**American Planning Association Florida Chapter**

**Executive Committee CONFERENCE CALL Meeting MINUTES**

**Date: NOVEMBER 5, 2016**

**Members Present**

Andre Anderson, AICP, President

Laura Everitt, AICP President Elect

Melissa Zornitta, AICP, Past President

Kim Glas-Castro, AICP, Secretary

Tony LaColla, AICP, Treasurer

Michelle Heinrich, AICP, VP Communications

Marcie Stenmark, AICP, VP Membership Services

Allara Mills Gutcher, AICP, VP Certification Maintenance

Doug Kelly, AICP, VP Section Affairs

Thuy Turner, AICP, Broward Section

Ennis Davis, AICP, First Coast Section

Tony Palermo, AICP, Promised Lands Section

Brandon Henry, Young Planners Group

Barry Wilcox, AICP, Capital Area Section

Kristin Shell, AICP, Emerald Coast Section

Adam Hall, San Felasco Section

Stephen Benson, AICP, Sun Coast Section

Josh Long, AICP, Treasure Coast Section

Leslie Brown, Student Representative (UF)

**Members Absent**

Wiatt Bowers, AICP, VP Conference Services

Henry Bittaker, AICP, VP Professional Development

Lynda Westin, AICP, Gold Coast Section

Hetty Harmon, AICP, Heart of Florida Section

Lindsey Stevens, AICP, University Liaison (FSU)

Lisa Frazier, AICP, Atlantic Coast Section

Jason Burton, AICP, Orlando Metro Section

**Guests**

Alex Magee, APA Florida Executive Director

Andre Anderson called the meeting to order at 11:05 am and requested a Roll Call.

**Consent Agenda—Acceptance of Reports**

A motion was made by Allara Mills Gutcher and seconded by Laura Everitt to approve the items on the Consent Agenda. The motion passed unanimously.

Conference Items

(A) 2016 and 2017 Conference Updates

(B) 2018 and 2019 Conferences

(A) Alex Magee summarized that the 2016 conference was successful with over 800 attendees and a net-net profit of $75,000+. Each (non-host) Section will receive $2994, and Sun Coast (host) Section will receive an additional $10,000. The Chapter share is approximately $32,000.

The Committee discussed how the Chapter proceeds should be allocated or reserved. Allara Mills Gutcher noted that there were many initiatives coming out of the Retreat that could be implemented with additional funding. Melissa Zornitta moved that the 2017 budget be amended to show an additional $32,000 in the “unspent money from previous year” line item, and that the Communications and Professional Development expenditure line items be increased by splitting the money 50/50 between the two line items; it was seconded by Kristen Shell. The motion passed unanimously.

Alex Magee shared that the San Felasco and Atlantic Coast Sections are working together with the conference planning for the 2017 conference to be held in Daytona on September 5-8, 2017. No action was required.

Josh Long presented the Treasure Coast Section’s proposal for the 2018 conference, to be held at the Hilton-Convention Center in downtown West Palm Beach. The Committee discussed the preferred dates, working around the Labor Day and Rosh Hashanah holidays, and potentially eliminating Saturday brunch and sessions. Tony LaColla moved to approve the second week in September, providing the Section flexibility on the specific days, which was seconded by Ennis Davis. The motion passed unanimously.

(B) Kristen Shell presented a proposal from the Emerald Coast Section to host the 2019 conference at the Sandestin Golf and Beach Resort in Destin. Committee consensus directed Alex to visit the venue with Section members and bring back more details to the January meeting.

**Use of Digital Images**

Alex Magee reminded the Committee members that permission is required in order to use photographs from other sources in Chapter communications and publications.

**AARP Partnership**

Alex Magee updated the Committee on the discussions with AARP to form a partnership to promote “age friendly communities”. An effort might include joint awards, either through the Great Places in Florida program or Project Awards, that focus on communities designed with age-friendly/aging in place elements. It was noted that a joint award would fulfill partnering objectives that were discussed during the Retreat. Committee consensus directed Alex Magee to draft a Memorandum of Understanding to be brought back to the January meeting.

