

**Avon Park Housing Development Corporation  
Board of Directors Annual Meeting  
Avon Park, Florida  
North Central Heights Community Center  
709 Juneberry Street**

**Tuesday, October 20, 2015  
5:45 PM**

**Annual Meeting Agenda**

CHAIR TO CALL MEETING TO ORDER, SECRETARY ROLL CALL-

**PREVIOUS MINUTES: Annual Board Meeting; October 21, 2014**

**COMMUNICATIONS: None**

- I. **A. Election of Chairperson, Secretary to preside**
- B. Election of Vice-Chairperson, Elected Chairperson to preside**
- C. Annual Report; Board Secretary**
  1. The board of directors shall approve signers to each bank account.
  2. The board of directors shall approve any new and necessary bank accounts.
  3. As required, all new signers shall complete the appropriate signature card and corporate resolutions.
  4. Name, address and telephone directory of all board of directors officers will be obtained and recorded by the Fiscal Manager.
  5. A review of the current operating procedures should be made with the chairperson and Vice-Chair and reaffirmed or revised with the Board Secretary.
  6. All financial institutions should be notified of any changes to the authorized signers of the accounts within three (3) business days following the annual meeting.
- D. Adjourn Annual Meeting**

In accordance with the American Disabilities Act and Section 286.26 Florida Statutes, any person with disabilities requiring reasonable accommodations to participate in this meeting should call the Housing Authority offices five days prior to the meeting.

**Avon Park Housing Development Corporation  
Board of Directors Annual Meeting  
North Central Heights Community Center  
709 Juneberry Street  
Avon Park, Florida  
5:45 PM Thursday, October 21, 201**

**Annual Meeting Minutes**

VICE-CHAIR DAFFNER CALLED MEETING TO ORDER, SECRETARY ROLL CALL- Directors Present;  
Vice Chairperson Daffner, Directors Wade, Vinson, Harris, and Barnard. Directors Absent: Brojek, Stukes, Roberts, Johnson & Windsor. The Secretary declared a quorum present.

**PREVIOUS MINUTES: Annual Board Meeting; October 17, 2013**

Moved by Director Barnard, seconded by Director Daffner that the Minutes of the Annual Board Meeting of October 17, 2013 approved as circulated; motion carried unanimously.

**COMMUNICATIONS: None**

**Annual Meeting Agenda**

- I. **A. Election of Chairperson:** Secretary Shoeman presided, called for nominations for Office of Chairperson. Director Vinson nominated Director Harris, seconded by Director Barnard. Secretary Shoeman called for additional nominations. Being none, Director Barnard moved that the nominations be closed and that Harris be elected by acclamation. Motion was seconded by Director Wade; motion carried unanimously. Secretary Shoeman then passed the gavel to newly elected Board Chair Harris to conduct the election for Vice-Chairperson.
  
- B. Election of Vice-Chairperson:** Chairperson Harris called for nominations for the Office of Vice-Chairperson. Director Barnard nominated Director Daffner, seconded by Director Vinson. Director Daffner nominated Director Wade, seconded by Director Barnard. Secretary balloted the vote with Director Wade prevailing. Chair Harris congratulated Director Wade on his election to Vice Chair for the ensuing 2014/15 term.
  
- C. Annual Report:** The Secretary informed the Board that APHDC Bank accounts would now require new signatories to accommodate the newly elected officer positions. By consensus, the following Directors agreed to serve as signatories for the APHDC bank accounts; Roberts, Wade, Barnard, Daffner and Harris.

Being no further Business to come before the Board, the meeting was adjourned at 5:53pm.

Accepted \_\_\_\_\_

Attest \_\_\_\_\_

SEAL