

AGENDA

Board of Directors' Meeting
September 2014

Call to Order:	Judy Grim
Secretary's Report:	Faith Alkhatib
Treasurer's Report:	Doug Gable
Committee Reports:	
Membership	Doug Gable
Scholarships	Steve Ferrell
NACE	Ramon Gavarrete
T Squared	Jaime Carreon
Green Book	Fred Schneider
Newsletter	Amy Blaida
Legislative Issues	John Goodknight
Continuing Education	Amy Blaida
Web Site	Jaime Carreon
FAC	John Goodknight

New Business:

1. NACE/FACERS and APWA-Florida Conference: Todd Buckles
2. FAC Contract: John Goodknight
3. Fall Program: Jim Harriott
4. FACERS Sponsorships: Amy Blaida

FACERS: Minutes of Board of Directors' Meeting Meeting held September 12, 2014

T2 Center, Gainesville, FL

Call to Order (Agenda- attached)

Committee Reports

- Georgia- September 22nd for meeting with the first Safety Meeting with the State and the Office of the Governor. September 25th there is a meeting with NACo executive director Matt Chase and Representative Pete Dry.
- Webcasting software license will not be renewed. It is no longer cost effective. At the November meeting, there will not be webcast available if the license runs out.
- The new center location recommendations were sent in and we should have a response by the end of September.
- Bicycle/Pedestrian Safety: Is there a need for training on Bike ped Safety in our communities? We want to get Law Enforcement and Engineering working together. Bike lane discussion between whole group. Bike Florida Event in Gainesville on October 24th and the subject is Bike/Ped Safety.
- **Secretary Report:** Meeting minutes were sent out by Doug. Name corrections given. Minutes were approved with changes.
- **Newsletter: (Amy Blaida)** Awards uploaded and included in the newsletter. 2015 NACE/APWA-FL show information received from Rebecca was emailed Thursday, 9/11/14 to all FACERS members. Amy will continue to serve as the Newsletter Chair.
- **Legislative issues: (John Goodknight)** No issues at this time. Signal Maintenance Agreement, issues, and LAP agreements. Would like to get together about a discussion of the concerns we had, but most were worked out with the last amendment. Document has come out regarding signing Phase I agreement, but focus needs to go on Phase II and the bottom dollar amount. Need to schedule a conference call about payment schedule and structure.
- **Continuing Education: (Amy Blaida)** We are good. We can offer it and we expire next year. Central Florida NAPWA is hosting in Orlando on October 21st and it is only \$50 to attend. Event will be 8:00am-4:00pm at Orlando City Hall. Deadline to RSVP is October 16th. There are only fifty seats. Amy will be sending out the information.
- **Website: (Jaime Carreon)** Attended the FAC meeting in Tallahassee to make sure there was not anything outstanding for the website. Will be working with their offices once they get the payment gateway set up and more guidance on current member payments/ new member payments. Current FACERS documents are being sent to FAC. We will keep copies on the FACERS website for information, but the go-to source will be FAC.

- **NACE/FACERS/APWA-FL 2015 Show:** Copy given out previously of whom is on the Steering Committee (contact information attached) and minutes will be given to those on the Committee from the last meeting. APWA is only going to promote to FL chapter members, and the rate will not be given out.
- **NACE Guest Program 2015-** General discussion on past experiences and hopes for next year. Speaker slots. Guest schedules and accommodations.
- Need official IRS letter than has the ID Tax number. Need formal resolution from the board to act on our behalf at the bank and give signature authority. We are going to close Bank of America and open at SunTrust. (Resolution Attached)
- Budget Amendment: motion to move funds for the remainder of the fiscal year approved. Budget amendment was for \$2,800 to cover possible/potential Goodknight Consulting services through the end of the year. The amendment was recommend primarily due to higher than anticipated expenses covering liaison work the Florida Department of Transportation on the signal agreements and coordination with the Florida Association of Counties on transfer administrative duties from FACERS to FAC. The \$2,800 comes from the four remaining months in 2014 and the originally budgeted \$700 per month (approximately) in services.
- **FACERS Sponsorships: (Amy Blaida)** Social will be held at Jackson's Bistro again in Tampa, FL.

