



## **FFMA Board of Directors**

Conference Call

October 17, 2008 – 10:30 am

1. **Nominating Committee** Allen Johnson
  
2. **President's Report** Mickey Farrell
  - Committees
  - Newsletter Proposal
  - Financial Update
  - Website Update
  - Sponsorship Update
  - Board of Directors Contact Information
  
3. **Other Committee Reports**
  - By-Laws Committee Roger Englert
  - Operations Seminar Committee Judy Joseph
  - Scholarship Committee Mark Striffler
  
4. **Legislative Report** Wayne Malaney
  
5. **Old Business**
  
6. **New Business**
  - Next Conference Call
  
7. **Adjourn**

# **Florida Facility Managers Association Board Meeting Minutes (Conference Call) October 17, 2008**

**Present:** President Mickey Farrell, Judy Joseph, Kim Stone, Mary Bensel, Roger Englert, Allen Johnson CFE/CPM, Mike LaPan CPE, Ron Spencer, Barry Strafacci, Mark Striffler, Cherie Worley, Wayne Malaney

**Absent:** John Moors

## **Nominating Committee Update**

Allen began the discussion about filling the Director At Large position created when Kim Stone moved up to Secretary/Treasurer. Mike recommended Barry Striffler from the Harbor View Center and confirmed he is interested. A motion to approve Barry's addition was made by Allen and seconded by Judy. The motion carried.

Wayne raised the issue of succession of the board of directors, especially when a senior officer leaves before the end of their term. The concern is the burden this could potentially place on the officers/members-at-large that move up because they would be required to serve the remainder of the existing term and their official term. For example, if a person leaves 6 months after accepting a position, the successor could hold the office for a total of 3.5 years. The At-Large positions are not filled on a succession basis. However, the question was raised as to what the minimum months are to qualify for an At-Large term to be considered as filled if it's anything less than the 12 months?

Roger and Wayne will draft a change to the by laws that will address all of these issues created when filling positions that were vacated before the end of their term. They will present the draft to the board at the next conference call.

## **President's Report**

Mickey gave an update on the FFMA committees and Mike suggested an email be sent to solicit membership's interest in serving on the various committees.

- Nominating Committee:
  - Allen serves as chair.
  - Mike and Ron remain on it.
- Annual Meeting Program Committee
  - Kim serves as chair.
  - Judy & John will serve on it.
- Budget & Audit Committee
  - Kim serves as chair.
  - Roger, Judy, John Moors (absent) will serve on it.
- By Law Committee
  - Roger chair
  - Ron, Allen & Mike will serve on it.
  - Wayne involved

- Legislative
  - Ron serves as chair.
  - Wayne remains on it as FFMA lobbyist.
  - It was recommended that someone from Palm Beach and Okaloosa be added.
  - Wayne provided an update and stressed that our membership needs to assist the efforts by quantifying how the economy is hurting our revenues.
  - Ron stressed that we should also look at possible moves the state legislators could make due to the need to cut more from the state's budget. He gave an example that when the industry had to begin charging for staffing, it had a negative impact on the state in addition to our industry. The new speaker has said the real cuts will come after the elections.
  - Wayne expects a special session to further cut the current state budget and that will be an indicator of what will happen the following year. All of this creates a very difficult climate for our lobbying efforts to prevent the sunset of the tax exemption.
  - Ron concurred with Wayne's view and warned that it's a difficult atmosphere and environment.
- Membership Committee
  - Judy serves as chair.
  - Kim and Mary will serve on it.
  - It was recommended that we engage the membership and provide them with a list of prospects to help us target.
  - Mickey recommended getting a spring training facility and mentioned Pat Calhoun in Sarasota may be able to assist if he renews his membership.
  - This committee group has their own meetings in spring.
- Operations Seminar Committee
  - Judy serves as chair.
  - Mickey thanked her for doing a great job this September.
- Scholarship Committee
  - Mark serves as chair.
  - John will continue to serve on it.
- Sponsorship Committee
  - Barry serves as chair.
  - Ron & Judy will serve on it.
- Website Committee
  - Mark serves as chair.
  - Kim and Eric Stouffer will serve on it.

