**American Planning Association Florida Chapter**

**Executive Committee Meeting MINUTES
(Webinar Call)**

**Date: May 23, 2018**

**Members Present**

Andre Anderson, AICP, President

Laura Everitt, AICP President Elect

Michelle Heinrich, AICP, VP Communications

Marcie Stenmark, AICP, VP Membership Services

Wiatt Bowers, AICP, VP Conference Services

Henry Bittaker, AICP, VP Professional Development

Allara Mills Gutcher, AICP, VP Certification Maintenance

Melissa Zornitta, AICP, Past President

Brandon Henry, Young Planners Group

Daniel Hubbard, Student Representative (FSU)

Jeff Brown, University Liaison (FSU)

Devan Leavins, Capital Area Section

Joshua DeVries, AICP, Orlando Metro Section

Robert Modys, Broward Section

Catherine McCloy, AICP, Emerald Coast Section

Mike Disher, AICP, Atlantic Coast Section
Marisa Barmby, AICP, Heart of Florida Section

**Members Absent**

Forrest Eddleton, San Felasco Section

Kim Glas-Castro, AICP, Secretary

Tony LaColla, AICP, Treasurer

Doug Kelly, AICP, Section Affairs
Ennis Davis, AICP, First Coast Section
Jason Green, AICP, Promised Lands Section
Edward Ng, AICP, Gold Coast Section
Melissa Dickens, AICP, Sun Coast Section
Ali Palmer, Treasure Coast Section

**Guests**

Alex Magee, APA Florida Executive Director

Roxanne Read, AICP, Orlando Metro Section

Andre Anderson called the meeting to order at 12:07 p.m. and a quorum was confirmed.

**2020 Conference Hotel Discussion**

The meeting is to make a decision on the 2020 conference call. Wiatt Bowers began a presentation, indicating that this presentation was also made to the State conference committee. Did an RFP through visit Orlando , culled the list down form seven responses, did a site visit of three hotels: Wyndham, Caribe Royale, and Hilton Destination Parkway.

Found that rates in October were a minimum of $20/night higher and State Conference Committee voted a couple of weeks ago to stick with September dates.

Criteria looked at included: room rates, location and area amenities, adequate convention space, F&B, internet and other concessions.

Wiatt Bowers provided an overview of the three final hotels. Criteria looked at included: room rates, location and area amenities, adequate convention space, F&B, internet and other concessions.

Based on the site visit, the state conference committee voted to drop the Wyndham from further consideration because the rooms were not desirable , and the conference facilities were dated and somewhat disconnected.

Wiatt Bowers then compared the Hilton and the Caribe Royale in terms of dates, room rate, food and beverage minimums and location. With respect to location, Wiatt indicated that Hilton is near the convention center; the Caribe is east of Walt Disney World. The Hilton is walkable to destinations along I-Drive and there is access to the I-ride Trolley at a discounted rate. The room rate is $149/night and student rooms are $100/night for 2 people. Food and Beverage minimum is $70,000 and published menu prices are roughly 27% higher than the Caribe. Complementary wifi in meeting rooms is being offered.

The Caribe Royale is isolated – nothing in immediate facility. But they will provide bus service one night to a destination of our choice. Room rate is $129 and all rooms are suites. Student rooms would be next door at sister facility for $99/four people. Meeting space does have an outdoor pavilion that might be a location for an onsite reception. Wifi for all space would be $800 for the conference.

Wiatt Bowers then discussed the food and beverage minimums. He discussed previous conferences. He indicated that while the Hilton’s $70,000 minimum is a concern, he is confident that we will meet it. He also indicated that no matter which hotel is selected, the opening reception is likely to have to be held on site.

Wiatt Bowers indicated that the State conference committee voted to support the Host Committee recommendation of ranking the Hilton first and the Caribe Royale second.

Henry Bittaker stated that he had abstained from the state conference committee vote and identified the concerns he had during that discussion: room size for cost; F&B minimum; walk score of two facilities. He also asked if we know how many people go to the receptions vs people who are looking to do something on their own. Wiatt Bowers indicated that based on previous experience, we don’t get more then 400 people so if we are getting 700-800, there are a significant number of people who don’t go to the receptions. However he indicated that we don’t know if that is because they are local and going home, or it is some other reason.

Marisa Barmby asked about the parking rates and adequate parking spaces at the two facilities. Wiatt indicated that there was adequate parking at both places; the rate at the Hilton would be $12 self parking and the Caribe would be $10 self parking.

Melissa Zornitta made a motion, seconded by Laura Everitt, to approve the Host Committee recommendation. Daniel Hubbard said that the Hilton I-Drive location would be easier for students to find alternative options for rooms as many now tend to use AirBnB.

The motion passed.

There was no other business, and the meeting was adjourned at12:42 p.m.