Steering Committee

Sub -Committee Chairs

Committee	FL APWA	NACE/FACERS
Position Co- Chair	FL APWA Robert H. Garland 239-220-2606 rgarland@mckimcreed.com	NACE/FACERS Brian Roberts 202-393-5041 broberts@naco.org
Treasurer	Rick Keeney 941-575-5050 rkeeney@pgorda.us	Brian Roberts 202-393-5041 broberts@naco.org
Local Representative	Althea Parrish 407-688-5107 parrisha@sanfordfl.gov	Todd Buckles 386-561-0620 tbuckles@volusia.org
Meeting Planning Activities	Rose Shiflett Plan Ahead Events (PAE) 727-544-1400 rshiflett@pae-tampabay.com	Rebecca Page NACE 202-393-5041 rpage@naco.org
Technical Sessions	Sam May 954-972-8126 smay@margatefl.com	Brian Roberts 202-393-5041 broberts@naco.org Faith Alkhatib falkhatib@flaglercounty.org
Joint Marketing & Branding	Jennifer Yoder TBD Yoderj@etminc.com	Rebecca Page/Judy Grim Judy Grim (JGrim@volusia.org)
Exhibitors and Sponsorships	TBD	Rebecca Page/Amy Blaida Amy.Blaida@rsandh.com

TREASURER
 REPORT.
 APPROVED
 BY
 BOARD 09/12/14

Membership Breakdown SINCE JULY 1, 2013

Active		58
Sustaining		42
Municipal		3
	Total	103
NACE		27

January 2014

Starting Balance	\$	22,822.55
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Credits

10	Sponsorships	\$	2,500.00
11	Active	\$	825.00
0	Municipal	\$	-
6	Sustaining	\$	750.00
6	NACE	\$	900.00
	Reimbursements	\$	20.00
	Credits - Subtotal	\$	4,995.00

Debits

	Goodnight Consulting (Nov)	\$	97.96
	2013-2014 FAC Legislative Conf Reg	\$	400.00
	Debits - Subtotal	\$	497.96

Ending Balance	\$	27,319.59
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February 2014

Starting Balance	\$ 27,319.59
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Credits

	Sponsorships	
5	Active	\$ 375.00
0	Municipal	
6	Sustaining	\$ 750.00
3	NACE	\$ 450.00
	Reimbursements	
	Credits - Subtotal	\$ 1,575.00

Debits

	Debits - Subtotal	\$ -

Ending Balance	\$ 28,894.59
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March 2014

Starting Balance	\$ 28,894.59
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Credits

1	Sponsorships	\$ 250.00
4	Active	\$ 300.00
0	Municipal	
4	Sustaining	\$ 500.00
0	NACE	
	Reimbursements	
	Credits - Subtotal	\$ 1,050.00

Debits

	NACE Annual Meeting Sponsorship	\$ 500.00
	Goodknight Consulting (Jan 2014)	\$ 1,212.50
	Goodknight Consul (Nov 2014 Adjust)	\$ 759.15
	FAC Nov 2013 Meeting Expenses	\$ 1,832.37
	Goodknight Consulting (Feb 2014)	\$ 1,125.00
	Debits - Subtotal	\$ 5,429.02

Ending Balance	\$ 24,515.57
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April 2014

Starting Balance	\$ 24,515.57
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Credits

	Sponsorships	
1	Active	\$ 75.00
	Municipal	
	Sustaining	
	NACE	
	Reimbursements	
	Credits - Subtotal	\$ 75.00

Debits

	DreamWeb - FLA Organization Regist.	\$ 80.00
	Goodknight Consult - March 2014	\$ 420.08
	A. Blaida FACERS Basket for NACE	\$ 500.00
	Debits - Subtotal	\$ 1,000.08

Ending Balance	\$ 23,590.49
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May 2014

Starting Balance	\$ 23,590.49
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Credits

	Sponsorships	\$ 2,750.00
2	Active	\$ 150.00
	Municipal	
	Sustaining	
	NACE	
	Reimbursements	
	Credits - Subtotal	\$ 2,900.00

Debits

	R Gavarrette - NACE 2014 Att. Reimb.	\$ 666.88
	Competitive Distributers - 2014 NACE	\$ 332.50
	Goodknight Consulting - April 2013	\$ 175.00
	Amy Blaida, Reimburse for NACE Bask	\$ 19.35
	NACE 2014 Membership Dues Payment	\$ 3,900.00
	FACERS June 2014 Social - Bongo's Café	\$ 1,300.00
	Debits - Subtotal	\$ 6,393.73

