

Florida Association of Code Enforcement, Inc.

Board of Directors Meeting

MINUTES

Friday June 13, 2014

2:00PM – 2:59 PM

**Tampa Marriott Waterside
700 South Florida Avenue
Tampa, FL 33602**

1. Call to Order

2. Roll Call

President, R. Sam Sullivan

1st Vice President, Cindy Drake

2nd Vice President, Joanne Naumann

3rd Vice President, Leslie Banta

Sergeant-at-Arms, Danny Thompson

Treasurer, James Acosta

Secretary, Lori Troxel

Immediate Past President, Michael Titmuss

Also present: Michelle Gardner, IOG

Bob Hamilton, Attorney

Donna Wisniewski- Historian

Mark Caskie - Webmaster

3. Approval of Agenda

Motion to approve the agenda:

Joanne Naumann

second: Cindy Drake

Motion carried unanimously

4. Approval of Minutes - Minutes will be prepared and presented at the August BOD meeting.

5. Welcome Visiting Members

Welcome Shawn O'Rourke – City of Oviedo, Jo Forti – Associate Member (Retired); Shawn congratulated the Board for a fantastic conference, and indicated this Board has set the bar high for future incoming Boards.

6. **Opening Comments** – R. Sam Sullivan, opened by saying this board is a talented and capable group and he sees us moving forward, as we are all in this together, indicating the more ideas in the pot the better, so please share our thoughts and ideas for discussion.

7. Reports

A. Treasurer – James Acosta

- a. **FY 2013/2014 Budget Closeout; 2014/2015 Budget Changes/Updates** – James Acosta advised no changes to the budget from the annual business meeting on June 13, 2014. James went over the credit card limits for each Board member with \$2500 for the President, \$5000.00 for the 1st vice, \$2500 for the 2nd vice, \$3000 for the Sgt. at Arms, and the remaining Board will all have \$1000.00.
- b. **Bank Account Signature Cards and Credit Cards for New BOD** – James went over the signature card procedures for listed on our bank information, and requested a copy of the minutes as soon as possible to provide the bank with the new Board line up. James advised we have F.A.C.E. merchandise that has not sold, including the 2009 20th anniversary neck wallets. James indicated we just can't get rid of this, and he has an organization in St. Augustine called Friends of the St. Augustine Amphitheater who is sponsoring a week long youth art camp for underprivileged children, and they need a way to identify the children. He would like to know if FACE would donate the neck wallets for them to use.

Motion to donate the 2009, 20th Anniversary Neck Wallets to the Friends of the St. Augustine Amphitheater for use at their Youth Art Camp function.

Cindy Drake 2nd: Danny Thompson

Motion passes unanimously

B. President – R. Sam Sullivan

- a. **General Comments-** Sam stated he is excited to work with this great group of people, to move our association forward in the coming year.
- b. **Dates for BOD Meetings, including Strategic Plan Review-** At this time we are going to set our next meeting date as tentative until we can have Marilyn join us in order to set dates for the remainder of the year. Our next meeting date will be August 8-9, 2014; at 9:00AM. We will meet at the IOG offices in Orlando. Hotel Rooms for several Board members will need to be booked for Thursday.
- c. **Committee Members and Special Committee Continuance** – Sam clarified that Lori Troxel is the custodian of the Committee Applications, and to please scan them and disseminate to the Committee Chairs. He encourages each chair to utilize these individuals that want to be utilized. Create their committees and get their lists emailed out. Sam advised we have a Chairperson for the special Committee continuance, Frank Cassidy has agreed to oversee the alternative education and it is certainly appreciated, and Michael Titmuss is going to chair the administrative contract evaluation committee. Sam requests once they have participants to let him know.
- d. **Florida League of Cities 2014 Conference August 14-16- Hollywood, FL** – Sam indicated he and Michael will be in attendance, and wanted to know if any other Board member needed to be in attendance. Discussion took place that Joanne was to attend. Joanne advised she preferred to reach out and discuss this with the IOG department directors, and if they can just meet in Orlando without the need for her to make the trip to Hollywood she would prefer this.
- e. **Local Works Kick-Off event; July 25, 2014 – Orlando** - Sam Sullivan is going to make this event, and requested information from Michelle on what this event entails. Discussion took place on last year's event. Joanne advised she will also go and represent F.A.C.E.
- f. **AACE Conference – October 27-31, Rosemont, IL** – Sam is going to present representing F.A.C.E. at this conference this year.

C. **IOG** – Michelle Gardner

- a. **IOG- General Comments** – Michelle briefly skimmed through the evaluations and at this point they are very positive. She only heard of a few complaints referencing parking,

by and large the hotel worked for everyone, and the conference went very smoothly. Michelle indicated we will have the evaluations mailed out prior to the next meeting.

D. 1st Vice President – Cindy Drake

- a. **2015 FACE Conference June 23-26, 2015** –Cindy advised she is going to work on getting her committee put together, and will have their first meeting prior to the next Board of Directors meeting. Cindy indicated she did not get to go to the hotel viewing and would like to walk through the hotel to get a feel of the hotel. She will have something further at the next meeting. Sam advised Cindy he will be sending her all his electronic files over the course of next week, and that he looks forward to what she and her committee comes up with over the year.

