations to explore areas to collaborate. Marilyn suggested F.A.C.E. be included and will
110 pursue this. By consensus, the Board expressed interest in doing so.
111

112 **Florida Business Watch** is a business league committed to public policy that makes sense for
113 Florida's economy. Government Associate membership is complimentary. A motion was made
114 that F.A.C.E. will join the Florida Business Watch as a Government Associate. Mark Caskie will
115 handle the application. Mark encouraged Board Members to join individually as Government
116 Associates.
117

118
119 **Motion that FACE will become a Government Associate of Florida Business Watch:**
120 Jim Dehne Second: Sam Sullivan

121 Motion carried unanimously 7-0
122

123 The IOG at USF (Tampa) is running a Fundamentals in Code Enforcement class with a class size
124 smaller than the minimum of 10 students. Discussion ensued regarding concerns about the
125 quality of the class. F.A.C.E. will not receive any compensation from such a small class. The
126 Board agreed the decision to hold the class was up to the university.
127

128 As expected, there is confusion about the Single Fee. It seems that people are not reading the
129 brochure. Many questions are being answered by IOG staff. IOG is sending out many W-9
130 forms. Checks are being received made out to F.A.C.E. instead of IOG. Susan Pruchnicki will
131 contact James Acosta to deal with this situation.
132

133 **E. Sergeant-at-Arms Sam Sullivan**

134 The Legislative Committee was asked to look at term limits for the Board of Directors. The
135 committee provided the Board with language for a proposed amendment of the by-laws. The
136 Board discussed the proposal.

137 **Motion not to pursue by-law amendments regarding term limits at this time:**
138 Jeff Look Second: Sam Sullivan

139 Motion carried unanimously 7-0

140 The Legislative Committee was asked to review and formalize the positions of Historian and Web
141 Master. The committee provided the Board with language for a proposed amendment of the by-
142 laws. The Board discussed the proposal.
143

144 **Motion to send the issue back to the committee to develop a policy rather than a by-law**
145 **amendment regarding the positions of Historian and Web master:**
146 Jeff Look Second: Jim Dehne

147 Motion carried unanimously 7-0
148

149 **The meeting recessed at 5:10PM**

150

151 **The meeting reconvened at 8:35AM**

152

153 **Roll Call**

154 Roll call administered by Cindy Drake, Secretary.

155 Present:

156 Mark Caskie, President

157 Jim Dehne, 1st Vice President

158 Jeff Look, 2nd Vice President

159 Jennifer Baker, 3rd Vice President

160 James Acosta, Treasurer

161 Sam Sullivan, Sergeant at Arms

162 Cindy Drake, Secretary

163 Frank Cassidy, Past President

164

165 Quorum present.

166

167 Others present:

168 Marilyn Crotty, John Scott Daily Florida Institute of Government

169 **F. 1st Vice President Jim Dehne**

170 The Program Committee met and decided on the Seminar content. The agenda of the seminar
171 was presented.

172 Safeguard is offering 5 - 7 full scholarships to the seminar. They offer this for conferences in
173 various places. They require an essay be submitted by the individuals who would like to be
174 considered and use their own criteria for selection.

175 Frank suggested the committee look at condensing the seminar into 3 days. The Board agreed by
176 consensus to consider that. Marilyn stated it may not be possible to do that for the 2012 seminar
177 because the contract is already signed.

178 The theme "Teeing Up for Our Future" was proposed. There was little enthusiasm for golf items
179 as gifts. An inspections kit (small case with supplies an officer would use in the field) was
180 suggested. Jim represented F.A.C.E. as a vendor at the Florida League of Cities Conference. He
181 felt our set up was less professional looking than others there. We had no materials to hand out.
182 Brochures and a promotional video were suggested. We do not have a marketing budget. He
183 said people did come to the table to ask questions and to request information they could take back
184 to their cities. Frank will work on a brochure and bring a draft to the next meeting. A person
185 needs to be designated to handle marketing materials.

186
187 **Motion: the President be responsible for the duties of Marketing and Special Events:**
188 Frank Cassidy Second: Jen Baker

189 Motion carried unanimously 8-0

190 The Program Committee is looking at possibilities for entertainment.

191 **G. 2nd Vice President Jeff Look**

192 A special committee met to review the Officer Safety test. The committee felt the test was
193 passable in its original format. The changes they made will make it even less difficult. There
194 were 4 versions of the test, now there will be 2 versions. A suggestion was made that the Board
195 give some type of incentive for those who failed the earlier test to get them to re-take it. Several
196 suggestions were discussed.

197 **Motion: Passing the Practical portion of the class will count as 25 points toward passing the**
198 **course:**
199 Frank Cassidy Second: Jeff Look

200 Motion carried unanimously 8-0

201 **Motion: To pass the course a combined score of 75% (practical plus exam) must be**
202 **obtained:**
203 Frank Cassidy Second: Jeff Look

204 Motion carried 7-1

205
206 **Motion: Add 25 points to the scores of all who previously took the Officer Safety Course**
207 **who passed the Practical portion of the class:**
208 Frank Cassidy Second: Sam Sullivan

209
210 Motion carried unanimously 8-0

211 The IOG will review only those who previously failed. Marilyn will let the Board know if there
212 are any who still failed after applying credit for the practical portion of the class at the December
213 Board Meeting.