Ending Balance	\$ 20,096.76
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June 2014

Starting Balance		\$ 20,096.76
<i>Credits</i>		
	Sponsorships	\$ -
1	Active	\$ 75.00
	Municipal	
1	Sustaining	\$ 125.00
	NACE	
	Reimbursements	
	Credits - Subtotal	\$ 200.00
<i>Debits</i>		
	Goodknight Consulting - May 2013	\$ 600.00
	Bongo's Cuban Café	\$ 2,900.00
	Debits - Subtotal	\$ 3,500.00
Ending Balance		\$ 16,796.76

July 2014

Starting Balance		\$ 16,796.76
<i>Credits</i>		
6	Sponsorships	\$ 1,500.00
2	Active	\$ 75.00
	Municipal	
	Sustaining	
1	NACE	\$ 150.00
	Reimbursements	\$ 10.00
	Credits - Subtotal	\$ 1,735.00
<i>Debits</i>		
	Goodknight Consulting - June 2014 Serv.	\$ 1,308.81
	R.D. Gavarrete - NACE Pres Reimburse	\$ 195.00
	Jaime Carreon - Hotel, FACERS Mtg Supp.	\$ 303.00
	Debits - Subtotal	\$ 1,806.81
Ending Balance		\$ 16,724.95

1 - New Member

August 2014

Starting Balance	\$	16,724.95
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Credits

	Sponsorships		
	Active		
	Municipal		
4	Sustaining	\$	500.00
	NACE		
	Reimbursements		
	Credits - Subtotal	\$	500.00

Debits

	Goodnight Consulting - July 2014 Serv.	\$	425.00	
	Jackson's Bistro Nov. 2014 Social Deposit	\$	500.00	NOT CLEARED
	Debits - Subtotal	\$	925.00	

Ending Balance	\$	16,299.95
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September 2014 (as of 09/09/2014)

Starting Balance	\$	16,299.95
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Credits

	Sponsorships			
	Active			
	Municipal			
1	Sustaining	\$	125.00	NOT CLEARED
	NACE			
	Reimbursements			
	Credits - Subtotal	\$	125.00	

Debits

	Goodnight Consulting - Aug 2014 Serv.	\$	1,585.16
	Debits - Subtotal	\$	1,585.16

Ending Balance	\$	14,839.79
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FACERS AGENDA

November 19-21, 2014

700 South Florida Avenue
Tampa, FL 33602
Downtown Tampa

WEDNESDAY

November 19, 2014

SLOT	START	FINISH	PRESENTATION	CONTACT INFORMATION
A	9:00 AM	9:45 AM	<i>Septic System Replacement Program</i> Sarasota County, Utilities Lori Carroll, Program Manager Greg Rouse, Design Project Manager	Lori Carroll (941) 650-2621
B	10:00 AM	10:45 AM		
C	11:00 AM	11:45 AM	<i>Complete Asset Management for Signs and Signal</i> Joyce Gogola - Sarasota County	Joyce Gogola (941) 650-9228

Lunch on Your Own

D	1:30 PM	2:15 PM	<i>Strategic Highway Safety Plan Update</i> Joseph Santos, FDOT Safety Engineer	Joe Santos (850) 414 - 4097
E	2:30 PM	5:00 PM	<i>Field Trip - TBD</i>	

THURSDAY

November 20, 2014

F	9:00 AM	9:45 AM		
G	10:00 AM	10:45 AM	<i>"Oh crap, its LAP!!!" - Successful LAP Agreements</i> Thai Tran, Alex Boudreau - Sarasota County Chris Pecor - CDM Smith	Thai Tran Sarasota County (941) 650-2810
H	11:00 AM	11:45 AM		

FAC Lunch or Lunch on Your Own

I	1:30 PM	2:30 PM	<i>Concrete Over Asphalt Overlays & Roller Compacted Concrete</i> Roger Schmitt - Titan America (386) 453-9008 Justin Flemming - Titan America (850)499-2460	
J	2:45 PM	3:45 PM		
K	4:00 PM	5:00 PM		
F	6:00 PM	9:00 PM	FACERS Social <i>Jackson's Bistro</i> 601 S. Harbour Island Blvd. Tampa, FL 33602 Phone: 813-277-0112	

FRIDAY

November 21, 2014

G	9:00 AM	12:00 PM	FACERS Business Meeting	
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Florida Association of County Engineers and Road Superintendents

