

**Florida Association of Code Enforcement, Inc.
Board of Directors Meeting**

Minutes

**Friday, July 22, 2016
1:00 PM– 5:00 PM**

**Saturday, July 23, 2016
8:30 AM – 12:00 PM**

**Institute of Government at UCF
12443 Research Pkwy #402.
Orlando, FL 32826
(407) 882-3960**

1. Call to Order

The meeting was called to order by President Leslie Banta at 12:57 p.m.

2. Roll Call

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

Also present: Marilyn Crotty- IOG

Excused:

Mark Caskie – Metisentry Liaison
Liana Teague – Webmaster
Lori Troxel – Historian
Gary Glassman- Attorney

- 3. Opening Comments** – President Leslie Banta thanked the Board and the IOG for their continued efforts this year. Looking forward to working with everyone again this year. We will have another successful conference this coming year
- 4. Annual Business Meeting and Post Conference Board Meeting minutes:** Motion to approve minutes all in favor, MOTION CARRIED.
- 5. Welcome Visiting Members** – No visiting members
- 6. Membership Issues**

7. Motion to waive the renewal late fee for David Frias

David Frias is short continuing education hours, and has not paid membership dues for the year of 2014/2015. Motion to deny waiving of late fees

Cindy Drake Second: Jeff Look One abstained from vote

Motion Carried

8. Presidents Personal Goals and discussions

Responsibilities: Board meeting reports from other standing committee chairs to be presented at Board meetings.

Webinars to be presented for Continuing Education

College to discount rates, What F.A.C.E. can do for you, private colleges have fees that are higher
Bill VanHorn and Sam Sullivan went to Tampa and supervisor did not know what F.A.C.E. was, eleven from Tampa sent to this past conference, members not paying due to past financial issues, jurisdictions now paying for conference.

Not all classes at our conferences pertain to every locale and officers

Local sub-chapters are too far from some jurisdictions

Secretary should send acknowledgement that Committee Application received to applicant and also the chairman of the committee applicant is requesting, standing chairman of committee acceptance should also send acknowledgement. If committees have been chosen, they need to reapply for next year's committee. Your application will be considered but does not guarantee a committee selection.

Any active member can apply to stand on the Board or a Committee.

Need to find a different way to pick names for the gift drawings during breaks, etc.

Have a bunch of clip boards, ninety one remain, and Bill Van Horn requested to have some and give them to F.A.C.E. speakers, take money from his budget.

Approval given to use one lunch bag cooler and one tumbler as a door prize at the FLC conference.

Leslie Banta and Cindy Drake attend this conference representing F.A.C.E. as vendors. April Hartseil and Bill VanHorn may attend for a day.

9. Motion to approve the donation of \$100.00 to A.A.C.E. for the give back campaign for 2016, Conference location is in New Orleans, October 24th thru October 28th.

Jeff Look Second: Jim Litterello

Motion Carried

10. Past President Cindy Drake – Had a meeting at the conference with local chapter presidents and were asked to have a conference in Miami, Ft. Lauderdale area, Skype Board meetings so all members have the ability to view, some don't have financial means to pay to come to a Board meeting.

11. IOG Marilyn Crotty- Read a letter received from retiring Bob Hamilton, also submitted copy to attach to the F.A.C.E. website. With Michelle leaving, things might take a little longer than normal to get completed. Mark ran into Senator Simpson at lunch and he is still willing to assist F.A.C.E. with obtaining minimum training requirements. The current proposal is mirrored the same as the animal control standards. April Hartseil is seeking a seat on the Florida League of Cities Urban Affairs committee. David Shepp needs to stay on top of this change. Marilyn Crotty went over the conference evaluations, she indicated fewer complaints this year than usual. Great job to the committee chair and members. Overall it was a great conference with great presenters and classes. Discussed the 2018 conference. Have three hotels to choose from and after discussing the pros and cons the board has decided on the Marriot Harbor Beach Resort, Ft. Lauderdale.

