

FACERS BOARD OF DIRECTORS' MEETING
Orange County Public Works Building
2nd Floor Breakroom
John Young Parkway, Orlando, FL
September 9, 2011

Board Members Present

Fred Schneider – President *
Jonathan Page – Vice President *
Ryan Douglass – Secretary *
John C. Newton – Treasurer *
Todd Buckles – Director *
Gene Calvert - Director*
Doug Gable - Director*
R. Alan Hollbach - Director*
Judy Grim – Director*
Scott Cottrell – State NACE Director*
Ramon Gavarrete – NACE Officer*
Hector Bertran – Past President

Also Present

See attached attendance roster

* Current Board Members

With a quorum present, Fred Schneider called the meeting to order after opening introductions. Fred then mentioned that he wanted to move the John Goodknight proposed budget before committee reports.

Secretary's Report: Jonathan Page presented the minutes from FACERS General Membership meeting held June 24, 2011. Minutes were discussed and approved unanimously.

Treasurer's Report: John Newton

- John reported that as of July 31st FACERS Bank of America checking balance was \$25,169.20 and Merrel Lynch \$5,753.46 for a total of \$30,922.66 (with one outstanding check).
- John reported that we added one new member, Ryan Douglass, which brings our current membership to 45 active FACERS members and 23 NACE members.
- John noted that he had not currently received the bill from the FAC conference. Fred Schneider added that he had just straightened that out and was in possession of the bill for \$1,015.15 for the stated conference. This was discussed and it was determined that the higher than normal bill could be attributed to the internet package for the webinar.
- Lastly John noted that he wanted to draft a budget that reflected our calendar year budget with all revenues and expenses listed.

- John brought up the free membership for the first year sustaining members. It was discussed and determined that if the new member requested the one year free membership then it would be granted, but only paying sustaining members would be eligible to have their logo displayed on the webpage. John stated that he was not actively offering the one year free membership due to our need for membership dues.
- *The treasurer's report was approved unanimously as read.*
- Fred clarified that we would still offer the free membership for the first year, but that it would not include the sustaining member's logo on the webpage (unless they are a paying member).

John Goodknight Proposed Work Plan and Budget

- Fred Schneider presented a memorandum supplied by John Goodknight to the Board. He discussed that the primary purpose of this agreement would be for John Goodknight to assist/represent FACERS when dealing with legislative issues.
- Fred noted that this proposal did not include any reimbursement for things that he had completed or currently working on. This would begin on July 1, 2011 and continue to June 30, 2012.
- Fred noted that John would only receive direction from the President of FACERS and would provide a status report at the next quarterly meeting.
- John presented the memorandum attached highlighting some of the things he had been working on, which led to some lengthy discussion, along with elaborating on his proposed work plan and budget.
- A discussion ensued about the legalities of this proposed consultant relationship which concluded that there were no significant concerns other than exploring the need of a 1099 for tax reporting.
- Fred Schneider noted that his intention to review the entire list of John's current projects was necessary so that everyone could grasp what John is doing before we vote to spend an amount not to exceed \$5,000 over the next year.
- A motion was made to approve the Plan and Budget as presented. The motion carried unanimously.

Committee Reports:

Membership: John Newton (see combined Treasurer's report above)

Scholarships: Hector Bertran on behalf of Bob Gordon

- Hector reminded everyone that Bob Gordon had requested the scholarship committee members to approach the representatives from the associated universities to see if they wanted to delay giving scholarships temporarily so as to increase the scholarship amount in the future. This was to serve as a reminder to those scholarship committee representatives. Hector will contact Bob Gordon to identifying the scholarship committee members/liasons for the associated universities.

NACE: Scott Cottrell

- Scott reported that a Board of Directors meeting was held on July 16th in Portland Oregon from which he supplied the agenda. He also included a NACE upcoming calendar of

events. Scott presented the 2011-2012 NACE Strategic Plan Priorities which are also included with these minutes. Ramon Gavarrete noted that NACE is currently trying to update and improve the financial information. He also discussed some recent NACE meetings that he had attended. He stated that nationwide NACE appears to be picking up steam. Ramon also stressed how important it was for FACERS to have a presence at the NACE Conference in Lexington, Kentucky in 2012 in order to advocate for Florida to host the 2015 NACE Conference. It was discussed that FACERS would potentially fund a portion of the fees for FACERS representatives.

Annual Conference: Jonathan Page

- Jonathan passed out a draft agenda (attached). A brief discussion ensued about the presenters and their topics.
- Bill Steves mentioned that the Board had expressed an interest in getting the 4 hour Laws and Rules continuing education added to the meeting. He stated that it would possibly not fit in this meeting, but could possibly be added to the FAC meeting next year on either a Tuesday or Friday afternoon.
- Ramon Gavarrete mentioned a concern that he had from the last conference in which he felt like he did not have enough networking time during the breaks due to the regimented schedule imposed by the web broadcast. Jonathan noted that he had intentionally scheduled 15 minute breaks between presentations to address this. Jaime Carreon stated that if we let the people online know that there were going to be breaks then it should work well. Jaime noted that we had approximately 25 to 30 people logged on overall with around 12 being the largest number at one time.