RESOLUTION

FACERS OFFICERS

Judy Grim
(Volusia County)
President

Jim Harriott
(Sarasota County)
Vice President

Doug Gable
(Polk County)
Treasurer

Faith Alkhatib
(Flagler County)
Secretary

BOARD of DIRECTORS

George Webb
(Palm Beach County)

Mounir Bouyounes
(Marion County)

Todd Buckles
(Volusia County)

Jonathon Page
(Nassau County)

Fred Schneider
(Lake County)

Scott Herring
(Nassau County)

Robert Gordon
(Temple Terrace)

Amy Blaida
(RS&H)
Sustaining Member

PAST PRESIDENT

Ryan Douglas
(Walton County)

STATE NACE DIRECTOR

Scott Cottrell
(Sumter County)

NACE BOARD MEMBER

Ramon Gavarrete
(Highlands County)

WHEREAS, the Florida Association of County Engineers and Road Superintendents (hereinafter referred to FACERS) has desired to provide the members with an added level of convenience with respect to maintaining the membership database and collecting dues;

WHEREAS, FACERS has desired to maintain long term consistency across various Boards in the administration of membership, finances, and official records;

WHEREAS, FACERS approached the Florida Association of Counties (hereinafter referred to as FAC) with a request to handle certain administrative duties, including administering the membership, financial, and records management of FACERS.

WHEREAS, FAC has agreed to handle those management tasks starting in the fall of 2014.

WHEREAS, FAC requires the approval of the FACERS Board to allow FAC to administrator, sign and endorse official documents as the representative for FACERS;

NOW THEREFORE, the FACERS Board approves as follows:

- 1) Funds will be transferred from the current FACERS Bank of America account to a new account to be opened and maintained at bank that holds all FAC accounts (currently SunTrust).
- 2) All income and official FACERS business will be received by FAC at the FAC office address.
- 3) All FACERS expenses will be paid by FAC from the FACERS account upon approval of the FACERS Treasurer.
- 4) FAC will be authorize to handle all bank account related activity related to the FACERS account and act on FACERS behalf with the bank, upon approval of the FACERS Treasurer.
- 5) FAC will provide FACERS monthly reports of account activity.
- 6) FAC will arrange to receive payments via credit cards or check, as well as maintain payment records for members.
- 7) FAC will maintain files and records containing the official records of the organization, including by-laws, corporate documents, minutes of the general membership and Board meetings, contracts or agreements. (Copies of these documents may also be made available on the FACERS website for use and reference of the membership.)
- 8) FAC will update all corporate renewals required for FACERS.

The Florida Association of County Engineers and Road Superintendents approved this resolution at the Board meeting held on _____.

Signature of President: _____

Printed Name of President: _____

FACERS: Minutes of Board of Directors and General Membership Meeting held on June 20, 2014

Hilton Orlando Bonnet Creek, Orlando, FL

Call to Order 9:01 am (Agenda and Sign-in Sheet, Attachment A) (R Douglass)

Recognition of FACERS/HDR Scholarship Recipient – Taylor Laurent, UCF

New Business

- 1. FACERS/FAC Support** (J Goodknight): FAC representative spoke about providing support for FACERS. Judy Grim motioned and Amy Blaida seconded motion to approve FAC providing support services. Discussion about requiring two signatures for checking account (one FAC signature and one FACERS signature). Discussion about keeping NACE funds in a separate account. FAC scope of services distributed (see attached).

Secretary's Report (D Gable)

Minutes distributed. Minutes from January 31, 2014 meeting approved.

Treasurer's Report (J Harriott)

See attached. Approved.

Committee Reports

Membership Report (J Goodknight)

Membership breakdown provided. Four membership lists distributed, separated by category. See attached. Discussion about not making FACERS roster available to general public.

Scholarships Report (A Blaida)

Mr. Ferrell taking over the scholarships report.

T Squared Updates (J Carreon)

Introduced Chris LeDew as new Director. Reported that Todd Buckles spoke at recent LTAP meeting in St. Augustine. Pursuing Transportation Workforce Development Center. Requesting letter of support from FACERS. Authorization for FACERS president to write letter of support is approved.

Green Book (F Schneider)

Discussion about some of the upcoming updates to 2014 Green Book

- Geometric design
- Safety edge requirement on 45 mph or greater with no paved shoulder
- Curb ramps
- 22' width for low volume local roads

T Squared has safety edge shoe available for loan. T Squared has scheduled seminars about safety edge.

