

2012-2013 SOUTHERN REGION BOARD MEETING MINUTES

December 6, 2012, 3:30 PM CST, via Conference Call

Call in: (712) 432 0075 – Access Code 932643#

Southern Region Board Members (Attendees in **bold**):

Michelle Dudley, President

Jimmy Disler, 1st VP

Kerri Ranney 2nd VP

Joe Irizarry, Treasurer

Brad Pfluger, Membership

David Kaczynski, Secretary

Amy Jones, Communications

Daniel Perez, Past President

Scott Layne, Inter. Rep.

Paul Mills, SR Foundation

Jack See, Ark. Governor

Chris Pellegrin, LA. Governor

Gary Armbruster, OK Governor

Ray Stringer, TX Governor

Brad Chilcote, Pres. Arkansas

Beth Guillot, Pres. Central TX

Deborah Yocham, Pres. Gulf Coast

Michael Holly, Pres. Louisiana

Rod Reeves, Pres. North TX

TBD, OK President (Open)

Lowell Tacker, Pres. South TX

Non-Board Members & VIP Guests at the Meeting: Carla Terian, CEFPI Regional Director
Irene Nigaglioni, President Chair CEFPI International

A. Opening/Introductions and Officer's Reports

- Call Meeting to Order (Michelle Dudley) (3:38 PM)
- Establish Board Quorum (10 Present?) **Yes**
- *Motion to approve the December 6, 2012 Board Meeting Agenda*
Motion: David Second: Lowell
Discussion: None
Vote: In favor: All Opposed: None Abstentions: None
Motion: **Passed**
- Introductions of VIP and other guests: Carla Terian
- President's Report (Michelle Dudley) – No Report
- Treasurer's Report (Joe Irizarry) – YTD Balance: \$25,5973.81 YTD Net Income: \$62,521.16
 - Reimbursements requests must be made before 12/12 to process this year.
- Membership Report (Brad Pfluger) –
 - Received from CEFPI via Email on December 3rd and attached to this agenda for information.
 - 737 members in the Southern Region
 - SR net increase/decrease of 20 new members, 6 dropped/expired, 2 potential expirations (to be reviewed).
- Communications (Amy Jones) – No report, newsletter under final review.
- International Report (Scott Layne)
 - Board meeting, November 29th
 - New member, Judy Hoskins joined, 3 year term on International Board
 - David Schrader nominated Scott Layne as Chair, election among Board members (only)
Ed McMillan was also nominated as Chair
 - Surcharges, covered later, recommended for Strategic Planning Retreat
 - REFP testing, questions, special projects committee, chaired by Scott Layne
 - School of the Future, Final Presentation in Pittsburgh in mid-April (17th-19th)
 - International conference results favorable, details to follow.

B. Action Items:

1. Approval of Minutes from Board Meeting (Michelle Dudley)

Move to approve the SR Board Meeting Minutes from November 1, 2012 as amended with the correction of the time that the meeting was called to order at 3:38 PM.

Motion: David Second: Joe I.

Discussion: Correction needed, the November 1, 2012 meeting was called to order at 3:38 PM

Vote: In favor: All Opposed: Abstentions:

Motion: **Passed**

2. Appointment to Fill the Vacant Oklahoma Governor Position (Michelle Dudley)

Move to ratify the appointment of Gary Armbruster to the position of Oklahoma Governor

Motion: Keri Second: Joe I.

Discussion: SR Executive Board Officers must vote to ratify the appointment.

Vote: In favor: All Opposed: Abstentions:

Motion: **Passed**

3. Approval of SR 2012-2013 Budget (Joe Irizarry)

Move to approve the 2012-2013 SR Budget

Motion: Brad Second: Lowell

Discussion: None

Vote: In favor: All Opposed: Abstentions:

Motion: **Passed**

4. SR Foundation Bank Account (Michelle Dudley)

Move to transfer \$218,335.73 of the SR Foundation funds from CEFPI's Bank of America corporate bank account into Bank of America Certificates of Deposit.

Motion: Joe Second: Jack

Discussion: Previous discussion related to moving funds out of Bank of America to Frost Bank. Funds will remain at Bank of America.

