

## FAPT Executive Committee Agenda Wednesday, December 6, 2017

### Minutes

Members Present: Arby Creach, President  
Scott Pfender, Past President  
Shawn Tucker, Pres Elect  
Robert Manspeaker, DOE  
Jay McInnis  
Kayleen Watts  
PJ Hope  
Bob Dolan, Vendor Rep  
Louise Piper, Exec Sec.

Absent: Johnny Jacobs  
Jason Harris

The Meeting began at 10:00am.

### Update on DOE Staffing

**Arby Creach**, President presided and asked **Robert Manspeaker** for a quick update on his efforts to fill vacant positions. We are all keeping a close eye on the revised DOT Regulations related to testing for opiates in 2018 and the new CDL training requirements coming in 2020. **Robert** indicated he has selected a candidate for Terri Egler's IT-type position and his old position will be advertised soon. **Arby** inquired if the POs and Q-Link documents have been assigned and **Robert** stated that he and Johnny are handling the POs promptly. He reminded us that DOE did not distribute a Pricing and Ordering Guide this year and one unintended consequence was that there are no instructions for how districts should process their POs. He stated that he will add instructions in the future and is encouraging the use of a centralized mailbox by districts that all staff will have access to and can ensure no mail is lost in the cracks. The mailbox is [schtrans@fldoe.org](mailto:schtrans@fldoe.org).

### Request for DOE Staff Travel Funding

**Robert** stated that the former staff who processed travel is no longer in the position and the new staff member has requested that the FAPT update their commitment memo to reimburse travel for DOE staff participating in FAPT sponsored activities.

**Action Item: Louise Piper will draft the update memo for approval.**

### Mid-Year Meeting Agenda Update

**Shawn Tucker** reports that the agenda is well along to completion. The dates of the meeting are Feb. 15/16, 2018 and **PJ Hope** reminded everyone that the hotels are booking quickly so everyone needs to make their hotel reservation now.

**Action Item: As soon as she received the agenda, it will be emailed to all directors with a reminder to make their hotel reservations by Louise Piper.**

## Potential Summit(s) on Driver Shortage

There was a lengthy discussion about the potential of holding a summit one-day meeting in the center of the state for all persons who have an interest in recruiting and retaining bus operators. **Louise Piper** has put together a draft notice (attached) giving particulars about the possible meeting. **Scott Pfender** indicated that while he supports the idea, he feels we need to be sure it is not a “moan and groan” session and that at the conclusion we follow up with a proactive document including identification of the issues and suggested solutions. There are several districts that have a ready supply of bus operators and are not having issues with recruiting; what are they doing and how can others replicate their success? **Robert Manspeaker** suggested a survey monkey asking questions that will gather real data related to salary and incentive pay; actual vacancy rates. **Jay McInnis** agreed and stated that we need to place a real focus on the need for directors and staff who receive requests for survey data to be responsive to the requests. We all need to feel a real obligation to our peers and be courteous enough to ensure a response. **Scott** also reminded us that we need to share the responses to the surveys when they are tabulated. **Louise Piper** asked about possible sponsorship and she is authorized to seek sponsors to pay for the lunch. A possible time frame was brought up and it was decided that we seek input on the participation at the Mid Year Directors Meeting in February if the Summit was added to the Lake Yale meeting in March as a round-table discussion or as a stand-alone day in April. The summit will be followed up with a presentation at the summer conference.

**Action Item #1: Arby will speak to directors focusing on their need to help and support each other by responding to surveys when asked.**

**Action Item #2: Shawn will include a brief time for discussion of the Summit at the Mid Year Meeting.**

## Planning for SESPTC/FAPT July 2018

There will be a meeting in January 2018 at the Saddlebrook Resort with representatives of the FAPT and SESPTC Executive Boards to plan the schedule and agenda for summer 2018. Louise has contacted all involved and rooms have been reserved.

## Report from Venue Selection Team for 2019 Conference

**Jay McInnis** and **Louise Piper** received several proposals from Orlando venues for possible consideration for the 2019 venue. The list was filtered by cost and dates available that met our needs. **Louise** was able to make on-site visits to 5 venues and she reported that while two were real potentials, one was a real stand-out. The executive committee viewed a short video and there was a discussion about the commitment of the venue owner to having the FAPT and working within their budget constraints. **Bob Dolan** also added that he had made an on-site visit as the vendors’ representative and he too supported the decision whole heartedly. He stated he ranked them as a 9.5 on a scale of 1 to 10. **Jay McInnis** reminded the Board that it is our goal to develop 2 or 3 venues on a rotating basis and the Orlando area is well positioned to meet this need if we have a good experience in 2019. A motion was made and seconded to have the 2019 conference and trade show in July 2019 at the hotel recommended. Motion was approved unanimously.

Action Item: **Jay McInnis** and **Louise Piper** will meet with the hotel staff to review and sign a contract in early 2018.

#### Mailing List Requests and How to Respond

**Louise** reported that she receives many requests from persons who join the association and request lists of all members with physical and email addresses. She requested direction for drafting a procedure to be followed in responding to these requests. It was decided that mail lists will only be provided to those vendor partners who obtain booth space at our conferences/tradeshows.

Action Item: **Louise** will draft a written procedure reflecting this decision.

#### Travel Reimbursement for FAPT President

**Louise Piper** requested authorization to pay the travel expenses of the FAPT representative who attends the FI Missing Children's Day Foundation in Tallahassee. The FAPT donates to this foundation from the proceeds of the annual golf tournament and we also sponsor a bus operator who is awarded the Driver of the Year by this organization. This year the driver is from Flagler County and the president will be attending. After a motion and a second, the motion was approved with the president abstaining because he is attending this year.

Action Item: **Louise** will draft a procedure for the operating handbook to reflect this decision by the Board.

#### App for 2018 Conference...\$500 support request to DelCommunications

At Arby's request, our web provider and newsletter editor, Samara Funk, has looked into offering an App for our meetings and conferences and has asked us to support the cost with a \$500 fee. The App would include such features as

- Agenda
- About
- Speaker info
- Documents
- Map of where event is taking place
- Videos
- Social media
- Any Surveys
- List of exhibitors
- Sponsors
- About us
- Contact

There was a motion and a second to approve the \$500.

Action Item: **Louise** will remit a check.

## Committee Activity

**Arby** asked the executive committee members what it would take to get our committees functioning and moving forward. **Robert Manspeaker** stated that several committees are working including the Technicians Standards and Training and the Inspection Committee. **Louise** indicated that the School Bus Safety Week committee has met and selected the winning posters and they have been sent to NAPT as finalists. Louise has also sent letters and checks to the Florida 1, 2 and 3<sup>rd</sup> place winners. The Technology Committee has scheduled a organizational committee and the Ad Hoc By Laws Committee is trying to determine a good date for their meeting. **Robert Manspeaker** also stated he is working with Ronnie McAllister and the Spec Committee to schedule a meeting in Tallahassee to update the seriously outdated 2013 School Bus Specifications but no date has been set.

Action Item: **Louise** will prepare a draft for the president's review addressed to each committee chairperson that has not met suggesting the need to move forward with a specific suggested goal or activity and a deadline. The chairperson will be encouraged to respond or to inform him they are no longer interested or able to chair the committee.

There being no further business, **Arby** thanked those who participated in the meeting which was adjourned at 11:35am.