

Code Enforcement Association of Palm Beach County Board Meeting

CODE ENFORCEMENT ASSOCIATION OF PALM BEACH COUNTY BOARD MEETING MINUTES

Date: February 18th

The meeting was called to order at 8:59 AM.

1. Roll Call & Quorum:

Present: Marcus Williams, Michelle Malkin-Daniels, Dwayne Johnson, Jade Robinson, Joe Oliva, Joe Petrick, Sonya Benz (via phone).

Absent: Helen Archer, Rick Torrance (notified absence).

Quorum: A quorum was established.

2. Approval of Minutes:

Minutes from the previous meeting were reviewed.

Corrections:

Election time adjusted to 11:30 AM.

Clarification that the meeting was in-person, not via Zoom.

Motion: A motion was made by Joe Oliva to approve the minutes as amended.

Second: Seconded by Marcus Williams.

Vote: Motion carried unanimously.

3. Old Business: FACE Conference Sponsorship Consideration

Discussion: The Board discussed the budget for FACE conference sponsorship, noting financial constraints would prevent a \$4,000 or \$5,000 sponsorship. Options of a \$2,000 bronze sponsorship (including exhibitor table) or an \$800 exhibitor table only were presented. Revenue sources (annual dues, cooler raffle) were reviewed.

Consensus: The majority expressed support for the \$2,000 bronze sponsorship to continue supporting FACE.

Motion: A motion was made for a \$2,000 bronze sponsorship by Sonja Binns.

Second: Seconded by Marcus Williams.

Vote: Motion carried.

Joe Oliva was tasked with signing up for the sponsorship after the meeting.

4. Annual Meeting Lunch Planning

Vendor: Toojay's (West Palm location) was confirmed as the food vendor. Delivery fee is \$25.

Menu Choices:

Wrap: Chicken Caesar Wrap (wheat) was selected.

Salad: Strawberry Citrus Salad was selected. (Note: This choice also serves as a vegetarian option).

Chips: Assorted chips (barbecue, plain, salt and vinegar) will be provided.

Drinks: Mini cans of Coke Zero/Coke and Sprite, along with water, will be procured by Joe Oliva.

RSVP Process: Joe Oliva will handle RSVPs for attendance and food choices.

Timeline:

Training announcement: February 19th.

Reminder email: February 25th.

RSVP Cutoff: March 2nd.

Final food count to vendor: March 9th.

Contact: Sonia Binns will be copied on communications with Palm Beach Gardens for event logistics.

5. Annual Meeting Logistics

Start Time: Annual meeting to start at 8:00 AM.

Arrival: Board members requested to arrive by 7:30 AM for setup (tables, drinks, etc.).

6. Elections and Board Positions

Upcoming Positions: Helen Archer's and Dwayne Johnson's positions are up for election. Most other officers are in their first term.

FACE Board Elections: Helen and Dwayne, along with officers, are reportedly running for re-election.

7. New Business: Budget Review and Approval (2025-2026 & Draft 2026-2027)

Presenter: Joe Oliva reviewed the budget.

Income Adjustments:

Annual dues income increased from \$4,500 to \$5,000.

50-50/Conference Raffle income increased from \$400 to \$1,500.

New Line Item: Proposed to add an "ICC/Conference Reimbursement" line item to revenue.

Expense Adjustments:

ICC Conference Fees (reimbursable): Increased to \$1,300 (due to out-of-town travel).

FACE Conference Fees (for non-President attendees): Zeroed out.

FACE Election Sponsorship: Reduced from \$600 to \$300.

FACE Conference Extras: Left at \$300 (despite previous higher spend).

Affiliated Partnerships (BOAF sponsorship): Zeroed out.

Supplies and Office: Zeroed out (to be covered under miscellaneous). Training, Speakers, Lunch, and Tips: To be kept at \$1,000 budget, with emphasis on cost-effective options for future trainings (e.g., Publix sandwich rings, food truck, BBQ).

Dues Increase Proposal: Discussion initiated regarding increasing annual dues from \$27 to \$35 (to be decided at the next meeting for the fiscal year starting October 1st).

Member Recruitment: Discussion on seeking more members and local sponsors, including reaching out to towing companies.

8. Training and Event Planning

Consideration for cost-effective lunch options for future training events, including exploring food trucks or alternative catering (e.g., Publix sandwich rings, BBQ).
Suggestion to limit annual meeting catering to stay within a \$1,000 budget.

9. Next Meetings and Action Items

March 11th:** Annual Membership Meeting (7:30 AM arrival).

Tentative Next Board Meeting: May 29th (lunch meeting at an Italian restaurant).

Agenda Items for Next Meeting:

FACE gift cards

Chapter sponsorship activities (Dwayne to research)

Dues increase proposal (\$35)

Potential sponsorship activities

Sign-in sheet for conference attendees

Member recruitment efforts

Confirm attendance for FACE conference (June 9-12) to staff the table.

10. Adjournment:

Motion: A motion was made to adjourn the meeting by Sonia Binns.

Second: Seconded by Marcus Williams.

Vote: Motion carried.

Time: The meeting adjourned at 10:29 AM.