

**FLORIDA ASSOCIATION OF CODE ENFORCEMENT  
ANNUAL BUSINESS MEETING  
1:00PM – 2:00PM  
June 23, 2017  
MINUTES**

**Florida Hotel and Conference Center  
1500 Sand Lake Road  
Orlando, FL 32809  
407-859-1500**

**1. Call to Order**

President, Leslie Banta reconvened the annual Business Meeting of the Florida Association of Code Enforcement, Inc. at 1:14PM on June 23, 2017.

**2. Roll Call**

Roll call administered by Cindy Drake, Immediate Past President, acting as Secretary.

**Present:**

Leslie Banta, President  
Bill Van Horn, 1<sup>st</sup> Vice President  
Jeff Look, 2<sup>nd</sup> Vice President  
Ken Jackson, 3<sup>rd</sup> Vice President  
James Acosta, Treasurer  
April Hartseil, Sergeant at Arms  
James Litterello, Secretary ABSENT  
Cindy Drake, Immediate Past President

**There is a Quorum present.**

**Others present:**

Marilyn Crotty, John Scott Daily Florida Institute of Government  
Gary Glassman, Legal Counsel  
Tom Allen, ICC  
Various members

**3. President Leslie Banta** welcomed attendees and thanked them for remaining for the conclusion of the annual meeting. Member input and support are very important.

**4. Treasurer James Acosta**

**a. Annual Report** – Power Point Presentation

Recap of the 2016/2017 budget and presentation of the proposed 2017/2018 budget.

The 2016/2017 budget proposed an expected deficit of \$25,763 to be taken from reserves. There were no funds taken from reserves. Income exceeded the anticipated amount in some line items. Expenses were generally lower than anticipated.

Proposed budget 2017/2018 \$131,583 - James expects we may have to take from reserves in the amount of \$11,463.

Comparison of 2017 proposed budget to 2018 proposed budget.

There were no questions.

**MOTION** to approve the proposed 2017/2018 budget as presented by Mark Caskie, Hernando County, second by Chris Hutchison, Volusia County.

Motion **CARRIED** Unanimously.

## 5. President Leslie Banta

- a. Leslie Banta thanked the Board and the Membership for entrusting her to serve. She served with the best interest of the members and Association in mind. Many goals were accomplished. She is particularly proud to have saved the Association approximately \$3000 by holding 1 day Board Meetings for the majority of the meetings held. The Revenue Share with the IOGs was increased from 5% to 10%.
- b. By-law amendment vote:

### **ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS.**

#### **Section 3. Terms of Office.**

The normal term of office shall be one (1) year for President, Past President and 1<sup>st</sup> Vice President, and a two (2) year term for all other officers commencing upon installation at the annual meeting.

1. Election for Secretary and Treasurer will be in even numbered years, commencing in 2018.
2. Election for Sergeant at Arms, 2<sup>nd</sup> Vice President and 3<sup>rd</sup> Vice President shall be in odd numbered years commencing in 2019.

- c. Reading of the bylaw vote counts:
  - 116 votes in favor of the by-law amendment
  - 2 votes against the by-law amendment
  - 3 ballots containing no vote
  - 1 ballot was ineligibleThe bylaw amendment passed.

- d. Election Recap:

**1<sup>st</sup> Vice President:** uncontested April Hartseil

**2<sup>nd</sup> Vice President:** Jeff Look 53 votes; Sylvia Wellon 13 votes

**3<sup>rd</sup> Vice President:** Dennis Bunt 25 votes; Michael Hauserman 41 votes

**Secretary:** Cindy Drake 41 votes; Dorothy Hird 25 votes

**Sergeant at Arms:** uncontested Joe Petrick

**Treasurer:** uncontested James Acosta

e. Leslie thanked the 2016/2017 Board of Directors for their dedicated service this year and invited each member to give a recap of their year.

**6. 1<sup>st</sup> Vice President Bill Van Horn**

Bill Van Horn thanked James Acosta for his dedicated work on the budget. He kept the Board on target and made financial decisions with long term goals in mind. Bill is looking forward to seeing the conference evaluations. He spoke to many longtime attendees who gave an average score of 9+. He saw a lot of team building and a lot of interaction between people just coming to know one another. Thanks again to his committee, they did an awesome job. He is looking forward to the coming year.

**7. 2<sup>nd</sup> Vice President Jeff Look**

Jeff Look thanked Leslie Banta for a great job this year, it's been an honor to serve with her. He also gave the conference a score of 10.