T Square Updates: Janet Degner/Jaime Carreon

- Janet handed out an updated T2 training schedule through December. She also mentioned that she would be asking for award recommendations soon. She then described the actual award application form.
- Jaime stated that the link to the awards form will be added to the FACERS website.
- Jaime discussed some upcoming T2 courses.
- Jaime informed the Board that they had just purchased a new HD webcam which they will be testing in the upcoming weeks. We will be broadcasting in HD from Destin. Jaime said he will be getting with Kelly about the FAC internet connection in Destin.

Awards: Janet Degner/Jaime Carreon

- See T Square Updates above.

GreenBook: Fred Schneider

- Fred presented that they are looking at adding some language about drainage. A discussion ensued about how the Greenbook meetings are conducted. He noted how small a presence the Counties have at this meeting in relation to the number of FDOT representatives.

Newsletter: Brian Barnes/Carolyn Steves

- Brian stated that the newsletter will go out when the presidential message is received. Fred stated that he would work on this soon.

Legislative Issues (mutual Agreement Road Transfers): John Goodknight

- John said that this had been covered under his update earlier in the meeting.

Continuing Education: Bill Steves

- Bill stated that all Continuing Education from the Annual Conference had been posted. This came to a total of 13 hours. He asked Jonathan to make sure to put a title such as Public Works Problems and Solutions on the Roundtable Discussions so that we could get credit for those sessions.
- John Newton asked Bill what the \$200 invoice was for. Bill stated that this was a fee that was incurred every two years to register as a provider of continuing education in the State of Florida. John asked Bill to provide an approximate yearly cost for budgeting reasons. Bill stated that he could email certificates in the future instead of the hard copies that he had provided in the past.

FACERS/FES/APWA Issues:

- Ramon Gavarrete noted that the LAP discussions were nationwide. He also mentioned that there is an effort to get APWA, FACERS, and NACE to work more closely together.

New Business:

1. FACERS Officer Procedure/supplement to constitution: Fred Schneider

- Fred passed out a handout to the current Board member that included the duties assigned to each position. He also passed out a handout that would serve as a supplement to the Constitution.
- Fred will be adding that the President will be required to provide an update for the newsletter every 60 days.
- Fred clarified that the supplement was for information only.
- Fred committed to finding the language for the oath of office.
- John Newton stated that he would review the boxes of information that were provided to him by Fred for the referenced information. He stated that he would bring them to Ryan Douglass at the Destin conference. He noted that the FACERS history was to be kept up by the Secretary.
- John Goodknight mentioned the possibility of putting the meeting minutes on the FACERS website under the members only area.

2. FACERS Membership Map: John Newton

- John presented a current Florida Association of County Engineers and Road Superintendents Membership Map (included in minutes).

- John also presented a list of all current and previous members. He said that he would clarify the list in the future to minimize confusion.
- Jaime stated that he will update this map on the FACERS website when it is complete.

3. November Legislative Meeting technical program Draft:

- See above.

4. DCA/Concurrency New Legislation:

- See above.

5. MUTCD Compliance Dates:

- The 2011 Edition of the MUTCD has not currently been adopted by the FDOT.
- The feds are looking for input with regard to retro-reflectivity, sign offsets, and a few other items.
- It was agreed that FACERS is to go on record in support of waiver of these Federal compliance dates. Todd mentioned that the President of FACERS should publish a letter supporting abolishing these dates.
- Fred asked Jonathan to add MUTCD discussion under one of the agenda items in Destin. This was motioned and 2nd. The motion carried unanimously.

6. Janet Degner:

- Janet mentioned that the College of Engineering is looking into doing some certificate programs. She asked for input from the group for a list of classes from College that applied to what we are doing today. She would like to revisit this in Destin.

Old Business:

1. Scholarship Contacts were to be made with regard to the endowment and award amount. Scholarship contacts were also to communicate receiving award winner's picture to be posted on FACERS website. Proper release needed.

- See above.

2. Letter sent to NACE for interest in hosting 2015 convention in Daytona.

- Fred Schneider sent a letter to NACE representing this.

3. FACERS Facebook page: Amy Blaida

- Amy presented that she wanted to create a social media policy that indicated who, what, how, why, ...
- Amy noted that she will not be at the November meeting, but Jaime will cover for her along with presenting her recommendations/policy.
- Amy also noted that we could have used a banner at the awards presentations. She will be getting a price along with some other options.

4. John Goodknight proposed budget for consideration

- See above

5. Format changes of broadcasts/recordings of future FACERS meetings.

- Jaime covered this earlier in the meeting. Janet received clarification that we do want to continue with the web broadcasts of our meetings. The roundtable discussions will continue to be excluded from the broadcasts.

6. Community of Practice LAP: John Goodknight

- See above.

The meeting was adjourned.