

Official Minutes

**FLORIDA ASSOCIATION
OF
GOVERNMENTAL FLEET ADMINISTRATORS**

Spring Conference

April 28 – 30, 2004

Plaza Resort & Spa
600 North Atlantic Avenue
Daytona Beach Shores, Florida 32118

Business Meeting - April 30, 2004

Sam Houston, Vice President of the Florida Association of Governmental Fleet Administrators, called the Spring 2004 business meeting to order at 10:50 a.m. Sam chaired the meeting in the absence of the President.

Sam discussed two new drawings of \$250 each that were implemented as an incentive for members to stay for the Friday morning “Big Three” presentation and FLAGFA Business Meeting. In the past, numerous members have not attended Friday morning conference activities. The drawings will be held at the end of the Business Meeting and members must be present to win.

The Fall 2003 minutes were reviewed as posted in the FLEETLINE. Bob Stanton made a motion to approve the minutes as posted. The motion was seconded and the minutes were approved unanimously without discussion by the members present.

Mike Grace gave the Treasurer’s Report with the following balances in place just prior to the conference beginning. Deposits made during the conference and Spring 2004 conference expenses were not included in the totals. Conference expenses are projected to be \$8,500 - \$10,000.

Checking Account	\$24,636.66
CD	\$ 5,232.20 (matures mid-July 2004)
CD	\$15,995.42 (matures mid-August 2004)
CD	\$ 3,697.62 (matures mid-September 2004)

A motion was made to approve the Treasurer’s Report as presented by Mike Grace. The motion was seconded and the report was approved unanimously without discussion by the members present.

Old Business

Sam asked for a report from the committee for updating rosters, active members, and regional boundaries. The committee did not have a report but Ed King, City of New Port Richey, gave an update on efforts to revise FLAGFA regional boundaries. Currently regional lines do not distinguish particular counties or cities. Straight lines are drawn on a depiction of Florida that divide the State into four regions. The regional lines do not follow County lines and sometimes it is difficult to determine the FLAGFA region for a borderline county. The objective is to make regional boundaries more distinguishable by changing FLAGFA regional lines so that they fall on county lines. John Wray, FDOT, suggested division similar to the State contract where the State is divided into four different sectors with a list of all counties in each sector. Sam asked Ed to develop a recommended regional map and publish it in the next FLEETLINE, to include listing the designated representative for each region. All members will then have a copy of the recommendation for review and discussion at the Fall conference and we can vote on it at that time. Sam thanked Ed for his efforts.

When Sam had acknowledged all the members responsible for organizing the Spring Conference the previous day, he said he neglected one. He recognized and thanked Lynn Evans for her continuing contributions to the FLAGFA organization.

New Business

Frank Salerno said he believed we need to do something about updating our website. He refers vendors to the website when they ask about FLAGFA and the information is not current. Bob Stanton accepted responsibility and said he just was not able to give the website the priority needed to keep it current. He said nobody had said anything to him about the website and he did not believe anyone ever used it. Frank suggested that if the job is too big for one person and FLAGFA has enough money, perhaps we should hire someone to keep the website updated. Bob said he made that recommendation two years ago but it was not accepted by the membership. A suggestion was made that Collier County take over the website. Lynn Evans from Collier County stated that she could maintain the website as long as we kept it basic without a lot of flash. Collier County will take over website with a caveat that it may have to be contracted out if too time consuming. Bob will send the website disk to Collier County.

Sharan Fosbinder stated that Jon Crull is being faced with privatization in the City of Daytona Beach. She said that FLAGFA previously had a committee that would assist members when being challenged by privatization. She suggested that we should resurrect the committee to assist those entities that are dealing with privatization issues. She said FLAGFA should be pro-active in this endeavor rather than being reactive. Sam agreed that we are there to help one another. He then restated his understanding of Sharan's request that we needed a standing committee that would be recognized as representing FLAGFA, with a letter stating what we are, who we are, our experience, and our capabilities. This group would be willing to go into an organization and do some analysis, and come back and make some recommendations. The groups travel and administrative expenses would be paid by

FLAGFA. Sam appointed Sharan as chairperson of the committee and asked her to put together her committee members and come back with recommendations for discussion at the Fall meeting. Sharon asked the opinion of Milton Reid, City of Gainesville, and the possibility of him being a committee member. Milton said he was currently over-extended with other activities and could not be on the committee. He gave an opinion that FLAGFA representatives going into an organization and making recommendations could be dangerous. He said we need to support each other but we all need to take responsibility for our own operations. He said some organizations may be better off to privatize in order to provide the best support to the government entity. We are there to do what is best for the governments that employ us. He said he personally could not go into an organization that he did not support.

Chuck Callari, City of North Miami Beach, mentioned a Fleet certification program that he heard about while attending a presentation in Lee County. Lynn Evans said the speaker at that presentation was Jim Wright of Fleet Counselor Services, Inc. The certification process is based on a software program that identifies your strong points and weak points by benchmarking against industry standards. When all requirements of the program are met, a certification is issued by Fleet Counselor Services. A suggestion was made from the floor to bring Jim Wright to speak at our next meeting.

A suggestion was made from the floor that more detailed training is needed at the FLAGFA meetings. Discussion evolved about training opportunities for management as well as technical training programs. Sam stated that we should find out exactly what type of training is needed or desired in the different organizations. Sam suggested a Training Committee be formed and to survey FLAGFA members for their training needs. Sam suggested shorter speaking times for speakers at the September meeting so that more topic areas could be covered. Sam will chair the Training Committee. Anyone interested in making a presentation at the next FLAGFA conference should e-mail Sam with the topics and speakers.

Dan Croft discussed the survey of FLAGFA members conducted by Bob Stanton several years ago and the value of the information for benchmarking and planning. Dan volunteered to conduct another similar survey and get the results out to all FLAGFA members. Dan said that Bob had considerable difficulty getting survey input and asked the membership for their cooperation and support in submitting their data in a timely manner. Sam asked Dan to include training requirements in the survey.

Doug Brock, Orange County, recommended continued technical on-site training with FLAGFA subsidizing a portion of the costs.

Dan Croft asked members to review all information on the FLAGFA rosters in the FLEETLINE to insure the information was accurate, with special attention to e-mail addresses. Dan stated that we want to get to a point where all FLAGFA announcements and information are sent by e-mail, and regular mail can be eliminated. Regular mail is expensive and very time consuming for our volunteer members. He asked members to

review the Regular and Associate Member rosters to ensure that they were listed on the correct rosters. Any corrections to the rosters should be e-mailed to Dan.

Will Massey, City of Gainesville, received a NASCAR trophy for his infamous accomplishments at the Daytona Speedway “Pit-Crew Challenge” during the Fall 2003 Conference festivities.

Wayne Ramsaran, FDOT, won the 50/50 drawing.

Bill Darty, City of Delray Beach, and Jack Kelly, Maroone Automotive Group, won the new \$250 drawings.

The FLAGFA Fall 2004 Conference dates were set for September 22 – 24, 2004.

The FLAGFA Spring 2005 Conference dates were set for April 27 – 29, 2005.

The business meeting adjourned at 11:45 a.m.