Recap of Education Certification Committee accomplishments:

The re-write of the Fundamentals course is in process. It typically takes 2 years to accomplish a course re-write. As soon as Fundamentals is finished they'll move on to another course. Courses should be reviewed and re-written every 5 years.

They are in the process of working on several other items.

Continuing Education topics and Legal Issue Paper topics are approved by this committee. Sometimes they have to say no as the topic isn't relevant, in the case of continuing education, or the topic doesn't rise to the status of a possible legal issue, in the case of a Legal Issues paper topic.

**8. 3<sup>rd</sup> Vice President Ken Jackson.**

Ken thanked the membership for allowing him to serve. He thanked his committee for the work they did this year. The committee continuously works on the membership list and reaches out to members at risk of losing certification levels. They produced a survey and received about 220 responses which will be forwarded to the new 3<sup>rd</sup> Vice President. The Membership Committee also worked on the Interface so members could have more input in the newsletter. Ken encouraged everyone to submit information to make the newsletter more interesting. Membership for the 2015/2016 membership year was 2,230. Membership for the 2016/2017 year is 2,267, an increase of 37 members.

**9. Secretary Jim Litterello**

Absent

**10. Sergeant at Arms April Hartseil**

April Hartseil thanked everyone for the opportunity to serve the members and the Board for the hard work they have done. Her Committee worked the Legislative Table throughout the conference and the elections and she thanked them for their dedication. Committee member Joe Petrick was elected to fill the seat and she is sure he will do a good job.

Some of the accomplishments of the Legislative and Judicial Committee are as follows:

- The Strategic Plan Goal was to enhance communication. April believes she exceeded the goal. One of the ways she accomplished this was by enhancing the Interface articles to keep members informed about legislative matters.
- Reduction of Retired Member fee, April thinks it's great to support those who built this organization by reducing fees after retirement.
- By-laws amendment approval to allow staggered 2 year terms for Board Members.

April reminded everyone to read the Interface and visit the website often.

#### **11. Treasurer James Acosta**

James had nothing more to add.

#### **12. Immediate Past President Cindy Drake**

Cindy Drake spoke of the accomplishments and innovations made by the Association over the 6 years she has served the membership. The full report is included as an attachment.

#### **13. President Leslie Banta**

- a. Leslie Banta asked Past President Cindy Drake if she had any words of wisdom to share from the past three years of service. Cindy says "in all things, take a deep breath, take a step back and look at the whole situation. Always, always pay attention to the needs of the membership."
- b. Leslie was pleased with the effort made to change membership's perception of Board Member special treatment. For the first time, Board members and Program Committee member's names were not in the general door prize drawings.
- c. As per the policy dated June 28, 2013, all ballots and election forms are destroyed at the conclusion of the annual business meeting. Leslie instructed the Secretary to destroy the ballots and election forms.

#### **14. The incoming Board of Directors assembled in front of the podium for the traditional Changing of the Board ceremony and swearing in by Past President, Donna Wisniewski.**

The new Board of Directors, stating their own names where indicated, repeated the Oath of Office.

15. **Past President Cindy Drake** presented Immediate Past President Leslie Banta with the Past President's Pin and F.A.C.E. Lifetime Membership Card.

16. **Tom Allen, International Code Council** pinned the Past President, Leslie Banta and President Bill Van Horn. He presented Past President Cindy Drake with an ICC emblem.

17. **Outgoing President Leslie Banta** passed the gavel to incoming President Bill Van Horn.

18. **President Bill Van Horn**

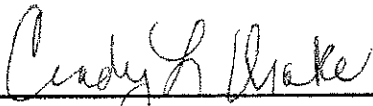
Finding no Old Business and no New Business, Bill invited all interested individuals to join the Board of Directors for the Post Conference Board Meeting in the Traditions beginning at 2:00PM.

**MOTION** to adjourn the Annual Business meeting at 1:54PM by James Acosta, second by April Hartseil.

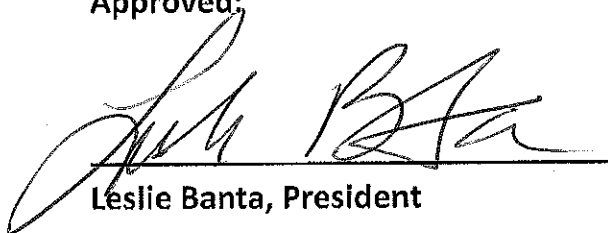
Motion **CARRIED** unanimously.

**Attest:**

**Approved:**



Respectfully submitted by  
Cindy Drake, Acting Secretary  
Florida Association of Code Enforcement, Inc.



Leslie Banta, President