



**Agenda for the  
Florida Engineers Management Corporation  
Board of Directors Meeting  
Wednesday, October 12, 2016  
Beginning at 10 a.m. or soon thereafter  
Crowne Plaza Orlando Universal  
Orlando, Florida**

- A. Call to Order and Pledge of Allegiance to the Flag
- B. Roll Call, Determination of Quorum, and Address Absences
- C. Introduction of guests or visitors.
- D. Approval of the Agenda.
- E. Approval of the Consent Agenda.  
(Items denoted with an asterisk are included in the Consent Agenda)
  - #1. Minutes of the FEMC Board Meeting held on June 8, 2016\*  
(Exhibit E#1)
  - #2. Minutes of the FEMC Board Operations Conference Call held on July 8, 2016\* (provided for informational purposes)  
(Exhibit E#2)
  - #3. Minutes of the FEMC Board Conference Call held on August 30, 2016\*  
(Exhibit E#3)
  - #4. Minutes of the FEMC Board Operations Conference Call held on September 6, 2016\*  
(provided for informational purposes)  
(Exhibit E#4)
- F. Chair's Report
- G. President's Report

- #1. Discussion/Update on Job Descriptions  
(Exhibit G#1)
- #2. Discussion/Update on Board Responsibilities  
(Exhibit G#2)
- #3. Discussion/Update on Procurement Policy  
(Exhibit G#3)
- #4. Update on Renewal
- #5. FEMC Observers for FBPE Meetings in 2017  
(Exhibit G#5)
- #6. Employee Turnover Schedule & Independent Contractor Listing  
(Exhibit G#6)
- #7. 4<sup>th</sup> Quarter Report for 2015-2016 (provided for informational purposes)  
(Exhibit G#7)
- #8. 2015-2016 FEMC Annual Report (provided for informational purposes)  
(Exhibit G#8)
- #9. 2017 FBPE/FEMC Meeting Calendar (provided for informational purposes)  
(Exhibit G#9)
- #10. 2016 FBPE/FEMC Meeting Calendar (provided for informational purposes)  
(Exhibit G#10)

#### H. Vice President's Report

- #1. Non-Compliance Report  
(Exhibit H#1)
- #2. Open Case Report  
(Exhibit H#2)
- #3. Profile of legal cases by year
  - a) Cases open for 1 year plus  
(Exhibit H#3a)
  - b) Total open cases by year  
(Exhibit H#3b)

I. Secretary/Treasurer's Report

#1. Variable Income Statement as of September 30, 2016  
(Exhibit I#1)

#2. Comparative Income Statement as of September 30, 2016  
(Exhibit I#2)

#3. Year-End Budget with Budget Transfer Requests  
(Exhibit I#3)

J. Discussion on FEMC Officers for 2016-2017

#1. Discussion on appointment of Rebecca Sammons as Secretary and Michele Morris as Treasurer—based on job descriptions and duties

K. Unfinished Business

L. Old Business

M. New Business

N. Update from DBPR/FEMC Contract Monitor

O. Community Involvement

P. Announcements

Q. Adjourn

**Next Regular Board Meeting: December 7 at 1pm  
FBPE Board Office  
Tallahassee, FL**