



## MINUTES

Board of Directors' Meeting  
February 27, 2015 @ T2, Gainesville, FL

### **Attending:**

*In person for FACERS*

- Judy Grim
- Jim Harriott
- John Goodknight
- Mounir Bouyounes
- Fred Schneider
- Doug Gable
- Amy Blaida
- Todd Buckles
- Jaime Carreon (for just portions of the meeting)

*Also in attendance, the following FAC individuals:*

- Ginger Delegal, FAC General Counsel
- Emily Anderson, FAC Executive Assistant to the General Counsel
- Scott Shalley, FAC Director of Enterprise Programs

*Attending via Phone:*

- Bob Gordon
- Faith Alkhatib
- Scott Herring
- Steve Ferrell

**Call to Order:** Judy Grim 10:10am EST

### **FAC Administrative Update (Scott Shalley) under NEW BUSINESS:**

Scott S – FAC- thrilled to be on board. Accounting is very thorough and will do it right. See Handout from FAC.

Ginger- kicked off last year with agreement between FACERS and FAC for assistance in membership and financial areas. Brief on where we are.

Membership (Ginger) – manage annual Membership Drive; kicked off nov/dec 2014; will collect via check for 2015; and moving forward in 2016 dues will be collected via CC; maintaining and managing membership database and managing prospective members; will reconcile this data; in 2015 membership drive: we are right on target based on where we were last year; 67 renewals this year; in 2014 we had 72. We are right on target. FAC just did a 2<sup>nd</sup> reminder RE membership.

Scott discussed benefits of membership.

Connie sent out Treasurers Report yesterday to the Treasurer.

Doug will get the Treasurer's Report and the Membership report from FAC moving forward. Doug will share with the group. John G suggests that Ramon, as the budget committee chairman also be copied.

2 deposits made every week into our FACERS account; scanned copy of all deposits are also maintained; IRS form W-9 is also updated as needed; payables after Treasurer approves; signers are all outside of the accounting division; same person that opens checks does not take to bank;

Website has been updated to reflect new update for invoice renewals.

SunTrust account has been established. Bank account will be reconciled monthly for FACERS.

Corporate records and management thereof. FAC made sure we had all of our major corporate docs in house; and will maintain these going forward. Secure and maintain ongoing corporate records including meeting minutes etc. They will be filing uniform business report moving forward; they filed for us in 2014. FAC is our Corporate Registered Agent.

Credit card payments for 2016 renewal definitely; probably implemented over the summer of 2015.

FAC will maintain the FACERS website (not facers.org but our section on FAC website). Our website is updated to include new invoice format for membership renewals.

John Goodknight discussing the budget that Ramon prepared. Need to really look at our budget and what we want to do moving forward.

John Goodknight: Form a committee to prepare some recs by the General June Membership Meeting concerning the future; Ramon's committee; and should include the Treasurer; and someone from FAC. Need a sustainable plan.

Scott S: Biggest opportunity is to increase membership; but what are we selling? If we are willing to come to Tallahassee, that would work better.

Can we get the FACERS/NACE Contractual document to FAC RE 2015 NACE show? FAC will reach out to Brian Roberts (NACE) regarding the contract.

Jim Harriott- FACERS sponsors and payment for social events; FAC said that is fine for a FACERS member to pay via personal CC at the social and FAC reimburse the individual after a receipt is provided.

**Secretary's Report:** Faith Alkhatib

Faith sent November meetings out in December; Faith will send to John G to send to Jaime C for the website.

**Motion** was made by Mounir Bouyounes to approve the minutes from the NOV Board meeting; 2<sup>nd</sup> by Fred Schneider. All approved; motion carries.

**Treasurer's Report:**

Doug Gable

Doug received FAC TREAS report day prior to this board Meeting; everyone has copy today; and all attendees online received report as well. Mounir motion to approve; Jim H 2<sup>nd</sup> – approved; see attached Treasurers Reports.

**Motion** was made by Mounir Bouyounes to approve the Treasurers Report; 2<sup>nd</sup> by Jim Harriott. All approved; motion carries.

**Committee Reports:**

**Membership**

Doug Gable

Doug: Membership: 67 members are in to date. Would be great for FAC to help on the Commissioner side; and on the County Administrator side; CC opportunity will help; more people from a single organization would help; need to touch Counties that have not participated yet. Contemplating increasing the fees- we need to show the professional development hours as a benefit.

**Scholarships**

Steve Ferrell

Scholarships – Steve Ferrell – on way to review scholarship applicants to review FACERS HDR applicants. John: we have some information on our website RE scholarship information. Should be reporting to each of the sponsors who and when our applicants are for our scholarships. Needs to be more organized and keep sponsors informed. He will get it organized – FIU, USF, UF and UCF. Fred Schneider (UF), Bob Gordon (USF), Ramon Gavarrete (FIU) and Steve Ferrell (UCF).

**NACE**

Ramon Gavarrete

No Report

**T Squared**

Jaime Carreon

No Report

**Green Book**

Fred Schneider

Greenbook – Fred S - Next meeting is March 26, 2015 in Tampa

### **Newsletter**

Newsletter will be sent out in March 2015

Amy Blaida

### **Legislative Issues**

-Sidewalks

John Goodnight

**-LAP Community of Practice-** they reconstituting this. Planning to expand the local agency participation – 2 members from MPO AC; FACERS will retain 3 members; APWA FL will nominate 3 members; FHWA staff and subject matter experts will serve on the community of practice; 2 face to face annual meetings; interim quarterly meetings (telephone); need to send FACERS nominations by May 1. Currently: Ramon, Fred, George, Todd and John are currently serving in this position. Todd, Ramon and George... but need to discuss further. Same folks to attend the May 2015 meeting and we will discuss new potential folks at our June business meeting.

**-Budget Committee (appointed by Judy Grim):** Jim Harriott, Doug Gable, John Goodnight, Ramon Gavarrete, someone from FAC, Amy Blaida; going to approve a budget in June 2015 Meeting

**-Roadway Lighting-** Jim Harriott (Alachua); Joe Kunkel (Orange County); Broward County – Scott Bruner; Tallahassee (maybe Tony Park) (or Pensacola if Tony doesn't want to do it); Thai Tran (Sarasota County); Judy Grim will get with John Goodnight RE forming the Committee

### **Continuing Education**

CEU's –Amy to send CEU information/language from FBPE confirming our protocol to John Goodnight; all is well, need to renew by May 2015 before we expire

Amy Blaida

### **Web Site**

No Report

Jaime Carreon

### **FAC**

See above RE FAC Administrative Update

John Goodnight

New Business:

1. **NACE/FACERS and APWA-Florida conference:** Todd Buckles  
Todd gave an update; discussion about sponsors
2. **Summer Program: Jim Harriott**  
Annual Meeting (Jim Harriott)- Complete Streets Sec Hattaway; advanced traffic management system (Sarasota); I-4 Ultimate (Frank O'Dea); FDOT Safety Funding; more potential presentations; FICE/FES Exec Director Allen Douglas

**3. FACERS Sponsorships: Amy Blaida**

Amy gave update; probably a smaller social event during the June Annual Meeting since we are asking for sponsors for the April Conference

Meeting adjourned 12:57pm.