



Minutes

Board of Directors Meeting | November 18, 2015

8:00 a.m. – 10:00 a.m. CST

UWF Emerald Coast Joint Campus:

1170 MLK Boulevard Fort Walton Beach, Florida

Room 156 (upstairs)

Call in Number 1-857-232-0157 216115

- I. Welcome:** In attendance: Greg Britton, Lance Cook, Terry Ellis, Joe Tannehill, Ed Phelan, John Johannemann, Jason Gilmore, Foster Ware, Cindy Anderson, and Caroline Dauzat and Brett DeJong called in'
- We began the meeting with an applause to Greg as the winner of the 2015 Manufacturer of the Year for a manufacturer with 101 – 250 employees
 - Terry had a letter supporting the Governor's initiatives toward supporting manufacturing. We discussed and the Board approved the Chairman to sign the letter for Terry to take to the Governor's Office and Cindy is to send out letter to the membership to ask for their support and sending in letters using ours as a template
 - Greg reminded everyone of the anti-trust Policy
 - Greg discussed the conference call he and Cindy had with Andra Cornelius and Dehryl McCall of CareerSource Florida and the need to create an action oriented plan to bring the State together to assist in the development of the pipeline of skilled workforce
 - Greg also mentioned he had spoken with Elliot Stewart, Governor's Office and had provided him names of some of our manufacturers that he could call and collect information on manufacturing for the Governor
 - Greg also talked about the need to develop a budget for our Operating Fund. After discussion and concurrence, Cindy was asked to get with all the Committees and as they develop their goals for 2016 they should include a proposal for any funding they would require. Cindy will bring that back to the February BOD meeting and the budgeting process would begin.
- II. Treasurers Report:** While the treasurer report was not included in the printed materials for the Board, it had been emailed out for review and Cindy will resent to the Board. Joe went over it making note that we were doing well financially and that there were no out of the ordinary expenses and dues continue to come in.
- III. Actions:**
- Approval of Minutes from September meeting: Approved
 - Approve an expenditure of \$2,500 as our sponsorship for the World of Possibilities in February: Greg mentioned this was a great event and that we had, each year, participated at this same \$2,500 level and the expenditure was approved
 - 2016 Calendar: The Board asked Cindy to only include that portion of the calendar on the web she could keep current
 - Vice –Chair Nomination: Ed Phelan was nominated as the Vice-chair. He was proud to be considered but concerned he didn't have the vision required. The Directors present assured him there would be plenty of



“ideas” and support from the current Board of Directors. With that in mind, Ed agreed and was unanimously voted in as the NWFMC Vice-Chair!

- Approve new member applications: Florida First Capital Finance Corporation was approved as an affiliate member. This also created a question on our dues structure (amount and vendor .vs. affiliate). This will be added to the February BOD agenda

III. Discussion Items:

- Brief catchup for new Board Directors – Greg and Cindy discussed the various voting procedures specifically the numbers of approvals needed for Academy Funding (if it is an expenditure already included in the previously approved budget – then only three approvals are needed.) If an expenditure from the Operating Fund – then a majority (which is currently 8) is required. Joe detailed the check signature procedure and the fact that even though votes are not required for expenditures under \$1,000, we try and bring those to the Board to ensure no surprises.
- Discussion of January General Meeting : It was decided to determine if we could use the ATC at GCSC in January but there will be discussions for a future meeting at Haney Technical College. There was also discussion that soon we could possibly meet at high schools where we have set up academies. Greg, Ed and Terry will work on determining if we could get Governor to the Jan 20 meeting. Cindy will invite Rep Graham and ensure the date and time are satisfactory with the College
- Manufacturing Month final tally: Greg let everyone know that 17 manufacturing facilities had opened their doors to students, approximately 660 students had toured, all four CareerSource Boards had had what considered very successful career fairs
- Update on creation of the video: Cindy and Greg stated the videos were almost complete. Ed mentioned how great Ryan was to work with. Cindy will send the videos out to the Board for their final review and she mentioned that there was a struggle to get the total lengths down to the 6 minutes originally determined to be optimal, so she hoped the Board could make suggestions on what to cut.
- Need new Physical Address. Cindy explained we needed a new physical address for IRS and the State. It was decided that it would be the Treasurer’s address
- Voting Protocol (no objection option): There had been questions on when the Board would use the “no objection” rule for voting. After much discussion, it was decided that it would not be used for votes regarding funding, and Cindy would use best judgement to use it for more routine items
- Industrial Council – Lance Cook provided the Board with the mission of the Industrial Council, primarily ensuring that users knew what services were available in our area to ensure that we contributed to our economy whenever possible. Cindy will participate with Lance and possibly determine if this would provide value to the NWFMC regionally
- Scholarship Fund Discussion: Greg presented his vision of having the NWFMC possibly presenting:
 - Scholarships for students to transition from secondary manufacturing programs to post-secondary
 - Scholarships for manufacturing employees to attend some type of Leadership programs
 - Teacher Externships
 - Student Internships



After a great deal of positive discussion, it was decided to ask the Education and Training Committee to provide a proposal to the February Board meeting understanding if we were looking at scholarships for our academy students that would need to be in place by May. Caroline mentioned she had been working with scholarships for high school students to Chipola State College and would now be on the Education and Training Committee to share what she had done. Greg also asked Cindy to determine about the rule we understood about district sign off for internships.

IV. **Committee Updates**

- **Membership** – Ed presented the progress to date of the newly formed Membership Committee and the need for some funding for a brochure for the recruitment of new manufacturers to the Council. Discussion led Ed to ask if it would be acceptable to get a quote from RGC Media (doing the videos) since he had a great grasp on what we are trying to accomplish as a Council. The Board was very supportive and he will bring back a quote. The Board reviewed the aging report and Caroline offered to get with Hancock Bank and McConnaughay, Duffy, Coonrod, Pope & Weaver. John offered to get with K2Mansfield and Mundy. Cindy will get with CareerSource Chipola and GCSC.
- **Education and Training** – Cindy discussed the goals established by the Committee
 - Continual improvement of the academies
 - Establishing pathways from secondary to post-secondary for manufacturing related programs
 - Being the “go-to” group for our manufacturing related instructors to ensure they are in constant communication with each other
- **Military** – Greg brought everyone up to date with the new Military Task Force and will have them bring back a proposal for a potential boot camp program and plans for them to reach out to the military to market program and will be doing as a pilot to begin with focusing on Okaloosa, Walton and Bay Counties and the Air Force.

V. **Executive Director’s Report Submittal:** No questions

VI. **Discussion relative to Executive Director’s Activities and Time** Discussion was held without Cindy present. Afterwards Greg asked her to get her original position description, determine what was considered full time as she did not want full time and to set a meeting with him the week after Thanksgiving.

VII. **Next Board Meeting:** December 16, 8:00 – 10:00, was cancelled