

**The Housing Authority of Avon Park
Board of Commissioners Annual Meeting
North Central Heights Community Center
709 Juneberry Street
Avon Park, FL**

**Tuesday, October 21, 2014
6:45 PM**

AGENDA

- A. Opening- Chairperson Wade
Roll Call- Secretary
Previous Annual Meeting Minutes; October 17, 2013

- B. Election of Chairperson, Secretary to preside

- C. Election of Vice-Chairperson, Elected Chairperson to preside

- D. Annual Report; Larry P. Shoeman, Executive Director
 1. The board of directors shall approve all signers to each bank account.
 2. The board of directors shall approve any new and necessary bank accounts.
 3. As required, all signers shall complete the appropriate signature card and corporate resolutions.
 4. Name, address and telephone directory of all board of directors officers will be updated/obtained for 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.

- E. Adjournment

Any person who might wish to appeal any decision made by the Avon Park Housing Authority, in public hearing or meeting, is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such an appeal is to be based. 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 Authority
Board of Commissioners Annual Meeting
North Central Heights Community Center
709 Juneberry Street
Avon Park, Florida
6:45 PM Thursday, October 17, 2013**

Annual Meeting Minutes

CHAIR CALLED MEETING TO ORDER, SECRETARY ROLL CALL- Commissioners Present; Chairman Wade, Commissioners Roberts, Smith, Longshore and Eldred. Commissioners absent; Whiteside and McGrath. Quorum declared.

PREVIOUS MINUTES: Annual Board Meeting; October 16, 2012

Moved by Director Roberts, seconded by Director Smith that the Minutes of the Annual Board Meeting of October 16, 2012 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 Roberts nominated Commissioner Longshore, seconded by Smith. Secretary Shoeman called for additional nominations. Being none, Director Roberts moved that the nominations be closed and that Longshore be elected by acclamation. Motion was seconded by Director Wade; motion carried unanimously. Secretary Shoeman then passed the gavel to newly elected Board Chair Longshore to conduct the election for Vice-Chairperson.

- B. Election of Vice-Chairperson:** Chairperson Longshore called for nominations for the Office of Vice-Chairperson. Commissioner Roberts nominated Commissioner Smith, seconded by Commissioner Wade. Commissioner Roberts then moved nominations be closed and Smith be elected by acclamation; motion seconded by Commissioner Wade; motion carried unanimously.

- C. Annual Report:** The Secretary informed the Board that APHA & APHDC Bank accounts now required new signatories to accommodate the newly elected officer positions. By consensus, the following Commissioners agreed to serve as signatories for the APHA & APHDC bank accounts; Roberts, Wade, Longshore & Smith.

Being no further Business to come before the Board, the meeting was adjourned at 6:50pm.

Accepted _____

Attest _____

SEAL