### **Newsletter Proposal**

The proposal outlined in the conference call materials was reviewed. It was confirmed that it will be distributed by email and more participation from membership is needed in order to provide more content.

A motion was made by Judy to approve it and seconded by Mark. The motion carried.

### **Budget**

Mickey provided an update on the budget and stated that the FFMA's accountant is finalizing this year's budget. However, FY08 has been good with a net income of \$10,000. The next conference call will have all the financials for the end of the year.

### **Website**

Eric Stouffer is busy at work redesigning it based on the approval from membership this summer. He was not aware of this approval, but he has started the project and anticipates completing it within 2 months. It was requested that everyone on the call provide him with our updated facility information. Mark noted that the newsletter was not online.

Mickey reminded everyone that committee meetings can be set up and billed to FFMA as necessary.

### **Sponsorship Update**

Cherie will send out the "Thank You" notes to all sponsors from the 2008 conference and remind them of the renewal timelines for 2009. Once again, we will offer an early renewal discount:

- Renew by February 1, 2009 = \$1,500
- Renew after February 1, 2009 = \$1,800.

### **By-Law Voting**

Wayne asked for clarification of the change regarding FFMA Past Presidents (active or inactive) and whether they are required to pay a membership fee? It was decided last summer that inactive FFMA Past Presidents members had to pay to attend the conference but not the annual FFMA membership fee. A motion was made by Ron and seconded by Judy. The motion carried. However, we will confirm that the full membership voted to give the board the power to approve this and not bring it before them again this summer.

Meeting adjourned.



**FLORIDA FACILITY MANAGERS ASSOCIATION**

*Committee Members*

2008-2009

ANNUAL MEETING PROGRAM COMMITTEE

**CHARGE:** Program development for Annual Meeting Conference.

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| <p><u>Chair</u></p> <p><b>Kim Stone</b><br/>         American Airlines Arena<br/>         601 Biscayne Blvd.<br/>         Miami, FL 33130<br/> <b>PH:</b> 786-777-4771<br/> <b>FX:</b> 786-777-1600<br/>         E-mail: <a href="mailto:kstone@heat.org">kstone@heat.org</a></p> | <p><u>Ex-Officio</u></p> <p><b>Cherie Worley</b><br/>         Executive Director, FFMA<br/>         4431 SW 101 Drive<br/>         Gainesville, FL 32608<br/> <b>PH:</b> 352-338-2947<br/> <b>FX:</b> 352-335-7381<br/>         E-mail: <a href="mailto:cworley@binary.net">cworley@binary.net</a></p> |  |  |
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BUDGET COMMITTEE

**CHARGE:** Review financial statements and annual meeting costs. Recommend annual budget to Board.

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| <p><u>Chair</u></p> <p><b>Kim Stone</b><br/>         American Airlines Arena<br/>         601 Biscayne Blvd.<br/>         Miami, FL 33130<br/> <b>PH:</b> 786-777-4771<br/> <b>FX:</b> 786-777-1600<br/>         E-mail: <a href="mailto:kstone@heat.org">kstone@heat.org</a></p> | <p><u>Ex-Officio</u></p> <p><b>Cherie Worley</b><br/>         Executive Director, FFMA<br/>         4431 SW 101 Drive<br/>         Gainesville, FL 32608<br/> <b>PH:</b> 352-338-2947<br/> <b>FX:</b> 352-335-7381<br/>         E-mail: <a href="mailto:cworley@binary.net">cworley@binary.net</a></p> |  |  |
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**BY-LAWS COMMITTEE**

**CHARGE:** Review and recommend by-law changes.

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| <p><b><u>Chair</u></b></p> <p><b>Roger Englert</b><br/>Tallahassee Leon County Civic Center<br/>Box 10604<br/>Tallahassee, FL 32302<br/><b>PH:</b> 850-487-1691<br/><b>FX:</b> 850-222-6947<br/>E-mail: <a href="mailto:renglert@tlccc.org">renglert@tlccc.org</a></p> | <p><b><u>Ex-Officio</u></b></p> <p><b>Wayne Malaney, PA</b><br/>Beck, Barrtos &amp; Malaney<br/>2846-A Remington Green Circle<br/>Tallahassee, FL 32308<br/><b>PH:</b> 850-422-1011<br/><b>FX:</b> 850-422-1069<br/>E-mail: <a href="mailto:flobbyvist@aol.com">flobbyvist@aol.com</a></p> |  |
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**LEGISLATIVE COMMITTEE**

