



## Agenda

### FEMC Board Operations Committee Conference Call

Monday, October 3, 2016

Beginning at 10am or soon thereafter

Tallahassee, Florida

- A. Call to Order, Roll Call, Determination of Quorum, and Address Absences.
- B. Approval of Agenda
- C. Approval of Consent Agenda  
(Items denoted with an asterisk are included in the Consent Agenda)
  - #1. Minutes from September 6, 2016 FEMC Board Operations Conf. Call\*  
(Exhibit C#1)
- D. Chair's Report
- E. President's Report
  - #1. Update on Job Descriptions for FBPE Assistant Executive Director, FEMC Vice President & FEMC Controller  
(Exhibit E#1)
  - #2. Discussion/Update on Board Responsibilities (to be provided prior to the conf. call)  
(Exhibit E#2)
  - #3. Discussion/Update on Board Operations Committee Responsibilities  
(Exhibit E#3)
  - #4. Discussion/Update on Procurement Policy  
(Exhibit E#4)
- F. Vice President's Report

- G. Secretary/Treasurer's Report
- H. Discussion of agenda for next meeting
- I. Unfinished Business
- J. New Business
- K. Adjourn.

**Next FEMC Board Operations Conf. Call: November 4<sup>th</sup> at 10am**

**Next FEMC Board Meeting: October 12<sup>th</sup> at 10am**  
**Crowne Plaza Orlando Universal**