

## **Minutes of Advisory Board Meeting – October 9, 2017 – DRAFT**

Location – Marriott Waterside Hotel & Marina, Tampa, Florida

Meeting called to order by Chairperson Tracy Musser @ 12:20PM

### **Roll Call**

#### Present

Tracy Musser – Chairperson

Richelle Hayes, CPPT – Vice-Chairperson

Jonathan Davidson, CPPT – Secretary

Grant McMurry, CPPT

Janna Hamilton, CPPT

Howard Bos, CPPT

Mary McTague Byrom

Tom Capobianco

W.O. Bell

Chad Little

Dave West

Chuck Jeroloman

Kurt Wood

Kate Hurley

Gregg Gosch (filling in for Chris Greco)

Suzanne Lawrence (permanent replacement for Chris McNeillie)

Brad Rinsem

#### Absent

Bruce Feiner – Excused

Jerry Navarrete - Excused

Chris Greco – Excused

Tom Franzese

Gustavo Bikkesbakker

#### 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, Director Emeritus

Dwight Mattingly, Board of Directors

Tim Olsen, Board of Directors

Fred Nesbitt, Media Consultant

Sue Marden, Public Relations Consultant

Sean McKinstry, CPPT, Education Committee Secretary  
Kim Prior, CPPT, CEO  
MJ Chwalik, COO

**Motion to approve 1/30/17 Minutes**

Motion – W.O. Bell  
Second – Richelle Hayes  
Unanimous approval

**Old Business**

None

**New Business**

Officer Elections: Due to no nominations for officers, the office of Chair and Vice Chair will change seats. The Chair, Tracy Musser will be the Vice Chair and the Vice-Chair, Richelle Hayes will be Chair for one (1) year. Secretary, Jonathan Davidson will remain in place for one (1) additional year.

Motion: Janna Hamilton  
Second: Kate Hurley  
Unanimous approval

**Officers' Reports**

**Chairperson**

None

**Vice-Chairperson**

None

**Secretary**

None

**Chief Executive Officer's Report** - Kim Prior, CPPT

- 2017 Fall Trustee School: 545 registered attendees, several cancellations and numerous onsite registrations (registration was at 225 just a few weeks prior to school (Irma); considered cancelling and put our insurance agent on notice; ultimately did not need to do so; signed addendum waiving attrition fees and food and beverage minimum with Marriott (likely won't be an issue with increased attendance). Good learning experience

for future contracting with regard to tightening up cancellation policy/using better language to cover us in the event of another storm or event that jeopardizes trustees' ability to travel, etc.

- New Accountant: issued an RFP for a new accountant to coincide with hiring of new in-house bookkeeper (Cindy Berta); new firm is Thomas Howell Ferguson; start date October 1, 2017.
- Budget Review: met with Board of Directors regarding budget meeting held at January 2017 Trustee School; confident we will come in at budget for year end 2017 but won't know until after Fall School, etc.
- Possible Guest Fee: researching possible guest fee going forward; we had 637 guests at the June 2017 Conference; multiple adult guests and children attended Welcome Gathering; extra family members taking up rooms in our room block which we want to make sure are available for attendees.
- Advisory Board Reappointment: made motion and Board granted for several member reappointments: Tracey Musser, Tom Capobianco, Chad Little, Dave West, Grant McMurry, W.O. Bell, Brad Rinsem.
- 
- Sub-Committee to Develop Ray Edmondson Scholarship Fund: 4-member sub-committee researching scholarship in name of Ray Edmondson (details to follow) and we are also ordering a plaque to dedicate the Tallahassee office to him.

### **Chief Operating Officer's Report - MJ Chwalik**

- App: working well; few issues; everyone seems to be getting the hang of it.
- Website: new website working well; few glitches; working hard to ensure for an easier registration process for folks for the Trustee School in January 2018; getting feedback from trustees as well on ways to improve functionality, etc.; the Pension Board and Associate registrations for each event can now be seen on the website (Suggestion: be able to export attendee lists to Excel)
- Financial Report from 2017 Winter Trustee School: Total income of \$304,844; Total Expenses \$253,371.27; Net Income \$51,472.73
- Financial Report from 2017 Wall Street Program: Total income of \$128,010; Total Expenses \$125,580.34; Net Income \$2,429.66
- Financial Report from 2017 Annual Conference: Total income of \$542,488; Total Expenses \$380,806.89; Net Income \$161,681.11

## **Committee Reports**

### **Exposition Hall Committee** – Mary McTague Byrom, Ken Harrison

- A few issues to note: freight company was slow with equipment and issues with transporting vendor materials; also vendors began breaking down booths too early; raffle went well though and was well attended.
  - Discussion: Kim said a new freight company will be used next year (better service at lower cost); also will consider ways to encourage vendors to not breakdown early (letter from Kim; change location of your booth based on past experience, discuss individually with repeat offenders, etc.)
  - Overall we had 11 less firms exhibiting than in 2016 – Richelle encouraging associates to exhibit; cost did go up for 2017 so that may have played a factor; something to watch if trend for less vendors continues.

### **Associate Golf Tournament Committee** – Steve Aspinall

- We had 108 players in June 2017 and had net income of \$9,100.05; we re-used golf hole sponsor signs to save money this year (will continue to do that).

### **Relief Fund Committee** – Steve Aspinall

- Steve moved proceeds from the 2017 golf tournament into the Relief Fund. Steve mentioned there would be a Relief Fund meeting after the conclusion of the Advisory Board meeting to consider requests that have been made for funds (anticipating more requests post-Hurricane Irma).

### **Sponsorship Committee** – Howard Bos

- Howard noted that we had 9 total sponsors at the Winter 2017 Trustee School (1 Diamond, 2 Gold and 6 Silver), 15 sponsors at the 2017 Wall Street Program, 20 sponsors at the 2017 Annual Conference (3 Diamond, 2 Platinum, 8 Gold and 7 Silver) and 19 sponsors for the 2017 Golf Classic. We are doing well with sponsorships.
- Suggestion was made, the \$5,000 to be moved into Relief Fund from Golf Classic there is a thought to use these proceeds to seed the Ray Edmondson Scholarship/Fund for 2018. This would be a 1-time donation to get the fund started. This would not jeopardize the Relief Fund as the Relief Fund has a healthy balance and only receives requests of about \$4000 per year (Relief Fund is also funded through general donations throughout the year from associate

members). Discussion ensued and it was decided to wait to see what the sub-committee decides on where the Ray Edmondson fund monies will go and then make a decision as a group on whether to move sponsorship funds into it.

**Education Committee** – Kim Ryals for Peter Hapgood, Chairperson

Thank you for your continued support and for offering speakers/topic suggestions.

**Adjournment**

Motion to Adjourn: 1:19PM by W.O. Bell and seconded by Richelle Hayes. Unanimous approval.

Respectfully Submitted,

Jonathan Davidson, Secretary