**CHARGE:** Review new legislation and bring issues of interest to Association for Board recommendations.

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| <p><b><u>Chair</u></b></p> <p><b>Ron Spencer</b><br/>Tallahassee Leon County Civic Center<br/>Box 10604<br/>Tallahassee, FL 32302<br/><b>PH:</b> 850-487-1691<br/><b>FX:</b> 850-222-6947<br/>E-mail: <a href="mailto:rspencer@tlccc.org">rspencer@tlccc.org</a></p> | <p><b><u>Lobbyist/General Counsel</u></b></p> <p><b>Wayne Malaney</b><br/>Beck, Barrtos &amp; Malaney<br/>2846-A Remington Green Circle<br/>Tallahassee, FL 32308<br/><b>PH:</b> 850-422-1011<br/><b>FX:</b> 850-422-1069<br/>E-mail: <a href="mailto:flobbyvist@aol.com">flobbyvist@aol.com</a></p> |  |
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**MEMBERSHIP COMMITTEE**

**CHARGE:** Expand membership base.

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| <p><b><u>Chair</u></b></p> <p><b>Mary Benseel</b><br/>Van Wezel Performing Arts Hall<br/>777 North Tamiami Trail<br/>Sarasota, FL 34236<br/><b>PH:</b> 941-955-7676<br/><b>FX:</b> 941-951-1449<br/>E-mail: <a href="mailto:mary.benseel@sarasotagov.com">mary.benseel@sarasotagov.com</a></p> | <p><b><u>Ex-Officio</u></b></p> <p><b>Cherie Worley</b><br/>Executive Director, FFMA<br/>4431 SW 101 Drive<br/>Gainesville, FL 32608<br/><b>PH:</b> 352-338-2947<br/><b>FX:</b> 352-335-7381<br/>E-mail: <a href="mailto:cworley@binary.net">cworley@binary.net</a></p> |  |
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**NOMINATING COMMITTEE**

**CHARGE:** Prepare slate of candidates for vacant Members-At-Large positions.

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| <p><b><u>Chair</u></b><br/><b>Allen Johnson CFE, CPM</b><br/>Orlando Centroplex<br/>600 West Amelia Street<br/>Orlando, FL 32801<br/><b>PH:</b> 407-849-2012<br/><b>FX:</b> 407-849-2329<br/>E-mail: <a href="mailto:allen.johnson@cityoforlando.net">allen.johnson@cityoforlando.net</a></p> |  |  |  |
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**OPERATIONS SEMINAR COMMITTEE**

**CHARGE:** Site selection and program development for Operations Seminar.

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| <p><b><u>Chair</u></b><br/><b>Judy Joseph</b><br/>Tampa Bay Performing Arts Center<br/>1010 North Macinnes Place<br/>Tampa, FL 33601<br/><b>PH:</b> 813-222-1009<br/><b>FX:</b> 813-222-1057<br/>E-mail: <a href="mailto:judy.joseph@tbpac.org">judy.joseph@tbpac.org</a></p> |  |  |  |
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**SCHOLARSHIP COMMITTEE**

**CHARGE:** Oversee student scholarships program. Review applicants and make selections for the various FFMA scholarships.

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| <p><b><u>Chair</u></b><br/><b>Mark Striffler</b><br/>FSU/Oglesby Union<br/>T211 Union<br/>Tallahassee, FL 32306-4026<br/><b>PH:</b> 850-644-6860<br/><b>FX:</b> 850-644-2282</p> |  |  |  |
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**SPONSORSHIP COMMITTEE**

**CHARGE:** Oversee sponsorship program and solicit sponsors as necessary.

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| <p><b><u>Chair</u></b></p> | <p><b><u>Ex-Officio</u></b><br/><br/><b>Cherie Worley</b><br/>Executive Director, FFMA<br/>4431 SW 101 Drive<br/>Gainesville, FL 32608<br/><b>PH:</b> 352-338-2947<br/><b>FX:</b> 352-335-7381<br/>E-mail: <a href="mailto:cworley@binary.net">cworley@binary.net</a></p> |  |  |
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**WEBSITE COMMITTEE**

