



**South East Florida Apartment Association
2024 Committee Report**

Committee Name: Business Exchange	
Reporting Period: Q2	
Chairperson: Jennifer Nau & Jaclene Sammons	
Staff Liaison: Diana Peters	
Board Liaison: David Daily	
Reporting Period	Date
<ul style="list-style-type: none"> Appoint members, establish goals, objectives and tasks 	
<ul style="list-style-type: none"> First quarter committee report 	01/24/2024
<ul style="list-style-type: none"> Second quarter committee report 	04/11/2024
<ul style="list-style-type: none"> Third quarter committee report 	
<ul style="list-style-type: none"> Fourth quarter committee report 	

Goals/Objective Overall Description:

Goals/Objectives: Past Event Recap	
<ul style="list-style-type: none"> Total Registration: 211 Total Attended: 185 	<ul style="list-style-type: none"> Funds collected from auction items \$6,845; Total paid \$6,220. Final due date June 5th 2024
<ul style="list-style-type: none"> Team agreed on same venue for next year. 	<ul style="list-style-type: none"> Will look at adding some healthier food options for next year.
<ul style="list-style-type: none"> Feedback on Business Exchange: Event was great, shorter lines this year, easier to navigate the room, had a chance to speak to everyone Loved how there were several more management companies this year vs. last year Some tables used timers, some didn't. It seemed like if you knew them, you got more time 	
<ul style="list-style-type: none"> Top Highlights of Whole Event: <ul style="list-style-type: none"> High Level of Organization 	<ul style="list-style-type: none"> Suggestions or Improvements to Enhance Overall Experience:



<ul style="list-style-type: none"> ○ One on One Time with Management Companies ○ Good Decision Makers showed up ○ Theme (Decor and Outfits) 	<ul style="list-style-type: none"> ○ Get better food ○ From management side, they want to meet new vendors offering more innovative products ○ System where everyone has a numbered order to go to tables or more evenly distributed lines ○ Live auction bidding, not on paper
<ul style="list-style-type: none"> ● Next meeting will be to take all of the feedback we received and plan next years event 	

**South East Florida Apartment Association
2024 Committee Report**

Budget/Financials Status			
Approved total budget			
Budget Line	Approved \$	Actual \$	Notes/Comments
<i>*Please insert additional rows as needed</i>			

Meeting Schedule	
Meeting Format	Date
Conference Call	5/30/24
<i>*Please insert additional rows as needed</i>	

Jaclene Sammons

4/11/2024

Chairperson's Signature

Date Report Submitted

Instructions:

- Submit all reports to your assigned staff and board liaison



**Southeast Florida Apartment Association
2024 Committee Report**

Committee Name: Community Service Committee	
Reporting Period: Q2	
Chair: Ryan Levy	
Co-Chair: Theresa Bryant	
Staff Liaison: Diana Peters	
Board Liaison: Alicia Rice	
Reporting Period	Date
<ul style="list-style-type: none"> Appoint members, establish goals, objectives and tasks 	01/30/2024
<ul style="list-style-type: none"> First quarter committee report 	01/24/2024
<ul style="list-style-type: none"> Second quarter committee report 	04/11/2024
<ul style="list-style-type: none"> Third quarter committee report 	N/A
<ul style="list-style-type: none"> Fourth quarter committee report 	N/A

Goals/Objective Overall Description:

[insert short description here]

Goals/Objectives: Q2	
<ul style="list-style-type: none"> Percentage of completion: 	100%
<ul style="list-style-type: none"> Accomplishments: 	10 out of 15 volunteers for Camillus House. We spent the day helping at Camillus House feeding the homeless.
Goals/Objectives: Q3	
<ul style="list-style-type: none"> Percentage of completion: 	60%
<ul style="list-style-type: none"> Accomplishments: 	In July, we are going to partner up with the Trade Show Committee and do a Back-to-School Drive. The donations will be given to the Broward Education Foundation School Supply. The Chair (Ryan) had a meeting with the Store Manager (Hector) to coordinate, to get a behind the scenes of what they do for



	the community. There can be a rep at the trade show as well and any supplier who doesn't want to take anything after the show, can also be donated.
<ul style="list-style-type: none"> Challenges: 	
Goals/Objectives: 2024 Q4	
<ul style="list-style-type: none"> Percentage of completion: 	
<ul style="list-style-type: none"> Accomplishments: 	
<ul style="list-style-type: none"> Challenges: 	
Goals/Objectives: 2024 Q3 and Q4	
Percentage of completion: 0%	
<i>In the next meeting, We will be talking about working with Paw4you and Feeding South Florida for Q3 and Q4. I know there was mention of doing something with kids over the last community service event. One issue is size and background checks</i>	

