

**FLORIDA CONCRETE & PRODUCTS ASSOCIATION
 FLORIDA CONCRETE MASONRY EDUCATION COUNCIL MEETING
 TUESDAY, JANUARY 27, 2015**

MEETING MINUTES

Convening of Meeting and Call To Order --

Chairman Maschmeyer called the meeting to order at 9:34 a.m.

Roll Call

<u>Council Members Present</u>	<u>Others Present</u>
Preston Sparkman, Quality Precast, Inc.	Mike Murtha, Florida Concrete & Products Assoc.
Justin Lord, Central Broward Construction	Dave Pfeffer, Titan Florida
Antonio R. Obregon, Formrite Construction, LLC	Frank Perez, Central Concrete Supermix, Inc.
Matt Sitter, Florida Concrete & Products Assoc.	Myra Mahoney
Adam Freeman, A-1 Block Corporation	
Bernardo Dias, Central Concrete Supermix, Inc.	<u>Staff Present</u>
James Lincoln Finch, Florida Department of Economic Opportunity, non-voting member	Pat McLaughlin
Jim Painter, Painter Masonry, Inc.	Keith Hetrick, Ramba Consulting Group
Monica Manolas, Cemex	Brandie Tapscott
Randy Dunlap, Titan Florida LLC	Laura Marcinkowski
Troy Maschmeyer, Maschmeyer Concrete Company of Florida, Inc.	
Richard Edwards, Argos US	

Review of Anti-Trust Guidelines -- Chairman Maschmeyer advised Council members that all meetings of the Council would be conducted in accordance with the Florida Concrete Masonry Education Council Anti-Trust Policy. He reviewed and read the policy to the attendees.

Review and Approval of Minutes

The Council reviewed the January 7, 2015 minutes. Chairman Maschmeyer asked for a motion to approve minutes. Mr. Dias moved to approve the minutes and Mr. Dunlap seconded the motion.

The Council unanimously adopted the MOTION.

Old Business – Chairman Maschmeyer asked Mr. Hetrick to update status of repo document revisions from the previous meeting.

Review and Approval of Internal Documents --

1. Articles of Incorporation - Mr. Hetrick reported that the Articles of Incorporation will be revised to include the additional Council members' names by filing an amendment with the Division of Corporations before the next meeting of the Board. No further action is needed on approving the Articles of Incorporation as revised.

2. Bylaws - Mr. Hetrick reported that the Bylaws, revised by the Board at the previous meeting, were approved by the Department of Economic Opportunity and no further action is required by the Council.

3. DEO Memorandum of Understanding - Mr. Hetrick first addressed the inquiry made at the previous Council meeting regarding the funds of the Council going to the State in the event the DEO and Council cease to exist. He reported that if the Council ceases to exist the law requires that remaining Council monies be transferred to the DEO or to the State if the DEO ceases to exist but that termination of the MOU does not mean the Council ceases to exist. Secondly, Mr. Hetrick addressed the 5 year term of the agreement. He noted that in Section 8 on Page 9 of the MOU, DEO had agreed and revised the MOU to include the opportunity to renew.

Mr. Edwards moved to approve (seconded by Mr. Dias) the revised Memorandum of Understanding in its entirety.

The Council unanimously adopted the MOTION.

Discussion of Timeline of Activities and Reports -- Mr. McLaughlin reported that the annual report, required by statute, had been prepared and delivered to Governor Scott, Speaker Crisafulli and President Gardiner regarding the activities of the Council. He reviewed the upcoming deadlines and informed the Board that the strategic plan would need to be submitted to the DEO by April 7, 2015. The Council discussed what the strategic plan would entail and the level of detail needed. The Council asked Mr. McLaughlin to create an initial draft upon which the Council will review to prioritize the goals and initiatives of the plan.

New Business --

1. Budget and Finance Subcommittee Report - Mr. Edwards reported on a draft 2015 and 2016 budget. Mr. Sparkman asked if the members would be required to pay state sales tax on the assessment funds contributed to the FCMEC. Mr. Hetrick said he will look into this issue. The Council discussed the budget. Mr. Sitter moved to approve the 2015 budget; seconded by Mr. Obregon.

The Council unanimously adopted the MOTION.

2. Administration Resources Approval - Mr. McLaughlin reported on the need for hiring additional staff to meet the Council's needs and reviewed the options available to the Council. The Council discussed the options and the potential cost associated with each. Mr. Edwards suggested funds be allocated from the existing 2015 budget to cover administrative services required by the Council. Mr. Murtha in response to a question from the Chair confirmed that administrative resources are available from the Florida Concrete & Products Association to assist with the Council's administrative needs provided payment from FCMEC for services. Chairman Maschmeyer suggested possible budget revisions at a later meeting.

3. Accounting Firm Approval - Mr. McLaughlin presented the Tapscott Accounting proposal . Mr. Dunlap moved to approve the proposal and Mr. Lord seconded the motion.

The Council unanimously adopted the MOTION.

4. Website Developer Approval – Mr. McLaughlin presented the proposal submitted by Ms. Bartolucci to the Council. Mr. Sitter moved to approve the proposal and Mr. Dias seconded the motion.

The Council unanimously adopted the MOTION.

5. Collections Subcommittee Report – Mr. Freeman reported on the definition of a masonry unit and reviewed a draft commitment letter for all participants in the program The Council discussed the invoicing method and agreed that all current members would sign the commitment letter at a signing ceremony at the next “in person” meeting of the Board.

The Council discussed the proposed definition of a masonry unit as proposed by the Subcommittee . Mr. Sparkman moved to adopt the definition

The Council unanimously adopted the MOTION.

Chairman Maschmeyer asked if there was any further discussion regarding the proposed assessment rate of one penny per masonry unit. Ms. Manolas moved to approve the rate and Mr. Dunlap seconded the motion.

The Council unanimously adopted the MOTION.

Mr. Hetrick was asked by the Chair to review the proposed commitment letter to ensure it is in full compliance with the law and intent of the Council.

Chairman Maschmeyer asked if there was any further discussion regarding the effective date of April 1, 2015 for assessments. Mr. Edwards moved to adopt the proposed date and Mr. Obregon seconded the motion.

The Council unanimously adopted the MOTION.

The Council asked Mr. Hetrick to review the necessity of a confidentiality agreement for the members and accordingly draft such if appropriate .

6. Grant Process Subcommittee Report – Mr. Painter reported on grant processing methods of other organizations and noted that the Subcommittee would be better positioned to explore a grant process after the strategic plan has been created.

Public Comment: Comments from the public were received.

Next Meeting Date: March 4, 2015 at 9:30am at Mid Florida Tech, Building 1600 Room 160. A conference call will be held in advance of the meeting, the call is scheduled for February 13th at 10:00 am.

Adjournment: Mr. Dunlap moved for adjournment; seconded by Mr. Lord, upon which the meeting was adjourned at 11:39 am.