**CHARGE:** Recommend changes to website and ensure website is regularly updated.

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| <p><b><u>Chair</u></b><br/><br/><b>Mark Striffler</b><br/>FSU/Oglesby Union<br/>T211 Union<br/>Tallahassee, FL 32306-4026<br/><b>PH:</b> 850-644-6860<br/><b>FX:</b> 850-644-2282</p> | <p><b><u>Ex-Officio</u></b><br/><br/><b>Cherie Worley</b><br/>Executive Director, FFMA<br/>4431 SW 101 Drive<br/>Gainesville, FL 32608<br/><b>PH:</b> 352-338-2947<br/><b>FX:</b> 352-335-7381<br/>E-mail: <a href="mailto:cworley@binary.net">cworley@binary.net</a></p> |  |  |
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# Newsletter Proposal

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## PROPOSED PUBLICATION DATES:

- August, 31, 2008
- November 30, 2008
- February 28, 2009
- May 31, 2009

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## NEWSLETTER TOPICS:

- President's Corner
- Annual Meeting Update
- Operations Fall Seminar
- The Latest From the FFMA Lobbyist
- New FFMA Members
- On the Move
- FFMA Disaster Shelter Task Force
- News From Around the State
- 2008-2009 FFMA Sponsors
- Board of Directors

*(Order may vary depending on current FFMA events.)*

Florida Facilities  
Managers Association



**Information  
Sharing**

### Florida Facilities Managers Association

Cherie Worley, Executive Director  
4431 SW 101 Drive  
Gainesville, FL 32608

Phone: 352-338-2947

Fax: 352-335-7381

E-mail: [cworley@binary.net](mailto:cworley@binary.net)

# Carolyn DeKilder

# Proposal

**DATE** July 3, 2008  
**Proposal #** 1  
**Customer ID**

**Bill To:**

Carolyn DeKilder  
7718 Bulls Head Drive  
Wesley Chapel, FL 33545  
813-350-6506 - work  
813-391-3142 - cell

*Quotation valid until:* May 1, 2009

| Description                                    | AMOUNT           |
|--|------------------|
| Quarterly newsletter for FFMA                  |                  |
| August 31st - 2008                             | 150.00           |
| November 30th - 2008                           | 150.00           |
| February 28th - 2009                           | 150.00           |
| May 31th - 2009                                | 150.00           |
| <i>(Approximate dates - may vary slightly)</i> |                  |
| <b>TOTAL</b>                                   | <b>\$ 600.00</b> |

If you have any questions concerning this proposal, contact Carolyn DeKilder at 813-350-6506 or by email at [cdekilder@tampasportsauthority.com](mailto:cdekilder@tampasportsauthority.com)



## FLORIDA FACILITY MANAGERS ASSOCIATION

Board of Directors  
2008-2009

### SENIOR OFFICERS

| <u>President</u>   | <u>Vice-President</u>   | <u>Secretary/Treasurer</u>  | <u>Immediate Past President</u>   |
|--|---|---|---|
| <p><b>Mickey Farrell</b><br/>Tampa Sports Authority<br/>4201 North Dale Mabry<br/>Tampa, FL 33607<br/><b>PH:</b> 813-350-6507<br/><b>FX:</b> 813-350-6636<br/>E-mail: <a href="mailto:mfarrell@tampasportsauthority.com">mfarrell@tampasportsauthority.com</a></p> | <p><b>Judy Joseph</b><br/>Tampa Bay Performing Arts Center<br/>1010 North Macinnes Place<br/>Tampa, FL 33601<br/><b>PH:</b> 813-222-1009<br/><b>FX:</b> 813-222-1057<br/>E-mail: <a href="mailto:judy.joseph@tbpac.org">judy.joseph@tbpac.org</a></p> | <p><b>Kim Stone</b><br/>American Airlines Arena<br/>601 Biscayne Blvd.<br/>Miami, FL 33130<br/><b>PH:</b> 786-777-4771<br/><b>FX:</b> 786-777-1600<br/>E-mail: <a href="mailto:kstone@heat.org">kstone@heat.org</a></p> | <p><b>Mary Bense</b><br/>Van Wezel Performing Arts Hall<br/>777 North Tamiami Trail<br/>Sarasota, FL 34236<br/><b>PH:</b> 941-955-7676<br/><b>FX:</b> 941-951-1449<br/>E-mail: <a href="mailto:mary.bense@sarasotagov.com">mary.bense@sarasotagov.com</a></p> |