Newsletter (A Blaida)

Brandi Allegood taking over newsletter.

Legislative Issues (J Goodknight)

Reported about quiet session.

Continuing Education (A Blaida)

Status active with state until May 2015. 18 hours is new requirement. FACERS officers get hours for serving.

Website (J Carreon)

Sean Samford is site administrator, he can upload docs to website. The conference webcast will be available on website in two weeks. Sean can send out e-mail questions to FACERS members. Discussion about sharing findings of e-mail questions.

FAC (J Goodknight)

Reported the retirement of FAC director. Discussion about briefing the Commissioners about FACERS.

New Business Continued

2. Constitution Amendment (J Goodknight)

Approved.

3. FACERS sponsorships (A Blaida)

Collecting \$4,500 for social events. Sponsorships cost \$250.

4. New Officers nominated and approved (see attached slate of officers)

Approved. Todd Buckles voted as NACE state director.

5. NACE/APWA 2015 (T Buckles)

Committee of 6 appointed. Fred, Todd, Faith, Mounir, Judy, Amy. New logo (see attached). Brian Roberts discussed coordination efforts. Will need volunteers to help run show.

Presentation of Awards

Handing off the Gavel and Meeting adjourned.

NACE/FACERS 2015 Committee Notes 7/18/14

The table of committee assignments was updated (attached)

Marketing

- NACE will create the main meeting pages. FACERS/T2 will link to it.
- Only NACE fees will be shown. FL APWA will have a separate link.
- NACE will handle all national (non-FL) mailings; FACERS will market within FL promoting NACE fees only.

Exhibiting & Sponsorships

- We need to confirm whether or not APWA-FL gave exhibitor space to the exhibitors who attended the recent APWA-FL Expo in Ft. Lauderdale.
- In mid-August, we will start to reach out to sponsors and exhibitors.
- Brochure will be printed in the next 2 weeks.

Proposed Evening Events schedule:

- Monday: Pavement Preservation – get the pavement guys to sponsor this event; Brian Roberts will reach out to Jon Rice; and Amy will reach out to (at minimum) the FL guys: Colin Durante (Pavement Technology), Chris Evers (MWV/PTI), Randy Shane (Asphalt Paving Systems), etc.; Amy will help to coordinate this event including the sponsors
- Tuesday: “Barefoot on the Beach” (Todd to reach out to Robert Garland to discuss this event in detail so we are all on the same page); Todd mentioned that Stephan Romanchak’s group – Ergon – is interested in serving as the large sponsor for this event
- Wednesday: banquets
- Death by Chocolate: Waste Management is interested in sponsoring this event; possibly Wednesday after the banquet (Todd Buckles contacts)

Steering Committee

Sub -Committee Chairs

Committee	FL APWA	NACE/FACERS
Position Co- Chair	FL APWA Robert H. Garland 239-220-2606 rgarland@mckimcreed.com	NACE/FACERS Brian Roberts 202-393-5041 broberts@naco.org
Treasurer	Rick Keeney 941-575-5050 rkeeney@pgorda.us	Brian Roberts 202-393-5041 broberts@naco.org
Local Representative	Althea Parrish 407-688-5107 parrisha@sanfordfl.gov	Todd Buckles 386-561-0620 tbuckles@volusia.org
Meeting Planning Activities	Rose Shiflett Plan Ahead Events (PAE) 727-544-1400 rshiflett@pae-tampabay.com	Rebecca Page NACE 202-393-5041 rpage@naco.org
Technical Sessions	Sam May 954-972-8126 smay@margatefl.com	Brian Roberts 202-393-5041 broberts@naco.org Faith Alkhatib falkhatib@flaglercounty.org
Joint Marketing & Branding	Jennifer Yoder TBD Yoderj@etminc.com	Rebecca Page/Judy Grim Judy Grim (JGrim@volusia.org)
Exhibitors and Sponsorships	TBD	Rebecca Page/Amy Blaida Amy.Blaida@rsandh.com

**Memorandum of Agreement
On a Joint 2015 Annual Conference and Trade Show
Between
National Association of County Engineers
And the
Florida Chapter of the American Public Works Association**

This Memorandum of Agreement (MOA) is made and entered into this day of April 4, 2014 by and between the National Association of County Engineers, hereinafter called NACE, and the Florida Chapter of the American Public Works Association, hereinafter called the FL APWA.

