

# April 21, 2006 FIPA Board Meeting Minutes

Minutes  
Florida Industrial Pretreatment Association  
Board of Directors Meeting, Teleconference  
April 21, 2006  
10:30 a.m. – 11:30 a.m. ET

<b>FIPA Position</b>	<b>Present</b>	<b>Board Member FY06</b>
President	Yes	Dan Parnell
Vice President	No	Mark Mathis
Treasurer	Yes	Kassandra Barnes
Secretary	Yes	Kim Ouellette
Northern Regional Coord.	Yes	Barbara Graham
Central Regional Coord.	Yes	Janet DeBiasio
Southern Regional Coord.	late	Anthony Livio
Past President	No	Andy Johnson

The meeting was called to order at 10:35am by FIPA president, Dan Parnell.

## **Treasurers Report**

Kassandra Barnes presented the treasurers report. She has investigated a few banks in order to change over the bank account as there are no AmSouth banks in the southern area of the state. Wachovia offers a non-profit checking account with no minimum balance requirement and no monthly fee. There is a limit of 50 transactions per month and each transaction beyond that is \$0.25. John Parnell sent an e-mail to Kassandra stating that he does not believe that the FIPA has ever had more than 50 transactions in a month. Kassandra believes that the ATM bank card usage does not count into the 50 transactions but will verify with the bank. She will also check with the bank as to the procedure to add names to the account, specifically Dan Parnell, and how to secure an ATM card for him. Janet suggested that the Treasurer's books be audited prior to the bank and records switch over. Dan suggested that Janet contact John and perhaps audit the books since they live in close proximity. Janet will also advise John to begin holding all FIPA checks to let the AmSouth bank account reconcile so that we can close the account. The held checks will be sent to Kassandra for deposit into the new account. Kassandra will contact John and learn what paperwork needs to be filed with the state each year and the amount of the associated fees. Kim will check the sunbiz.org website to see if the address of the registered agent can be changed on line as well as the board members and their respective positions. John was not present at the board meeting to give an update as to the amount of money currently in the FIPA AmSouth bank account.

## **Old Business**

### Fall Workshop

The fall workshop will be held in Tallahassee in conjunction with the FDEP. Barbara Graham will facilitate the workshop. She will touch base with Bob Heilman soon to try and secure the location and dates of the next workshop. Certification courses will again be offered in conjunction with the workshop. Barbara suggested that the Tallahassee city hall may be an available location for the workshop and she

would check on possible locations for certification courses. She will also begin looking for hotels and tour ideas. Bob Heilman and his staff may be able to assist her in some of these areas.

C & B Certification course progress

The FIPA offered the first ever C certification course in conjunction with the March workshop. There were 38 students in the class. The feedback from the students has been overwhelmingly positive. Most enjoyed the shorter duration of the class (from 4 days to 2 days). The consistent negative criticism is that some presentation material was redundant. One goal of the board is to offer the C certification course again in Tallahassee as well as offer the B certification course for the first time. A lot of the B certification course chapters have been rewritten but some still need some work. Kim, Kassandra and Dan all offered to rewrite a chapter if needed. The board felt that the formation of an educational subcommittee would be a good idea and Dan is going to discuss with mark the idea of Mark heading up this subcommittee.

Newsletter

Dan has almost completed the latest issue of the Pretreatment Communicator. He received articles for inclusion from Randy Greer of the City of Melbourne and Janet DeBiasio the Central Regional Coordinator of the FIPA. Mark Mathis won the Al Herndon award and Dan will include this announcement in the newsletter. Dan asked for any other announcements and anticipates sending the newsletter out by the end of April. Janet suggested including the NACWA regional (1/30 – 2/2/2007 in St.Pete) and annual (10/4 to 10/6/2006) meeting dates in the newsletter. Kim will send him an updated e-mail distribution list to Dan.

**New Business**

Goals of the FIPA for 2006

1. Offer both C & B certification classes at fall workshop
2. Switch over of website and webmaster beginning July 1
3. Investigate online registration for Workshop and certification courses on new website
4. Offer FIPA polo shirts to members at the fall meeting
5. Investigate using Paypal for registration costs on the website

Polo shirts

Janet will investigate the cost of ordering polo shirts with the FIPA logo and report back to the board. The board members present all prefer a stitched logo to a screen print.

Partnerships

Dan will discuss with Mark the FWEA partnership that started at the joint January meeting to explore the possibility of holding another joint meeting with them next year. The FIPA received a check for \$2, 100.00 from the January meeting and deposited the check in the bank.

Dan Parnell motioned to adjourn the meeting at 11:40am. Barbara seconded and all in favor.