### PAST PRESIDENTS

|   |   |   |   |
|---|---|---|---|
| <p><b>Roger Englert</b><br/>Tallahassee Leon County Civic Center<br/>Box 10604<br/>Tallahassee, FL 32302<br/><b>PH:</b> 850-487-1691<br/><b>FX:</b> 850-222-6947<br/>E-mail: <a href="mailto:renglert@tlccc.org">renglert@tlccc.org</a></p> | <p><b>Allen Johnson CFE, CPM</b><br/>Orlando Centroplex<br/>600 West Amelia Street<br/>Orlando, FL 32801<br/><b>PH:</b> 407-849-2012<br/><b>FX:</b> 407-849-2329<br/>E-mail: <a href="mailto:allen.johnson@cityoforlando.net">allen.johnson@cityoforlando.net</a></p> | <p><b>Mike LaPan CPE</b><br/>The Lakeland Center<br/>701 West Lime Street<br/>Lakeland, FL 33815<br/><b>PH:</b> 863-834-8133<br/><b>FX:</b> 863-834-8101<br/>E-mail: <a href="mailto:mike.lapan@lakelandgov.net">mike.lapan@lakelandgov.net</a></p> | <p><b>Ron Spencer</b><br/>Tallahassee Leon County Civic Center<br/>Box 10604<br/>Tallahassee, FL 32302<br/><b>PH:</b> 850-487-1691<br/><b>FX:</b> 850-222-6947<br/>E-mail: <a href="mailto:rspencer@tlccc.org">rspencer@tlccc.org</a></p> |
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### MEMBERS-AT-LARGE

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| <p><b>John Moors</b><br/>Tampa Convention Center<br/>333 South Franklin<br/>Tampa, FL 33602<br/><b>PH:</b> 813-274-5624<br/><b>FX:</b> 813-274-7430<br/>E-mail: <a href="mailto:john.moors@tampagov.net">john.moors@tampagov.net</a></p> | <p><b>Barry Strafaci</b><br/>Global Spectrum<br/>780 94<sup>th</sup> Avenue North, #107<br/>St. Petersburg, FL 33782<br/><b>PH:</b> 727-456-1121<br/><b>FX:</b> 727-456-1179<br/>E-mail: <a href="mailto:bstrafacci@global-spectrum.com">bstrafacci@global-spectrum.com</a></p> | <p><b>Mark Striffler</b><br/>FSU/Oglesby Union<br/>T211 Union<br/>Tallahassee, FL 32306-4026<br/><b>PH:</b> 850-644-6860<br/><b>FX:</b> 850-644-2282<br/>E-mail: <a href="mailto:mstriffl@mailier.fsu.edu">mstriffl@mailier.fsu.edu</a></p> |
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**PAST PRESIDENT EX-OFFICIO**

**Bill Becker**  
2725 N. Highway A1A, Apt. 503  
Indialantic, FL 32903  
**PH:** 321-779-7856  
**CELL:** 407-538-8679  
E-mail: [billavabecker@yahoo.com](mailto:billavabecker@yahoo.com)

**Lionel Dubay**  
UF Bookstore Welcome Center, Room G072  
Box 112450  
Gainesville, FL 32611-2450  
**PH:** 352-39-0303  
**FX:** 352-392-5485  
E-mail: [ldubay@ufl.edu](mailto:ldubay@ufl.edu)

**Rick Hamilton**  
2961 Carriage Drive  
South Daytona Beach, FL 32119  
**PH:** 386-304-3493  
**FX:** 386-304-3493  
**CELL:** 386-852-7891  
E-mail: [rjham@clearwire.net](mailto:rjham@clearwire.net)