WHEREAS, NACE and FL APWA have agreed to hold a joint 2015 Annual Meeting and Trade Show, hereinafter called CONFERENCE, in Daytona Beach, FL the week of April 20, 2015;

THEREFORE, in consideration of mutual covenants and agreements hereinafter contained, the parties do agree as follows:

1) Steering committee

NACE and FL APWA mutually agree the CONFERENCE should appear as a single, unified conference to ensure its success. As such, both parties agree to develop a conference planning committee, hereinafter called STEERING COMMITTEE.

A. The Executive Director of NACE and the President Elect of FL APWA will serve as co-chairs of the STEERING COMMITTEE. As a minimum, the STEERING COMMITTEE shall include each co-chair, the treasurers from each organization, a local representative from each organization's host chapter and/or branch, and representative from Plan Ahead Events. The responsibilities of the STEERING COMMITTEE will include, but not be limited to, the following:

1. Finalize the CONFERENCE agenda.
2. Develop a CONFERENCE budget.
3. Establish a reporting format and provide a monthly financial statement.
4. Execute contracts that bind both parties.
5. Establish sub-committees, as appropriate.

B. Sub-committees will consist of, as a minimum, a representative from each organization and include the following:

1. Technical Sessions
2. Joint Marketing and Branding
3. Exhibitors and Sponsorship

2) Joint Obligations of the Organizations

A. Finalize the conference budget, including delegate, guest, exhibit, and sponsorship fees. It is anticipated the delegate and guest fees will be different for each organization and that exhibit and sponsorship fees will be common. Also, neither party can obligate savings or deals to sponsors or exhibitors beyond this event.

B. Enter into a contract with the designated hotel(s) and/or convention center for shared events/activities.

C. Arrange with selected hotel and convention center for catering meals, receptions, and breaks.

D. Review and mutually accept any contracts already executed by either organization that will bind the other.

E. Contract A/V equipment that the organizations cannot provide.

F. Furnish individuals to manage the shared convention and information areas.

G. Obtain Keynote speaker(s) for the opening session.

- H. Hire a photographer.
- I. Arrange for and secure speaker gifts & goodie bags (bag only) for shared events.
- J. Arrange guest/spouse events and activities. Revenues and expenses will be pro-rated based on participation by each party.
- K. Select a theme for the conference and logo.
- L. Develop joint branding scheme for the show website.
- M. Develop the delegate technical sessions, arrange for speakers and moderators, solicit and accept technical abstracts, obtain confirmation letters from speakers, coordinate audiovisual needs, confirm and obtain continuing education requirements.

3) Individual Obligations of Each Organization

- A. Market the CONFERENCE to their respective members.
- B. Provide potential vendor and sponsorship lists to the STEERING COMMITTEE.
- C. Plan and fund organization specific events (i.e., non-shared activities).
- D. Furnish the labor and equipment to handle financial transactions, including but not limited to offsite and onsite delegate registration.
- E. Furnish individuals to manage individual registration desks.
- F. Assist in soliciting vendors and sponsors.
- G. Provide transportation and lodging for special guests or dignitaries. This will be considered a NACE specific or FL APWA specific expense.

4) Meeting and Event Management Consultant

FL APWA currently retains Plan Ahead Events (PAE) as a strategic meeting and event planning consultant. Both parties agree to jointly retain the services of PAE, at a shared expense of \$25,000, to coordinate the solicitation of exhibitors and sponsors for the CONFERENCE and to manage/supervise the exhibit hall during the CONFERENCE. Advantages of this arrangement include PAE's experience in Florida for shows of similar size and their specific relationship with the proposed convention center. PAE will report to the STEERING COMMITTEE and, as a minimum, will perform the following general services:

- A. Contract and coordinate the services of a professional Trade Show contractor to provide a comprehensive floor plan of the Exhibit Facility and handle related logistics.
- B. Work with the Trade Show contractor throughout the planning, execution, and tear down process to ensure a seamless execution.
- C. Work with the STEERING COMMITTEE to develop sponsorship and exhibit pricing levels.
- D. Work with NACE to create an Exhibitor/Sponsor Prospectus package for STEERING COMMITTEE review and approval. NACE will develop a draft Prospectus for PAE review and input. PAE will develop a draft exhibit floor layout for NACE review and input, and make recommendations to the STEERING COMMITTEE for blending NACE and FL APWA contract language and standard practices.
- E. Send Prospectus to potential NACE and FL APWA Vendors and follow up with phone calls, e-mails, etc.
- F. Develop an Exhibitor/Sponsor website for joint marketing.
- G. Create on-line registration forms for exhibitors and sponsors.

