

FLORIDA FACILITY MANAGERS ASSOCIATION
Board of Directors Conference Call

DATE: **Wednesday, January 17, 2007** / TIME: 11:00AM
DIAL IN: (866) 365-4406; followed by access code 392-5504 #

Participants: Lionel Dubay, Rick Hamilton, Mickey Farrell, Dave Anderson
Roger Englert, Allen Johnson, CFE, CPM, Mike LaPan, CFE, Ron Spencer, Rose Rundle,
Judy Joseph, Cherie Worley and Wayne Malaney, Esq.

A-G-E-N-D-A

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|-----------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 1) Approve October 24, 2006 Minutes of Conference Call
(Exhibit "A") | Lionel J. Dubay, President |
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| 2) Tax Filing Options | Mickey Farrell, Secretary/Treasurer
and
Helen Gyllstrom, CPA |
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| 3) Financial Record Keeping/Compliance
a. Compilation
b. Review
c. Audit | Mickey Farrell, Secretary/Treasurer
and
Helen Gyllstrom, CPA |
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| 4) State of Florida – Association Filing | Mickey Farrell |
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| 5) Board of Directors/Staff Liability Insurance | Lionel Dubay |
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FLORIDA FACILITY MANAGERS ASSOCIATION

Board of Directors Conference Call

Wednesday, January 17, 2007 – 11:00 AM

Participants: Lionel Dubay, Mickey Farrell, Rogert Englert, Ron Spencer, Judy Joseph, Wayne Malaney, Esq. and guest Helen Gyllstrom CPA

Absent: Dave Anderson, Rose Rundle, Mike LaPan CFE, Allen Johnson CFE/CMP and Cherie Worley

President Lionel Dubay opened the conference call at 11:04am.

M-I-N-U-T-E-S

1) October 24, 2006 Minutes of Conference Call (Exhibit “A”): Lionel J. Dubay, President

- Minutes were accepted as presented.

2) Tax Filing Options (Exhibit “B”): Mickey Farrell, Secretary/Treasurer and Helen Gyllstrom CPA

- Mickey reviewed several tax reporting options as researched by our Financial Consultant Helen Gyllstrom CPA. After much discussion (and Helen dropping off the call) the consensus was to move forward with the filing as a corporation, the designation of which we are currently registered with the state.
- The Board then moved to hire our Financial Consultant Helen Gyllstrom CPA to file the necessary state and IRS forms for fiscal year 2006. Mickey agreed to coordinate this action with Helen and Cherie.

3) Financial Record Keeping/Compliance: Mickey Farrell

- President Dubay said based on the limited number of financial transactions we handle throughout the year and the cost difference between the various options that doing a compilation would be in the best interest of the Association.
- Ron Spencer made a motion, which was seconded by Mickey, to hire Helen Gyllstrom CPA to conduct a compilation of our 2006 financial records. Motion passed and Mickey agreed to coordinate this measure with Helen and Cherie.
- Currently FFMA’s fiscal year runs from July 1 to June 28. There was some discussion that it might enable the Board to have a better handle on FFMA’s finances if the fiscal year were moved to January 1 to December 31. The Board agreed that it would be beneficial for Mickey to explore this change with Helen.

4) State of Florida – Association Filing:

Mickey Farrell

- Wayne Malaney, Esq. reminded Board members that we need to file the FFMA corporation form with the state before May. Mickey said we have the form and agreed to work with Cherie to complete it for submission; cost is approximately \$62.00.

5) Board of Directors/Staff Liability Insurance:

Lionel Dubay

- President Dubay suggested we defer discussion of this item until we have an update on the cost and a chance to receive a couple of price quotes. Rick mentioned that the Ocean Center had recently purchased similar insurance covering various elements of their operation; he will forward their contact information to Cherie.

New Business:

Lionel Dubay

- Visit Florida’s “Cover Your Event” (CYE) Insurance for Meetings
 - Wayne said he had received a call from Lei Veech of the Orange County Convention Center in Orlando relative to Visit Florida’s initiative to establish an innovative insurance program, “Cover Your Event” (CYE) that targets professionals to reassure them that Florida is the best year-round meetings/convention destination in the United States. The proposed supplemental business insurance would provide coverage at no cost to meetings held from August through October. According to the press release Wayne shared with Board members the insurance will help meeting planners feel confident to make their meeting happen in Florida.
 - The consensus of Board members was to have Wayne look into this concept a little more and report his findings during the next conference call.
- President Dubay said he would try to schedule the next conference call during the week of February 12th or 19th. The focus of the call will be the FFMA June 17th-19th Annual Meeting, an update on our financial reporting and legislative issues as well as the CYE initiative.

As there was no additional new business President Dubay thanked participants for their time and concluded the call.