Treasurer- James Acosta - Current Budget- Treasurer James Acosta supplied the Board with the following documentation: Recap Report, fiscal year budget report, income/expenses by month report, as well as copies of reconciliation reports and statements from the bank, for the record.

12. 2016/2017 Conference Budget – James Acosta presented documents, 2017 Conference Budget remains the same as last year.

Recess for Break 2:50 PM Reconvened from Break 3:00 PM

1st Vice- Bill Van Horn, All committee members for this coming year's Conference have been chosen. First meeting has already taken place. Theme this year is BUILDING BRIDGES to F.A.C.E. the FUTURE. Has reached out for the Color Guard, Orange County, Police, Seminole County. Need to get the Board Members more involved in local chapters and have more interaction. September 21st, is the next host committee meeting. Available one bus to Disney, 250 people max., sure will need an additional bus, approval of the Board to get an additional bus. Will have one hour free open bar for the Members Reception, free vendor tables for 15 vendors. Entertainment budget is \$3,000.00, hoping for a contract of \$1,000.00 as a member of the group is a member of F.A.C.E. Discussion on selection of classes to be presented at this conference. Program Committee Members are: Monica Cole, Chris Cooper, Zack Stick, Steve Shipley, Michelle Forstrom, and Donna Wisnewski.

13. Motion to approve the 2017 Conference theme: Building Bridges to F.A.C.E. the Future

Cindy Drake

Second: Jim Litterello

Motion Carried

14. 2nd Vice - Jeff Look, Discussed the offer from Columbia Southern University for a 10% discount and free books. This item has been tabled to allow Jeff Look and the Education/Certification Committee an opportunity to research, discuss and make a recommendation. Jeff Look to reach out to Lori Troxel to discuss. InterFace deadline is set for August 8, 2016 and given to Susan Pruchnicki by August 15, 2016. The following dates for the InterFace deadlines are August 15th, November 15th, February 15th, and May 15th, must be to Susan Pruchnicki by August 8th, November 8th, February 8th, and May 8th. Have the

sponsor give a brief description of what they do and how it benefits code and have posted on the InterFace.

15. Motion to postpone the recommendation of Columbia Southern University to partner with F.A.C.E. until the Education and Certification Committee has discussed and researched the pros and cons.

Cindy Drake

Second: April Hartseil

Motion Carried

16. 3rd Vice - Ken Jackson - Membership Report Membership continues to grow, total members 2241 for the 2016 year. 41 new members from last year.

Motion to recess 5:06 PM, July 22, 2016

Leslie Banta

Second: James Acosta

Motion Carried

Reconvened 8:37 AM; July 23, 2016

17. Roll Call

President, Leslie Banta

1st Vice President, Bill Van Horn

2nd Vice President, Jeff Look

3rd Vice President, Ken Jackson

Sergeant-at-Arms, April Hartseil

Treasurer, James Acosta

Secretary, Jim Litterello

Immediate Past President, Cindy Drake

Also present: Marilyn Crotty- IOG

Mark Caskie – Metisentry Liaison

Excused:

Gary Glassman- Attorney

Lori Troxel - Historian

Liana Teague – Webmaster

18. 2nd Vice Jeff Look – Certification Committee. Committee members have been chosen, they are: Joe Fenton, Cynthia Barboza, Trudy Hull, and Dennis Bunt. Looking for another volunteer for the peer group, hoping for someone from the committee, one spot vacant. Wrote the guidelines for the standing committee, with motion to accept, (see attachment Article 1). April Hartseil requested to know who served on what committee when and how many times. Cindy Drake noticed that on her F.A.C.E. member page it shows what committees and years she served.

