

Minutes of Advisory Board Meeting – October 1, 2018

Location – Hyatt Regency Coconut Point, Bonita Springs, Orlando, Florida

Meeting called to order by Chairperson Richelle Hayes @ 12:16PM

Roll Call

Present

Richelle Hayes, CPPT – Chairperson
Jonathan Davidson, CPPT – Secretary
Steve Stack
Janna Hamilton, CPPT
Howard Bos, CPPT
Mary McTague Byrom
W.O. Bell
Chad Little
Jerry Navarrete (and Mackenzie Jones)
Dave West
Chuck Jeroloman
Kurt Wood
Brad Rinsem
Kate Hurley
Chris Greco
Suzanne Lawrence
Christine Turner

Absent

Tracy Musser – Vice-Chairperson - Excused
Tom Capobianco - Excused
Gustavo Bikkeshbakker – excused
Tom Franzese

Also Present

Peter Hapgood, CPPT, Education Committee Chairperson
Pete Prior, CPPT, Board of Directors' Chairman
Steve Aspinall, CPPT, Board of Directors' Treasurer
Ann Thompson, CPPT, Board of Directors' Secretary
Ken Harrison, CPPT, Director Emeritus
Dwight Mattingly, CPPT, Board of Directors
Tim Olsen, CPPT, Board of Directors, Vice Chairman
Fred Nesbitt, FPPTA Media Consultant
Sue Marden, FPPTA Public Relations Consultant
Sean McKinstry, CPPT, Education Committee Secretary
Jack Farland, FPPTA Education Committee
Brent Chudachek, FPPTA Board Attorney

Kim Prior, CPPT, Chief Executive Officer
MJ Chwalik, Chief Operating Officer

Motion to approve 1/29/18 Minutes

Motion – Jerry Navarrete
Second – W.O. Bell
Unanimous approval

Old Business

None

New Business

None

Officers' Reports

Chairperson

None

Vice-Chairperson

Not Present

Secretary

None

Chief Executive Officer's Report - Kim Prior, CPPT

- **New Member Recruitment:** Staff working on plan for recruiting new membership beginning with pension plan trustees/staff; seen dip and recovery of membership in recent years; looking for more steady membership levels; put in records request with State of Florida for contact information; working on a new member welcome packet to introduce the organization; Kim has also in the past and will continue to invite trustees and associate members to come check out a conference (paying registration fee but not membership fee); should be ready to roll out November 1, 2018; plan would be to then roll-out this initiative for potential associate members (we have seen a dip of 11 or 12 associate members per year; feedback from associate members in not renewing their membership has been “not in budget” or “wanted to go with more national conferences”; goal is to educate them on how FPPTA can help them in their business development.
 - Mary McTague Byrom asked if there could be an electronic compliment to the hard packet.

- NIRS: NIRS does research and advocacy for public plans; FPPTA is a member (1/2 cost); Diane Oakley from NIRS recently did the Palm Beach story (we will be honoring them); they have a visionary circle meeting and will focus on stories/topics they think are worth exploring; they are a good strategic partner for FPPTA.
- Public Relations Items: working with Sean McKinstry on some items to promote FPPTA
- Hotel Contracting: working to contract out 5-6 years with hotels (better pricing); Brent Chudachek has reviewed contract to protect us that we present to hotels (not the other way around); this school had 700 attendees with 510 rooms (usually we contract for 550 rooms max; more events in Orlando given larger hotel size/options there)
- 5-Year Plan: working with MJ and Cindy on a 5-year plan; presented to the Board on Saturday; Board pleased with the direction; new accountant Alison provided template; there will be a separate budget meeting in December 2018
- Annual Conference 2019: 35 years! There will be entertainment and a sit-down dinner; not charging trustees for dinner (guest fee will apply); hope is to get entertainment paid for by sponsors

Chief Operating Officer's Report - MJ Chwalik

- App: the app was finished for the trustee school with a small issue (error was resolved); some issues for trustees to log-in; app is not how we want it to be going forward but it is ok for now; will improve for January Trustee School
- Website: new website is not completed yet; programmer did not realize the amount of work involved; 2-3 months for completion
- Financial Report from June 2018 Conference: Total income of \$560,332; Total Expenses \$347,327; Net Income \$169,094 (exhibit booth revenue is a separate line item);

Committee Reports

Exposition Hall Committee – Mary McTague Byrom, Ken Harrison

- June conference went well; good turn out; large room (some felt it was not as crowded/less intimate); 1 person got multiple prizes (will be remedied for next year).

Associate Golf Tournament Committee – Steve Aspinall, Howard Bos

- 2018 Golf Classic had 100 golfers; good turnout; next year we will be putting proceeds into scholarship fund as the relief fund has sufficient funds at the present time; need gift bag items for next year (this year had none); we've had 19-25 sponsors each year with no fee increase (could raise fee and/or have multiple sponsors per hole to increase proceeds for the scholarship and relief funds).
- Motion: all proceeds from 2019 golf classic will go to scholarship fund (motion: Howard Bos; second: Janna Hamilton; unanimous approval)

Relief Fund Committee – Steve Aspinall

- Meeting to discuss relief fund awards after this meeting (will advise)

Sponsorship Committee – Howard Bos

- 2 gold and 5 silver sponsors for Fall 2018 Trustee School (a bit lower than usual)

Education Committee – Peter Hapgood, Chairperson

- Chris Greco asked if there had been any feedback from expanded CEU format; Peter said trustees have been happy with our efforts; preference is for smaller sessions but some get too large; need a classroom that can hold 150 people and then 2 smaller 50 person rooms;
- There were 101 speakers in 2.5 days at the Trustee School – good spread across associate memberships – takes 3 schools from request/survey to then get someone to speak at a school/conference; 30 people at new member orientation (we have had about 50 new trustees in Basic each school); actuarial program is sold out this Fall (going great) – people enjoy the sub-program offerings – will expand that going forward
- Talking with League of Cities to try and do a 5-part actuarial program at their annual conference; will report back on whether they are interested
- Peter looking for volunteers to form an equity certificate program and then a legal certificate program (8 hours each); looking to offer the equity program at the Fall 2019 Trustee School

Adjournment

Motion to Adjourn: 1:03PM by Howard Bos and seconded by Janna Hamilton. Unanimous approval.

Respectfully Submitted,

Jonathan Davidson, Secretary