**South East Florida Apartment Association
2024 Committee Report**

Budget/Financials Status			
Approved total budget		[insert total amount here]	
Budget Line	Approved \$	Actual \$	Notes/Comments
One issue we have about Volunteer events are some organizations ask for us to sponsor these events as well. Example: Feeding South Florida-groups over 25 must pay \$2500. Miami Mission-One event we had to pay \$2500 to feed the homeless. Some 501(c) Non profits would like the volunteers, however funding is important.			
Meeting Schedule			
Meeting Format		Date	
Zoom Meeting		01/30/24 @ 2:00PM	
Zoom Meeting		03/27/24 @ 10:00AM	
Zoom Meeting		04/23/24 @10:00AM	
<i>*Please insert additional rows as needed</i>			



Ryan Levy

Chairperson's Signature

_04/_11/_2024_

Date Report Submitted

Instructions:

- Reports must be submitted two (2) weeks prior to the scheduled Board Meeting
- Submitted all reports to your assigned staff and board liaison



**South East Florida Apartment Association
2024 Committee Report**

Committee Name: DEI Committee	
Reporting Period: Q2	
Chairperson: Shirley Alvarez Edmunds	
Staff Liaison: Macarena Barrueco	
Board Liaison: Jessica Romero	
Reporting Period	Date
• January	
• May	
• June	

Goals/Objective Overall Description:

[insert short description here]

Goals/Objectives: Increase members by 2 every quarter	
Percentage of completion:	
Accomplishments:	Every meeting we have had, there has been a new member. As well the members' involvement has increased.
Challenges:	Members attendance is not consistent
Goals/Objectives: Promote diversity and inclusion in SEFAA by different platforms quarterly.	
Percentage of completion:	
Accomplishments:	We have updated our inclusion calendar and will dedicate a post for this quarter.
Challenges:	We have not been able to pick a topic as we were focus on the coffee talk but will for this quarter.
Goals/Objectives: Hold an event to promote the committee while educating the members of what DEI is	
Percentage of completion:	



Accomplishments:	We found three volunteers to participate in the panel for the Coffee Talk in June. Marci French, Dana Hill, and David Daily.
Challenges:	Having funds to have a speaker as it was around \$2,000- \$3,000.
<p>Open Floor</p> <ul style="list-style-type: none"> <i>We have successfully met with our committee every month and have had new members join in on every call. We have focused on finding sponsors and speakers for the Coffee Talk in June for the time provided. We hope to have a successful event therefore, we can hold an educational event every year to promote DEI in the industry.</i> 	

Meeting Schedule	
Meeting Format	Date
In Person	Jan 2023

Shirley Alvarez Edmunds

Chairperson's Signature

Date Report Submitted



**South East Florida Apartment Association
2024 Committee Report**

Committee Name: Education and Career	
Reporting Period: Q2	
Chairperson: Alexis Garel	
Co-Chair: Marci French	
Board Liaison: Patrick Lewis	
Staff Liaison: Trish Capuano	
Reporting Period	Date
Appoint members, establish goals, objectives, and tasks	
First quarter committee report	1/24/24
Second quarter committee report	4/11/24
Third quarter committee report	
Fourth quarter committee report	

Goals/Objective Overall Description:

<p>Accomplishments:</p>	<ul style="list-style-type: none"> • The LL/Tenant Seminar was a success! We had 276 people registered with over 92% in attendance. We also surpassed our goal for income expectations; the net income came in at \$12,669.84. This event also brought in the most feedback surveys we've seen in a long time! Lots of positive notes! • The dates for the 1st CAM for 2024 have been temporarily postponed. However, we are still looking forward to offering this great course. • The Fair Housing virtual event in Spanish occurred on 4/4/24. Our Fair Housing in-person event is slated to happen on 4/18/24. We currently have 149 paid registrations. • The 2nd Coffee Talk for this year is still in discussion.
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<p>Challenges:</p>	<ul style="list-style-type: none"> • [LL/Tenant] next event we will reduce the F&B costs along with increasing the venue options. • [CAM} we are still looking to secure a venue. Additionally, we are waiting to secure the date based on when the new test will be released. • [Fair Housing] In order to secure an experienced speaker, that was available, and that would provide quality content, we had to spend over budget for the in-person session. Our goal for registrations is 240; at the present moment, we are currently under the goal. Also, Fair Housing virtual session only had 6 registrations. We may look to remove that session next year. • [Coffee Talk} no current challenges • We are looking to offer more exciting educational opportunities in the upcoming term and we are brainstorming and planning for success.
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X