The proposed action item moves \$218,335.73 of the SR Foundation funds from the CEFPI Bank of America account to certificates of deposit within Bank of America. Two separate nine (9) month CD accounts, allocated as follows:

- Otto D. Grove Scholarship Fund- \$138,794.06
- Beverly & Milton Miller Development Fund- \$79,541.67
- There is no penalty for early withdrawal of the funds.

Vote: In favor: All Opposed: Abstentions:

Motion: **Passed**

5. Financial Guidelines (Michele Dudley)

Move to adopt Region/Chapter Financial Guidelines

Motion: Chris Second: Brad

Discussion: Financial guidelines have been set forth by International. The SR has already been operating under these guidelines, but has not previously formally adopted them. The Region/Chapter Financial Guidelines were distributed via an attachment to the meeting agenda for information/review.

Vote: In favor: All Opposed: Abstentions:

Motion: **Passed**

6. Appoint of Volunteers to Standing Committees (Michele Dudley)

Motions for each committee were taken separately as listed below.

Discussion: CEFPI Standing Committee Appointments are made by Regional Boards based on those that volunteered to serve in this capacity. This year we have two positions that are open (1) Awards committee and (2) Governance committee. The attached list of people have volunteered to serve were distributed via an attachment to the meeting agenda for information/review.

Awards Committee:

Motion: David Second: Kerri

Move to nominate Lisa Martin to the Awards Committee

Discussion: None

Vote: In favor: All Opposed: None Abstentions: None

Motion: ***Passed***

Governance Committee:

Move to nominate Kerri Ranney to the Governance Committee

Motion: Scott Second: Joe

Discussion: None

Vote: In favor: All Opposed: None Abstentions: None

Motion: ***Passed***

C. Informational Items and Discussion

- International Surcharge (Kerri Ranney)
 - Tabled until January, to be discussed at the Strategic Planning Meeting (Jan. 11/12)
 - 4 members of the International Executive Board will attend to discuss the issue, the SR Board confirmed that the attendance would be beneficial.
- 2013 Southern Region Conference Update (Jimmy Disler) – No report.
- Strategic Planning Session – January 11 and 12, 2013. Invitations will be sent out shortly.
- REFP/CEFP Program Information
 - Candidates who hold the Recognized Educational Facility Planner (REFP) designation as of December 31, 2012, and graduates of the San Diego State University Advanced Certificate Program in Educational Facility Planning (ACP) are automatically eligible for a shorter, “less rigorous” CEFP examination consisting of 50 questions from the central test bank.
 - Individuals who currently hold an REFP designation prior to the December 31, 2012 deadline and apply for the CEFP will lock in the “less rigorous” test format.
 - “Post-marked” applications for REFP are due by December 31, 2012, which allow the REFP applicant to lock in the “less rigorous” testing format.
 - After January 1, 2013, only CEFP applications will be accepted and applicants will be subjected to the new, “more rigorous” certification test format.
 - The \$100 REFP application fee will be applied to CEFP application fee once application is completed.
 - The CEFP examinations will initially be offered annually in conjunction with all of the regional conferences and the annual international conference.

Chapter/State Reports

- Arkansas (Brad Chilcote) – Trying to put together a Board
- Central Texas (Beth Guillot) – No report
- Gulf Coast (Deborah Yocham) – No report
- Louisiana (Michael Holly) – General membership meeting tomorrow (12/7), 2 new Chapter members
- North Texas (Rod Reeves) – No report
- Oklahoma (Gary Armbruster) – Contacting potential Board members
- South Texas (Lowell Tacker) – Member mixer this evening, Scheduled events planned for spring 2013

D. SR Board Meeting/Event Schedule:

- Carla is working up the new meeting schedule, to be distributed soon.
- **Next Board Meeting/Conference Call – January 11, 2013 (Strategic Planning Retreat, Austin)**
The conference call information is as follows: (712) 432-0075, Access Code: 932643#

E. Adjournment

Move to adjourn the SR Board Meeting for December 6, 2012

Motion: David Second: Lowell

Discussion: None

Vote: In favor: All Opposed: None Abstentions: None

Motion: ***Passed***