19. Motion to approve and accept the new guidelines for the Standing Committee member as a policy for F.A.C.E. regarding committee eligibility

Bill Van Horn

Second: Cindy Drake

Motion Carried

- 20. Motion to create a policy governing the need of committee chairs, appointment of member to ensure fair and equitable treatment and only allow members to serve on one standing committee per term.**

Jeff Look

Second: Cindy Drake

Motion Carried

- 21. Web-Master – Mark Caskie**, Mark thanked the Board for being patient during his move to a new jurisdiction. Log-in and Passwords for the BOD email addresses will be provided shortly. Our original e-mail and website host, EPolk sold their holdings to Metisentry. Mark Caskie expects to receive a contract from them in the near future. Mark Caskie will work with Susan Pruchnicki on training for all processes involved with the automation of renewal and recertification processes. Historian, Lori Troxel, through President Leslie Banta, requested authorization to have access to make changes on the website related to the Historian position. There was discussion of various website related details. The Web Master and the Metisentry Liaison will take into consideration and apply as they are able.

- 22. Motion to replace History Tab with About Us tab on the F.A.C.E. Website and to allow the Historian full website access to future postings during their tenure. Also to come up with several different name choices for the Historian's proposed newsletter article.**

Bill Van Horn

Second: April Hartseil

Motion Carried

- 23. Legislative Committee Update – Sergeant-at-Arms - April Hartseil**, April is to have 5 members and one alternate for her committee. This person will then have to attend all meetings and then should have to be able to vote and stand in for a missing member. Will have more to-go meetings due to the members being so diverse and in locations that would take several hours to travel for a three hour meeting. The results from this year's voting numbers for all nominees must be posted on the InterFace according to our by-laws. Will have a meeting in August with the Florida League of Cities in August and will have updates at the next meeting, Leslie Banta questioned the by-laws that if someone is not doing the job that they can be removed, why do we have to run again if your term limit has not expired, why do you have to run each year. Keep the term limits the same and you would not have to run again the next year. April Hartseil stated that the Secretary term should be a two year term and not have to be on the ballot every year. Terms should be staggered; whatever the committee chair is working on should have the time to finish their goal that they are in the process of completing. Need to look at the by-laws and to make a change to it. Board members see the value of certain committees being changed; so much

can be changed in two years. Secretary and Treasure are the two main ones that should be changed. April Hartseil will be more than willing to look at whatever the Board requests her to do to make the changes. Members would have to vote to make the change. Cindy Drake requested to look at other organizations to see how they are run, two year terms, every other year. April will take it to her committee to review the change requested. Bill asked if we have a committee interest form, should we not have a Board interest form. You have a bio when applying for a Board position; no additional forms should be needed. Mark Caskie ran into Senator Simpson at lunch and he is still willing to assist F.A.C.E. with obtaining minimum training requirements. The current proposal is mirrored the same as the animal control standards. April is seeking a seat on the Florida League of Cities Urban Affairs committee.

- 24. **Secretary – Jim Litterello**, Jim passed around the Board of Directors confidential contact information for review and to make any changes so that all pertinent info is correct.
- 25. **New Business** – Might have to find another location for the May 2017 board meeting; this is a two day meeting, graduation is that month. Treasure Coast, Tallahassee area, West Palm Beach area were discussed as an area that might be possible for the meeting. It is a long drive for some Board members, considered the St. Augustine area or the southeast coast area. Next meeting will be on Friday, December 2, 2016 and will be starting at 8:00 am, one day only.

Motion to adjourn the meeting at 10:26 AM on July 23, 2016

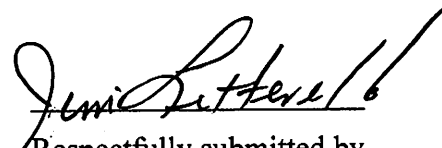
April Hartseil Second: James Acosta

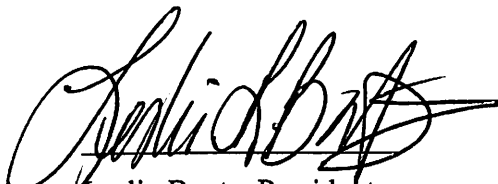
Motion Carried

The next Board meeting is December 2, 2016; IOG, 12443 Research Pkwy., Orlando, FL
Florida Association of Code Enforcement

Attest:

Approved:


Respectfully submitted by
Jim Litterello, Secretary


Leslie Banta, President