E. 2nd Vice President – Joanne Naumann

- a. **Certification Committee Members & Goals** – Joanne Naumann she received a couple of new committee applications and will be looking at them, putting her committee together and getting to work. Michael Titmuss advised her Trainer workshop held during the conference was very positive. Michael Titmuss advised an interesting question came up during the workshop that the Board should be made aware of, there were some questions that came up with the pro's and con's referencing state certification and losing control of our association. Danny said he is going to work with David to ensure the bill language is conducive to the needs of the association. Donna indicated this is why in the beginning they were careful not to use the words "state certification" and Michael advised he heard the same thing occurred when high risk was used. Donna cautioned that we be careful with the use of wording from State certification vs. State recognition. Danny advised the Legislative Committee will work closely with David to ensure the association is covered appropriately.

F. 3rd Vice President – Leslie Banta

- a. **Membership Update** – Leslie reminded the Board that the InterFace Articles are due on the 8th of August, October, January, and April and will be disseminated and the 15th of those months to the membership. Shawn advised there is a basic question that we need to answer and that we have never been able to tackle, and that is how many code

enforcement officers are there in the State of Florida, and how many jurisdictions have code enforcement. Shawn feels our membership is not true reflection of who we really represent, because whether you're a member or not we are the only representatives for the Code Enforcement profession in the state. Other organizations can tell you how many personnel they have in the state, and he feels this is a number we should be able to answer. Danny advised this is something when he was on the membership committee that they did a big survey. Lori Troxel advised this information was not supplied for the record. Leslie indicated we have representation for about half the States jurisdictions. She states that her committee has already identified the half we have and she can look into identifying the half we do not have representation. Danny indicated this is something that is important to have, because when they go to Tallahassee they do ask how many code enforcement officers are there. Michael advised maybe we can put a brief survey together with specific questions we want answered. Sam asked Leslie if she was planning to have another membership drive and she indicated she would love to but open it up to more than just Chapters.

G. Sergeant-at-Arms – Danny Thompson

- a. **Legislative Committee Objectives** – Danny advised he is putting his committee together and they will be working with David Shepp and making some language changes. They will look into modeling after Florida Animal Control Association.

H. Secretary – Lori Troxel

- a. **Election Results** – The election results are confirmed at Cindy Drake 43 votes; and Hector Garcia 27 votes. Lori advised she spoke with Bob Hamilton about concerns that were presented to her about last year's ballots being destroyed immediately. Bob advised it is not a public record and he indicated if there is no motion to destroy they will need to be kept. He further explained the league of women voters certify the votes and as long as we keep the paper the league of women voters certified than we can destroy the ballots. Cindy advises since there is no policy should we create a policy, Danny advised we can put that on the next agenda for their meeting.

Motion to destroy the individual 2014 Ballots within a reasonable time

James Acosta

2nd: Michael Titmuss

Motion passes unanimously

I. Immediate Past President – Michael Titmuss

- a. **Nomination Report** – Michael has already started to solicit and contact people and suggested if anyone has any suggestions please get with him so he can get an early start on this. Michael advised to start grooming people on your committees. Cindy advised
- b. **Quick review of previous year -**

J. Webmaster – Mark Caskie

- a. **Update** – Mark Caskie updated the website with the new Board members, and those who remain on the Board with different seats get with him referencing passwords and other items. He will be working over the next month with Susan, and by the end of July the new format should be there. Mark advised some conference stuff may take a while as they will be using some things this year to test the system now, to ensure it works next year. The flash drive, we received from the conference Bob Pritt’s presentation was not on the flash drive, and he indicated it was. Mark thinks we need to get that out there. He also stated Brian Rewis said they would be willing to share their presentations but the statistics are paid for by members, and suggested Michelle get with them. Mark stated he was approached by John Harris referencing an “ask the experts” section on our website; Mark thinks this may fit in the forums, and that he would be willing to answer questions. Joanne indicated one of the things that came up today in her workshop is to use our code officers as education tools, and that a lot of us have this resource to provide to our members. Michelle advised she had a conversation with John Harris and they agreed to provide this without fee’s however future interactions would likely involve fees. Michelle does not get the impression this will be a gratuitous donation to F.A.C.E. Lori clarified was he asking for our website, or on our members only section. Mark advised he would like to be in the forums. Further discussion took place, and Joanne again indicated we need to look into using our own for education. Mark advised he placed some new relevant information on our website and encourages the Board to keep looking at it and give him update ideas, at least weekly, but daily would be great.

K. Historian – Donna Wisniewski –

- a. **Updates-** Donna thanks the Board for the support she received for the presentation of the past presidents at the conference banquet.

8. Old Business – None

9. **New Business-** Michael Titmuss asked if we had any complaints about people sitting out of class and going in to get codes at the end, Danny advised we only had one or two, but it was really not a big deal this year, and that we really need to have the tables at the back of the room so people can stand up and move around, the tables encourage them to stay in the room. Jo Forti, thanked the committee for a great conference, and commends this Board for a great job this year.

Motion to adjourn at 2:59 PM

James Acosta Second: Danny Thompson

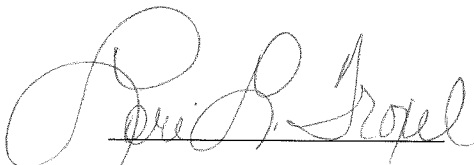
Motion carried unanimously

The next meeting dates will be the August 8-9, 2014; 9:00 AM; at the University of Central Florida, Institute of Government 12443 Research Parkway, Suite 402 Orlando, FL 32826 (407) 882-3960.

Attest:

Approved:

Florida Association of Code Enforcement



Respectfully submitted by
Lori L. Troxel, Secretary



R. Sam Sullivan, President