**EX-OFFICIO**

**Wayne Malaney, PA**  
Beck, Barrios & Malaney  
2846-A Remington Green Circle  
Tallahassee, FL 32308  
**PH:** 850-422-1011  
**FX:** 850-422-1069  
E-mail: [flobbyist@aol.com](mailto:flobbyist@aol.com)

**Cherie Worley**  
Executive Director, FFMA  
4431 SW 101 Drive  
Gainesville, FL 32608  
**PH:** 352-338-2947  
**FX:** 352-335-7381  
E-mail: [cworley@binary.net](mailto:cworley@binary.net)

**FLORIDA FACILITY MANAGERS ASSOCIATION  
BYLAWS – June 2008**

**GENERAL**

**Florida Facility Managers Association Bylaws as adopted or amended to govern the business and conduct of Florida Facility Managers Association and its members.**

**ARTICLE I - NAME**

**This organization shall be known as the Florida Facility Managers Association.**

**ARTICLE II - OBJECTIVES**

**Promote and develop professionalism in management and presentation of public assembly events.**

**Monitor legislative and governmental regulations.**

**Standardize business practices with promoters, presenter organizations, the public and vendors.**

**Cultivate professional relationships and cooperation among facility managers and presenters for the betterment of the citizens and visitors of the state.**

**Identify trends and develop cooperative solutions to industry challenges.**

**Provide programs focused on specific interests and needs of public assembly facilities and event presenters.**

**ARTICLE III - MEMBERSHIP**

**Active membership shall be open to any person who is primarily and actively engaged in the senior level management of either an existing or under construction arena, auditorium/theatre, stadium, convention/exhibit hall or outside amphitheater, or presenter organization of events, in the state of Florida. An applicant must be approved by the Association's Executive Officers (President, Vice President, Secretary/Treasurer and Immediate Past President).**

**Only those with the status of Active membership may vote on issues requiring a vote of the membership or in the election of the members of the Board of Directors.**

Retired membership shall be open to any person who has retired from active management of a qualified public assembly facility or group/complex of such facility or presenter organization of events, has been an active member for at least 10 years and is no longer eligible to be an active member. A retired member may attend Association meetings but privileges of voting or holding office do not apply. Retired members are exempt from paying annual dues but are required to pay a registration fee to attend Association meetings when applicable. Individuals may apply for Retired Membership at any time once they become eligible. An applicant must be approved by the Association's Executive Officers (President, Vice President, Secretary/Treasurer and Immediate Past President).

Any Past President of this Association who is not an active member or eligible to be an active member may continue as a lifetime member of the Association ~~should he or she no longer meet the general membership requirements. Past Presidents~~ and may attend Association and Board of Directors meetings but privileges of voting or holding office do not apply. Past Presidents, as described in this paragraph, are exempt from paying annual dues but are required to pay a the applicable registration fee to attend Association meetings when applicable such fees are required.

#### ARTICLE IV - DUES

Dues for membership must be received by September 1 of each fiscal year. The Board of Directors of the Association shall determine the amount. If the annual dues are not paid on or before September 1 of the current fiscal year, delinquent members shall forfeit all rights and privileges of membership.

#### ARTICLE V - MANAGEMENT AND OFFICERS

##### A. Board of Directors

1. The management of the Association shall be vested in a Board of Directors who shall serve without compensation and must maintain active membership status while a member of the Board of Directors.
2. The Board of Directors shall supervise, control and direct the affairs of the membership, establish policies and programs, adopt budgets, approve disbursements of funds, set dues, establish fees and rates, and put forth its best efforts to promote the objectives and advancement of the membership.
3. The Board of Directors shall consist of the Executive Officers (President, Vice President, Secretary/Treasurer and Immediate Past President), three Members at Large and Past Presidents who ~~have maintained continuous membership~~ are active members in the Association ~~and are actively employed in the state of Florida.~~

**4. The Board of Directors shall meet in conjunction with the annual conference and at such other times as they may select. A majority of the Board of Directors shall constitute a quorum for the purpose of a meeting of the Board. A meeting of the full membership shall be called upon unanimous consent of the Executive Officers, or upon written petition to the Board of Directors by 35% of the active membership.**