214 Frank will develop an explanation for distribution.

215 The committee will continue the review and update of Administrative Aspects with the intention
216 of completing the project this year.

217 **H. 3rd Vice President Jen Baker**

218 A copy of the South Florida Association of Code Enforcement, Inc. By-Laws were provided. The
219 minutes from December and February will be reviewed to see if the new association has been
220 adopted by the Board. If not it will be at the December meeting.

221 As of September 1, 2011 FACE has 1672 members.

222 Membership categories were clarified. There are 4 categories in the By-Laws. Founding
223 Members and Charter Members are not noted in the By-Laws. There was a consensus of the
224 Board that clarification be made to state if a member is an Active Member they may vote.

225 \$500.00 was needed for a website upgrade to accommodate the transfer of information with the
226 new annual fee. The IOG computer system and the E-Polk system used for F.A.C.E. do not speak
227 the same language. E-Polk can fix this. They have estimated the work will take about 4 hours at
228 an approximate cost of \$520.00. Manual updates are possible but that requires Susan's time.
229 Mark thinks we should pay and move on. The Board discussed the pros and cons of allocating
230 funds for the upgrade.

231 **Motion to pay the \$520 for software updates by E-Polk for the Single Fee interaction**
232 **between systems:**

233 Cindy Drake Second: Jen Baker
234

235 Discussion: James advised this item is not budgeted. He said we could move money from
236 membership but we are already behind in the fund account. We have a responsibility to the
237 membership to be fiscally responsible. Jeff suggested we let it go for now and look at it again
238 for next year's budget. Sam reminded us to be supportive of Susan when it takes longer for
239 processing of F.A.C.E. membership and recertification.

240 **Motion failed 2-6**

241 A step by step guide to registering for the Annual Fee needs to be put on the website and a blast
242 e-mail needs to be sent. Jen will ask Debbi Leigh to do this.

243 Debbi Leigh has arranged for training by E-Polk for managing the F.A.C.E. website. The
244 training will be held at the E-Polk offices at 9:30AM., Wednesday Sept. 14, 2011. Mark, Cindy,
245 and Susan will attend along with Debbi.

246 Ideas to increase membership:

247 *Create a list of counties and the cities within each county. Compare the list with membership
248 jurisdictions and reach out to those who are not members.

249 *Reach out to departments that are not specifically Code Enforcement but enforce codes.

250 *Develop incentives for members – product and service discounts

251 *Contact those individuals who are certified but are not members.

252 Jen advised she still needs 3 or 4 more members for her committee. She currently has 3 members
253 and they are all from South Florida. They are meeting by phone and e-mail.

254 Marilyn suggested the certified non-members be contacted personally about joining F.A.C.E.

255 Mark suggested contacting the individuals who are at risk of losing certification. It was decided
256 this is more a Certification Committee function than a Membership Committee function.

257 **H. Secretary Cindy Drake**

258 At the Post Seminar Board meeting Mark raised the issue of digitizing the Association's records.
259 Cindy did some research and found that scanners are expensive. There is no budget for
260 equipment at this time.

261 We need to determine where the records are and how many documents need to be scanned. Once
262 determined Cindy will look into how this can be accomplished. Funding will have to be budgeted
263 in future years.

264 **I. Past President Frank Cassidy**

265 Frank proposed cross certification recognition for FACE members who are also current ICC
266 Officials to increase professional status. This may include reciprocity between FACE and
267 other professional associations. Frank will develop a proposal for consideration at the December
268 Board meeting.

269 Mark would also like to consider regrouping F.A.C.E. certifications. Frank will write a proposal
270 and send it to the Certification Committee for review.

271
272
273 Frank proposed we consider establishing a Standard Agency and Flagship Agency recognition
274 program. He will develop a proposal for consideration at a future Board meeting.

275
276 Marilyn reminded Frank that he is responsible for nominations and that he should have a
277 committee to help him with this very important aspect.

278 **J. Webmaster**

279 No Report

280 **K. Old Business**

281 No Old Business.

282 **L. New Business**

283 Jim Dehne commented on all the different due dates related to F.A.C.E.: Fiscal Year, Conference
284 Date, Membership Renewal, and Certification. He would like to try to combine or change them
285 for consistency.

286
287 Jim Dehne also suggested selling advertising on the F.A.C.E. website like AACE does to generate
288 additional revenue. This item will be discussed further at the December Board meeting where we
289 can receive comments from Bob Hamilton. Questions to be answered: What does AACE charge?
290 Do they have criteria? Is there a "no endorsement" disclaimer?

291
292 Mark expects agenda line items be updated at each meeting.

293
294 Cindy requested Committee Agendas and Minutes.
295 The Strategic Plan Update was completed. Priorities were assigned.

296
297 The next meeting will be held December 2 & 3, 2011. The location is to be determined.

298

299 **Motion to Adjourn 12:37PM:**
300 Jeff Look Second: Sam Sullivan

301 Motion carried unanimously 8-0

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303

304 **Attest:**

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306

307

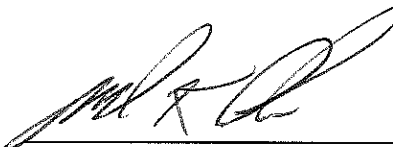
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309

310 
311 **Respectfully submitted by**
Cindy Drake, Secretary

Approved:

Florida Association of Code Enforcement



Mark Caskie, President