



Minutes

FEMC Board Operations Committee Conference Call

Friday, November 3, 2017

Beginning at 10am or soon thereafter

Tallahassee, Florida

A. Call to Order, Roll Call

Mr. Goddeau called the meeting to order. Ms. Raybon called roll.

Committee Members Present:

Donald Goddeau, P.E., Chair

Anthony Fiorillo, P.E., S.I., FBPE Chair

Staff Present:

Zana Raybon, FEMC President/FBPE Executive Director

John Rimes, FEMC Vice President

Michele Morris, FEMC Treasurer/FBPE Controller

Rebecca Sammons, FEMC Secretary/FBPE Assistant Executive Director

Committee Members Absent:

Steve Kowkabany, P.E, Vice Chair

Guests:

Kevin Fleming, P.E., FBPE Vice Chair

Rick Morrison, DBPR, FEMC Contract Monitor

B. Approval of Agenda

Upon motion by Mr. Fiorillo, seconded by Mr. Goddeau, to approve the agenda, the motion passed.

C. Approval of Consent Agenda

(Items denoted with an asterisk are included in the Consent Agenda)

Mr. Goddeau asked that this item be dropped from future agendas if there is nothing under the consent agenda.

D. Chair's Report

E. President's Report

#1. Engagement Letter with Law, Redd, Crona & Munroe, PA for 2018-2020

Ms. Raybon presented the engagement letter from Law, Redd, Crona & Munroe for 2018-2020. Discussion followed.

Upon motion by Mr. Fiorillo, seconded by Mr. Goddeau, to recommend approval to the full board at the December 2017 FEMC board meeting, the motion passed.

#2. Proposed FEMC SEP Policy

Ms. Raybon presented the proposed SEP policy. Mr. Goddeau mentioned that he didn't know if the history of the policy should be included in the actual policy or as an attachment. Discussion followed on this. Ms. Morris stated that Mr. Kowkabany found a typo on page 4 under the second bullet point: There is a "may" after Traditional IRA's that needs to be removed. Discussion followed.

Mr. Goddeau discussed the previous board's action in 2009 in regards to signing the required documentation for the SEP since the official documentation (minutes) can't be located and whether this board should ratify their actions or vote to do the same thing. Mr. Rimes stated that the board could ratify the actions of the previous board and have it noted in the minutes. Discussion followed.

Upon motion by Mr. Fiorillo, seconded by Mr. Goddeau, to recommend approval of the policy and ratify the actions of the 2009 board on form 5305-SEP, the motion passed.

#3. Discussion on Goals and Objectives

Ms. Raybon discussed her goals and objectives. Discussion followed.

It was agreed that Ms. Raybon would provide a draft of her Goals & Objectives and review documentation format to Mr. Fiorillo and Mr. Goddeau for their review and comment. They would then work to finalize them and present them to the FEMC Board at the December meeting.

F. Vice President's Report

G. Treasurer's Report

H. Discussion of agenda for next meeting

I. Unfinished Business

Ms. Raybon discussed the ongoing CE Audits and the possibility of using a software package to keep track of CE hours. Discussion followed. Staff was asked to present this issue to the FBPE board in December for their input.

Mr. Fiorillo talked about a federal tax issue and how it would impact engineering businesses.

J. New Business

K. Adjourn.