**2016 Minority Scholarship**

Alex Magee informed the Committee that the sole applicant for this year’s scholarship award is not eligible because she is not seeking a planning degree. The scholarship announcement will be re-issued to the three PAB-accredited schools. Melissa Zornitta made a motion to open the award to other schools “seeking accreditation” this time since there were no qualified applicants in the first round, and to investigate whether this should be a permanent change to the scholarship program; it was seconded by Laura Everitt. The motion passed unanimously.

**Proposed 2016 EC Meeting Calendar**

The proposed meeting dates were presented by Alex Magee. Meetings are proposed for the typical Orlando location, except the September meeting that is held in conjunction with the conference. The Committee discussed the desire to hold some meetings in other locations, such as Gainesville or Tampa. Marcie Stenmark moved to approve the meeting dates, and Doug Kelly seconded the motion. The motion passed unanimously. Alex will send out calendar invites next week to save the date on everyone’s schedules.

**SOP Tasks Update**

It was noted that all tasks are underway or ongoing. Andre Anderson and Alex Magee will update the SOP Tasks to include the action items from the Retreat. Committee members noted status updates to the SOP Task chart. No action was needed on this item.

**Contract Renewals**

Alex Magee reminded the Committee that all contracts expire annually and, if desired, will need to be renewed. It was noted that the 2017 budget includes a 3% COLA for Lester Abberger, Amanda Pickles and Alex Magee, a salary increase for Patti Shea, and no change for Summer Taylor. Allara Mills Gutcher moved to authorize contracts to be executed for Lester Abberger and Patti Shea as budgeted, it was seconded by Barry Wilcox. The motion passed unanimously. A motion was made by Allara Mills Gutcher to retain the services of Summer Taylor and approve the execution of the contract, it was seconded by Ennis Davis. The motion passed unanimously. A motion to approve a 3% COLA for Amanda Pickles was made by Melissa Zornitta and seconded by Barry Wilcox, and approved unanimously. A motion to approve a 3% COLA for the executive director was made by Tony LaColla and seconded by Laura Everitt and approved unanimously. It was suggested that a salary survey for the executive director position might be conducted for consideration of adjustments in the next (2018) budget. After Committee discussion, Les Brown moved to approve a $2500 bonus for Alex Magee, seconded by Marcie Stenmark and approved unanimously. The Committee considered bonuses for Amanda Pickles and Lester Abberger and determined that this should be determined with input from the exec director and the director’s decision brought back to the EC as an informational item at the January 2017 meeting.

A motion was made by Melissa Zornitta, seconded by Allara Mills Gutcher, to amend the earlier Committee action on the net-net profits – a sum equivalent to the approved bonuses should be removed from the net-net profit and allocated for this purpose before the balance is allocated to the Communications and Professional Development expenditure line items, as previously approved. The motion passed unanimously.

**President’s Items**

(A) Bylaws Committee Appointment

(B) Bank Accounts – Election Related Revisions

1. Andre Anderson noted that the Bylaws Committee includes the Chapter Secretary, Melissa Zornitta, and Loraine Duffy. The solicitation for volunteers from the membership survey will be reviewed for potential members, and Alissa Torres and Rochelle Lawandales will be contacted. The Bylaws Committee is to provide a recommendation of any changes by the April 2017 meeting.
2. Signatories will need to be changed at the banks as a result of the new officers. Ryan Morrell needs to be removed from the accounts as Treasurer and Tony LaColla, the newly elected Treasurer, needs to be added in his place. Committee consensus directed Alex to undertake the necessary changes.

**Other Business**

1. It was reported that Alex Magee is still working with a Labor Attorney on evaluating the new Overtime requirements to determine any new requirements on Chapter employees.
2. Kim Glas-Castro mentioned that the Florida League of Cities Legislative Policy Committee is seeking partners to support legislation pertaining to short-term rentals. The League supports legislation that removes the preemption of local governments to regulate short-term rentals.
3. Allara Mills Gutcher provided an update that the Chapter had submitted an application, per EC direction in September, for the APA (CDC) Grant in support of initiatives that integrate public health and planning. Volunteers for a Public Health Initiatives Committee are being sought, assuming funding is awarded.

There was no other business.

The meeting was adjourned at 1:35pm.