- H. Prepare name badges for exhibitors and sponsors.
 - I. Prepare and send invoices for exhibitor and sponsorship commitments.
 - J. Collect exhibitor sponsorship payments, prepare a monthly financial spreadsheet, and forward funds to the designated representative of NACE for deposit in the NACE banking account.
 - K. Provide on-site registration for exhibitors/sponsors and coordinate on-site vendor needs throughout the CONFERENCE.
- 5) Allocation of Revenue, Expenses, and Profit

A. Revenue

Revenue will fall into three (3) general categories: Registrations, Exhibitors, and Sponsorships.

Registration fees for NACE and FL APWA will be determined individually by each party and will not be designated as shared revenue. Each party will be individually responsible for the budgeting, collection, bookkeeping, and accounting of registration fees.

NACE publicly advertised delegate registration brochures will use the fees established by NACE and will be referred to as the NACE/APWA Joint Conference. FL APWA will distribute registration brochures using in-house lists of members, past delegates, and past attendees which will not include registration fees. The NACE and FL APWA distribution lists will be cross-referenced in an attempt to avoid duplicates. The FL APWA material will direct delegates to a separate registration website with fees established by FL APWA. Generally speaking, the information will only be distributed to FL APWA members and select out-of-state APWA VIP's.

Exhibitor and sponsorship fees will be determined by the STEERING COMMITTEE and will be budgeted, collected, and designated as shared revenue. Shared revenue will be deposited into and maintained as a separate, distinct line item in the NACE account for the purposes of NACE cash flow. Advances from the NACE account can be made to FL APWA, if necessary, to fund non-shared CONFERENCE expenses, upon mutual approval of the co-chairs.

B. Expenses

Expenses will generally be divided into three categories: Joint, NACE, and FL APWA.

1. Joint expenses will include costs for shared meeting facilities, events, and marketing as outlined in the approved agenda and budget. Food and beverage costs for joint social functions will be allocated between NACE and FL APWA based on the number of attendees from each organization.
2. NACE and FL APWA will be individually responsible for registration materials and CONFERENCE marketing expenses, with the acknowledgement of Section 5.A., above.
3. NACE will be responsible for any NACE-specific expenses (banquets, board meetings, social events, etc.), as well as staff travel, salaries, etc., and will pay for such expenses from their independent operating accounts.
4. FL APWA will be responsible for any FL APWA-specific expenses (banquets, board meetings, social events, etc.) as well as PAE service fees not identified as shared expenses in Section 4 of this MOA, and will pay for such expenses from their independent operating accounts.
5. Expenditures over \$5,000 will require joint approval to meet APWA guidelines.

C. Monthly Financial Statements

NACE will be responsible for preparing and submitting monthly financial statements for shared revenues and expenses in a format determined by the STEERING COMMITTEE.

D. Profits

Net profits will be determined from the joint revenue and expenses, as outlined above in Sections 5.A. and 5.B. Profits will be split between NACE and FL APWA by 70% and 30%, respectively.

Any profit sharing between NACE or FL APWA and their respective host groups will be defined as a NACE specific or FL APWA specific expenses and will not be applied towards shared expenses or the above referenced CONFERENCE profit determination.

6) Proprietary Information

During the course of planning, executing, and closing out the CONFERENCE it may become necessary to share proprietary information between the two (2) parties. This could include but not be limited to vendor lists, membership rosters, and financial information. Both parties agree to clearly identify information that is to be considered confidential by the other and each party mutually agrees to maintain the confidentiality of such information.

7) Amendment or Termination

This MOA may be amended or revised upon mutual, written approval of the co-chairs. This MOA may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of the MOA. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or submit a plan for cure that is acceptable to the other party.

In Witness whereof, this agreement is executed by the parties named above and signed below.

FL APWA: Florida Chapter of the American Public Works Association

By: 
Robert H. Garland, PE
Vice President

Date: 4/4/2014 Witness: 

NACE: National Association of County Engineers

By: _____
Brian C. Roberts, PE
Executive Director

Date: _____ Witness: _____