**5. Should the position of President, Vice President or Secretary/Treasurer and/or any of the Member at Large positions, become vacant for any reason, the Board of Directors may appoint an individual to fill that position until the next meeting of the membership, at which time a proper election shall be held to fill the balance of the term, if the term has not expired at the time of the election. Should the Immediate Past President position become vacant for any reason, the Past President who still has active membership and who most recently served as an Executive Officer shall fill the remainder of the term.**

#### **B. President**

**1. The President shall preside at all meetings of the Association and Board of Directors and appoint chairpersons and members of committees, as he/she deems appropriate.**

**2. The President shall communicate with the Board of Directors, the membership and others on matters of importance to the Association.**

**3. The President shall have the authority to approve the signing of Association checks by the Executive Director.**

**4. The President shall oversee the functions of the Executive Director and/or any other persons hired by the Association as directed by the Executive Committee.**

**5. The President is authorized to sign all contracts on behalf of the Association and may sign any checks in the absence of the Executive Director.**

#### **C. Vice President**

**1. The Vice President shall serve as a principal assistant to the President and perform such duties as directed by the President and may act on behalf of the President in the event of his/her absence or relocation to another state.**

**2. The Vice President shall assist in the planning and organization for the Association's annual meeting.**

**3. The Vice President shall be responsible to coordinate one one-day member/employee workshop to be conducted prior to December 1 of each year.**

**D. Secretary/Treasurer**

**1. The Secretary/Treasurer shall record the minutes of all Board of Directors and Association meetings and shall distribute the minutes of these meetings to the membership.**

**2. The Secretary/Treasurer shall write and distribute a minimum of two Association newsletters per year.**

**3. The Secretary/Treasurer shall provide a financial statement of the Association's financial affairs to the membership at the Association's annual meeting.**

**4. In the absence of the President and Executive Director the Secretary/Treasurer may sign checks on behalf of the Association for expenditures previously approved by the President.**

**E. Members at Large**

**The Members at Large shall attend Board of Directors meetings and shall have full voting privileges.**

**F. Elections and Terms of Office for the Board of Directors**

**1. Nominations: The President shall appoint a Nominating Committee which shall provide the Board of Directors its recommendations 14 days prior to the beginning of the annual meeting. The Nominating Committee shall present to the membership one or more candidates for each position up for election. Nominations may also come from the floor by a simple motion and seconding of the motion, by persons holding active membership, during the general business meeting at which the election will be held.**

**2. Voting and Determination of a Winner: Only those having an active membership classification may cast a vote in an election. Any person casting a vote must be present at the time of the election. There will be no voting by proxy or absentee ballot.**

**When there is only one candidate for a position that person shall be automatically declared the winner. When there are two candidates for a position the person receiving a majority of the votes cast shall be declared the winner. When there are three or more candidates for a position the person receiving a plurality of the votes cast shall be declared the winner.**

**3. The terms of the President, Vice President, Secretary/Treasurer and Immediate Past President shall be two years, starting at the conclusion of the annual meeting at which elections are held, except as provided for to fill a vacancy.**

**4. The terms of the Members at Large shall be one year with the possibility for one additional consecutive one-year term. Each term shall start at the conclusion of the annual meeting at which the member is elected.**

**5. The terms of each elected office shall not exceed one full term, except as otherwise provided in the Bylaws. A person may be re-elected to the Board of Directors after an absence of two years from serving on the Board of Directors except as otherwise provided.**

#### **G. Succession of Officers**

**1. The Vice President shall automatically become President at the conclusion of the President's term.**

**2. The Secretary/Treasurer shall automatically become Vice President at the conclusion of the Vice President's term.**

**3. The President shall automatically become Immediate Past President at the conclusion of his/her term as President.**

#### **H. Executive Director**

**1. The Board of Directors shall select, determine the compensation and enter into a contract with an Executive Director. The Executive Director shall report to the President.**

**2. The Executive Director shall be responsible for all deposits of monies received by the Association, maintain a balanced checkbook, forward a copy of the Association's monthly bank statement to the Board of Directors, provide quarterly financial statements to the Board of Directors and sign checks on behalf of the Association upon written approval of the President.**

**3. The Executive Director shall keep a record of all payments approved by the President on behalf of the Association.**

