

**Minutes of Advisory Board Meeting – January 29, 2018 - DRAFT**

Location – Hyatt Regency, Orlando, Florida

Meeting called to order by Chairperson Richelle Hayes @ 12:24PM

**Roll Call**

Present

Richelle Hayes, CPPT – Chairperson

Tracy Musser – 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

Kurt Wood

Kate Hurley

Greg Gotsch (filling in for Chris Greco)

Suzanne Lawrence (permanent replacement for Chris McNeillie)

Gustavo Bikkesbakker

Absent

Bruce Feiner – Excused

Jerry Navarrete -- Excused

Chris Greco – Excused

Chuck Jeroloman -- Excused

Tom Franzese

Brad Rinsem -- Excused

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, Director

Tim Olsen, Director

Fred Nesbitt, Media

Sue Marden, Public Relations

Sean McKinstry, CPPT, Education Committee Secretary

Kim Prior, CPPT, CEO  
MJ Chwalik, COO

**Motion to approve 10/9/17 Minutes**

Motion – W.O. Bell  
Second – Tracy Musser  
Unanimous approval

**Old Business**

None

**New Business**

None

**Officers' Reports**

**Chairperson**

None

**Vice-Chairperson**

None

**Secretary**

None

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

- 2018 Winter Trustee School: 632 registered attendees, 100 guests (does not include 90 speakers); needed to take some extra meeting space/additional chairs in rooms; had 11 or 12 trustees sign up for the trustee school on first morning; working to attract new associate members (as these numbers have been down some; Tom Capobianco recognized for his efforts in this area; hope that more Advisory Board members will do the same)
- New Accountant: hired new accounting firm Thomas Howell Ferguson in Tallahassee; Representative Allison Herrell attended FPPTA Board meeting and seems to be working out well so far.

- Budget Review: met with Board of Directors for a 2-day budget meeting; approved budget of over \$2 million; Board and Staff went through all accounts for 2017 and proposals for 2018; current surplus of \$150,000 (helped by increased attendance along with some cuts in other areas); extra funds will allow FPPTA to expand educational program (as budgeted for annual conference); Board also approved increased budget for website development (current website is difficult to administer with different databases; have started working with a new firm in Tallahassee who will dedicate one (1) programmer to FPPTA to build a new website, platform and app; estimated completion time is 5 months – hopefully in time for Annual Conference in June); lastly, Board wants to have an event surplus account (enough to cover 1 trustee school if ever necessary).

### **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 Fall Trustee School: Total income of \$286,760 (a bit lower due to Hurricane Irma but still strong); Total Expenses \$194,106.53; Net Income \$92,653.47

### **Committee Reports**

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

- Covered at last Advisory Board meeting; nothing new to report; Ken Harrison noted “the more the merrier” and that the format would be the same as with previous years and asked that there be good signage for the location of the Hall.

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

- 2018 Golf Classic will be at Rosen Shingle Creek; going for site inspection shortly.

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

- Current fund balance: \$29,000; have not yet transferred \$5,000 from 2017 Golf Classic into Relief Fund; there are 5 requests for funds and the committee is meeting to discuss those requests; after approved by the Board, recipients can have their check cut in as little as one (1) day. Dwight Mattingly talked with some trustees from Key West who were not aware of the Fund's existence (they may be reaching out given the damage from Hurricane Irma); 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; Tracy Musser suggested making an announcement about the Fund at the Annual Conference to make sure the trustees are aware of this resource).

**Sponsorship Committee** – Howard Bos

- There were fewer sponsors for Fall 2017 Trustee School (perhaps due to Hurricane Irma); calls will begin soon for golf sponsorships for the Annual Golf Classic in June.

**Education Committee** – Peter Hapgood, Chairperson

- There are/were 84 workshops with 110 speakers at the 2018 Winter Trustee School; Peter reminded the Advisory Board members to tell their colleagues of the importance of following the speaker guidelines to avoid issues the morning of the conference; reminded the Board that the FPPTA includes the Relief Fund in the e-newsletter sent each month to all members of the association; strong registration in basic track and 75 trustees will take the intermediate exam (largest in history); there will be a Wall Street meeting directly following the Advisory Board meeting to discuss logistics for the 18<sup>th</sup> year of this meeting; the Annual Conference in June will be a little different than in the past couple of years (no more morning TV show; will be a series of speakers (all paid) coming in to share their expertise and there will also be a FPPTA jeopardy game with a comedian MC as a general session; FPPTA is going to put together an essay book to hand out to trustees at the Annual Conference with a theme of “lessons learned” (how not to make the mistakes of 1999-2000; asking for Advisory Board members to respond with a 1200 word essay providing their opinion/insight/food for thought for the benefit of the trustees in attendance (Commitment by February 15, Draft of Essay by March 15, and Final Essay by April 30).

**Adjournment**

Motion to Adjourn: 1:08PM by Tom Capobianco and seconded by Tracy Musser. Unanimous approval.

Respectfully Submitted,

Jonathan Davidson, Secretary