



FLORIDA ASSOCIATION OF COUNTIES TRUST



November 20, 2012

Mr. Doug Gilpin
7375 Powell Road
Wildwood, FL 34785

Re: **FACT Annual Member Meeting-December 14, 2012**

Greetings,

As the 2011/2012 Chairman of the FACT Board of Trustees, I want to thank you and your County for participating in the FACT program this past year. I also want to invite you and/or your designated representative to the Annual Member Meeting that is set to take place at the Staybridge Suites in Tallahassee at 8:00a.m., on Friday, December 14, 2012, to receive a report of FACT's goals and accomplishments this past year to discuss what's ahead for the FACT Program. The Fact Board of Trustees and Staff will also be available to answer any questions you may have.

We hope you and any other interested County officials or employees will also join us for the social hour and dinner that is scheduled Thursday, December 13, 2012 at 6:00p.m., in the Staybridge Suites Hotel (see meeting notice for reservations information).

Each Member County in attendance at the Annual Meeting will have an opportunity to participate in the election of one (1) Member Trustee to fill a two-year term position on the FACT Board of Trustees. If you cannot personally attend, you may designate an official or employee of your County to participate in the voting process. We hope that you or a representative of your County will be able to attend, it is important to have county representatives from each member county.

The formal "Notice of 2012 Annual Member Meeting" and an agenda are enclosed with this letter. **Please note that you must bring the signed designation of voting representative in order to vote at the meeting.**

In order to move forward with the final preparation for the meeting, I would appreciate it if you would please let us know if you or if a representative will be able to attend the dinner and/or meeting on or before Monday, December 5, 2012. Further, if you or your representatives have any special physical or dietary restrictions, please let us know and we will be happy to accommodate their needs. Please contact Alonzo Hatchette, Florida League of Cities at 407 367-1767 or Ahatchette@flcities.com, for any questions.

Sincerely,

Barry Holloway

Barry Holloway, Chair
Florida Association of Counties Trust (FACT)

Copy To:		
Commrs	<u>5</u>	Pub Wks Div _____
Co Atty	_____	Bldg & Dev Div _____
Co Fin	_____	Admin Div _____
Other	_____	Com Svcs Div _____



Annual Member Meeting

Florida Association of Counties Trust (FACT)

Agenda

Friday, December 14, 2012
8:00 am
Staybridge Suites, 1600 Summit Lake Drive
Tallahassee, Florida

1. Call to Order - Barry Holloway, Chair of FACT Board of Trustees
2. Recording of meeting attendance
3. Introduction of FACT Board of Trustees
4. Welcome from the Board of Trustees by Chairman Holloway
5. Review of 2011-2012 FACT goals and accomplishments by Chairman Holloway
6. Open Member Discussion: The Board welcomes discussion of general topics in an open session. (Staff and Trustees will be available to answer Member specific questions after the formal meeting)
7. Election of One (1) Member Trustee - The election will follow the following format:
 - Collect Designated Representative forms
 - Open Nominations from the floor
 - Cast Ballots with each properly designated representative given one ballot

A majority of votes cast will determine the winner. Vote may be made in writing or orally at the discretion of the Chair. In the event of a tie, there will be a caucus and another vote until a winner is chosen.

The successful candidate will assume position at the FACT Board of Trustees meeting which will immediately follow the adjournment of this Annual Members' Meeting.
8. Other Business
9. Adjourn



FACT MEMBER TRUSTEE

Ballot Form

For election of one (1) Member Trustee to the FACT Board of Trustees for the term beginning December 14, 2012 and ending September 30, 2014.

For Member Trustee Position Number 8:

X _____

(Enter name of candidate to receive this vote.)

If this is designated by the Chair as a **public vote**, complete the name of the County casting this ballot.

(Name of County casting this ballot)



**FLORIDA ASSOCIATION OF COUNTIES TRUST (FACT)
NOTICE OF 2012 FACT ANNUAL MEMBER MEETING**

The Florida Association of Counties Trust (FACT) hereby invites representatives of all FACT Member Counties to attend the 2012 Annual Member Meeting. This Annual Member Meeting, as provided for in the FACT Agreement and Declaration of Trust, will be for the purpose of:

- Holding an election for one (or more) "Member Trustees" as a FACT Board of Trustee (two-year term), and
- Discuss goals and accomplishments of the FACT program during the 2011/2012 coverage period
- Meet representatives from the new FACT Service Company
- Opportunity for questions and open discussion from members

Details of the meeting are as following:

Date: Friday, December 14, 2012

Place: Staybridge Suites, 1600 Summit Lake Drive, Tallahassee, 850-219-700, www.staybridge.com. A block of rooms under the name "FACT" is available. There is no cost to you for the hotel accommodations on Thursday evening. Reservation must be made no later than November 30th.

Time: 8:00 a.m. (meeting and a complimentary buffet breakfast will be held concurrently).

Attendees: Officials or employees representing FACT Member Counties.

Designation of a Voting Representative

In order to participate in the nomination and voting process, a Member County must designate one (1) county official or employee to attend as that County's representative with power to nominate and vote on behalf of the County. Only the following form (or a letter on County letterhead including all the provisions of this form), which has been executed by the Chair of the Board of County Commissioners, shall be used to designate the County's authorized representative.

Also note: The individual designated by the County must bring the following executed designation to the Annual Members' Meeting of FACT in order to vote.

To: The Board of Trustees of the Florida Association of Counties Trust (FACT):

Designation Voting Representative to the 2012 Annual Members' Meeting of FACT

Pursuant to the provisions of the FACT Trust Agreement, the undersigned County, a Member of FACT, hereby designates the following official or employee of this County as its voting representative to the 2012 FACT Annual Member Meeting with full authority to nominate the individual to serve as an elected Member Trustee of the FACT Board of Trustees and to cast this County's vote in the election of such FACT Member Trustee at this December 14, 2012, Member Meeting.

Designee's Name

Designee's Office or Position

Certification: I certify that I am the Chair of the County Board of County set forth below and that I am executing this document as such Chair.

County

Printed Name of Chair of County Board

Date Executed

Signature Chair of County Board