**4. The Executive Director shall assist in the coordination of the annual meeting location, program and sponsorships.**

**5. The Executive Director shall mail dues notices to the membership prior to August 1 of each fiscal year and maintain an updated membership directory.**

**6. The Executive Director shall provide additional services as mutually agreed upon by contract and/or with the President.**

#### **ARTICLE VI – ANNUAL MEETING**

**Unless otherwise ordered by a vote of the active members or by the Board of Directors, there shall be an annual meeting of the Association and it shall be held in conjunction with the Annual Conference. The Board of Directors shall determine the location of the Annual Conference.**

**The annual meeting shall be open to Association members in good standing.**

**At an annual meeting, a majority of the voting members registered shall constitute a quorum.**

#### **ARTICLE VII - PARLIAMENTARY AUTHORITY**

**The latest edition of “Robert's Rules of Order” shall govern the conduct of meetings of the Association when not in conflict with these Bylaws.**

#### **ARTICLE VIII - FISCAL YEAR**

**The fiscal year of the Association shall be July 1 through June 30.**

#### **ARTICLE IX - AMENDMENTS**

**The Bylaws may be amended by a vote of two-thirds of the voting members present at the annual meeting.**



The Tampa Bay Performing Arts Center is proud to host this year's  
**Florida Facility Manager's Operations Seminar.**

Join us for a day of networking and panel discussions on issues facing the field. Box Office Staff to Beverage Managers, Facility Managers to Finance folks – we encourage you to bring as many colleagues as can spare a day away.

AGENDA

Tuesday, October 21, 2008

|                   |   |
|-------------------|---|
| 8am-9am           | Registration & Continental Breakfast  |
| 9am-10:30am       | <b>Welcome &amp; Opening Session</b><br>Calendars – What works for who and will it work for you?<br>Artifacts? Outlook? Eventbooking.com?   |
| 10:45am – 12 noon | <b>CONCURRENT SESSIONS</b><br><b>A.</b> Green steps<br>How small energy savings become a huge investment in our future.<br><br><b>B.</b> VIP's – What is tomorrow's value added?<br>Keeping the box holders happy...            |
| 12 noon – 1:30pm  | <b>LUNCH</b>  |
| 1:00pm – 1:30pm   | Optional Facility Tours   |
| 1:30pm – 2:45pm   | <b>CONCURRENT SESSIONS</b><br><b>A.</b> Labor & Equipment - why buy the cow if you can rent the milk?<br><br><b>B.</b> Balancing the Budget – A Success Story From The Field<br>Fresh Eyes and a clean slate turn red ink black |
| 3:00pm – 4:15pm   | <b>CONCURRENT SESSIONS</b><br><b>A.</b> Trends and Turmoil – Implementing Variable Price Ticketing<br><br><b>B.</b> Weathering the Storm – Storm Preparations   |
| 4:30pm – 5:00pm   | Show Me The Money! – Revenue Roundtable   |
| 5:00pm-6:00pm     | <b>Networking Hour</b>  |
| 7:30pm            | Optional night of hockey courtesy of the Tampa Bay Lightning!   |



## Scholarship Committee October—2008

The FFMA Scholarship Committee is pleased to announce that eight applications were received for the Operations Seminar Scholarship all meeting the established criteria for selection. Therefore, with the approval of the FFMA Board, we were able to award all eight candidates this scholarship and look forward to meeting them at the Operations Seminar. The winners are listed below:

|                  |                          |                  |
|------------------|--------------------------|------------------|
| Krystal Bemman   | Florida Southern College | Lakeland         |
| Jeffrey Kramer   | Florida Atlantic         | Tampa/Boca Raton |
| Ryan Messier     | University of Tampa      | Tampa            |
| Bryan Pinto      | Springfield College      | Tampa            |
| Christine Pleban | DePaul University        | Tampa            |
| Diana Saiz       | University of Florida    | Tampa            |
| Andrew Spicknall | Florida State University | Tampa            |
| Shayla Wilson    | Edison College           | LaBelle          |

*Mark Striffler, Chair  
Scholarship Committee  
T211 Union  
Florida State University  
Tallahassee, FL 32306-4026  
[mstriffler@admin.fsu.edu](mailto:mstriffler@admin.fsu.edu)*