Chairperson's Signature

4/11/24

Date Report Submitted



**South East Florida Apartment Association
2024 Committee Report**

Committee Name: Legislative Affairs	
Reporting Period: Q1	
Chairperson: Mike Bazley	
Co-Chair: Jackie DiStefano	
Board Liaison: Sara Cox	
Staff Liaison: Trish Capuano	
Reporting Period	Date
Appoint members, establish goals, objectives, and tasks	
First quarter committee report	1/24/24
Second quarter committee report	4/11/24
Third quarter committee report	
Fourth quarter committee report	

Goals/Objective Overall Description:

Accomplishments:	<ul style="list-style-type: none"> ▪ We hosted the third annual cornhole tournament with 119 registrations and 97 attendees. We raised \$3,747.63, which was short of our overall goal of \$5845.00. ▪ The Fishing for APAC Event is coming up on June 13th – we have 23 tickets sold out of 65 available. Sponsorships are also still available for this event. ▪ Planning a Meet the Candidates Event in Miami to introduce a local politician to the association and learn about their stance on issues.
Challenges:	<ul style="list-style-type: none"> ▪ We have had lower attendance this year than in the past. ▪ Fundraising is a bit behind schedule. We could use everyone's support to help boost the numbers for fundraising.

X

• Chairperson's Signature

Date Report Submitted



**South East Florida Apartment Association
2024 Committee Report**

Committee Name: Maintenance Council	
Reporting Period: Q2	
Chairperson: Osvaldo Ochoa	
Co-Chair: Marco Almeida	
Board Liaison: Osvaldo Ochoa	
Staff Liaison: Trish Capuano	
Reporting Period	Date
Appoint members, establish goals, objectives, and tasks	
First quarter committee report	1/24/24
Second quarter committee report	4/11/24
Third quarter committee report	
Fourth quarter committee report	

Goals/Objective Overall Description: Certified Pool & Spa Operator (CPO)

Accomplishments:	<p>Class was held on 2/20 & 2/21 at First Onsite Doral</p> <ul style="list-style-type: none"> • 17 registered, 13 attended • Projected/ Budgeted Net Profit: \$650.00 • Actual Net Profit: \$3,208.68
Challenges:	Increase enrollment in 2025

Goals/Objective Overall Description: HVAC – Maintenance Workshop

Accomplishments:	<p>Classes were held on 3/14 at Rezcor in Riviera Beach</p> <ul style="list-style-type: none"> • (English & Spanish combined) - 28 registered, 26 attended. • Projected/ Budgeted Net Profit: - \$270.00 • Actual Net Profit: \$1,528.10
Challenges:	Increase enrollment in 2025

Goals/Objective Overall Description: Maintenance Workshop – Appliance Repair

Accomplishments:	Class is set for 5/2 at Rezcor in Riviera Beach <ul style="list-style-type: none"> • 12 registered • Projected/ Budgeted Net Profit: - \$270.00
Challenges:	Maximize enrollment to full capacity

Goals/Objective Overall Description: Certified Apartment Maintenance Technician - English

Accomplishments:	CAMT is set for 6/4 thru 6/19 at Rezcor in Riviera Beach <ul style="list-style-type: none"> • 1 Registered • Projected/ Budgeted Net Profit: - \$50.00
Challenges:	Maximize enrollment to full capacity

Goals/Objective Overall Description: Maintenance Workshop - Water & Mold

Accomplishments:	Class is set for 8/6 at Belfour Property Restoration in Boynton Beach <ul style="list-style-type: none"> • 0 Registered • Projected/ Budgeted Net Profit: - \$270.00
Challenges:	Maximize enrollment to full capacity

Goals/Objective Overall Description: Certified Apartment Maintenance Technician - Spanish

Accomplishments:	CAMT is set for 9/3 thru 9/19 at Rezcor in Hialeah <ul style="list-style-type: none"> • 0 Registered • Projected/ Budgeted Net Profit: - \$50.00
Challenges:	Maximize enrollment to full capacity



Goals/Objective Overall Description: Construction Panel – Maintenance Workshop

Accomplishments:	Panelist & Location are set for 10/1 at Highmark Residential Regional office in Sunrise <ul style="list-style-type: none"> • 0 Registered • Projected/ Budgeted Net Profit: - \$270.00
Challenges:	<ul style="list-style-type: none"> • Pending final approval on presentation materials • Maximize enrollment to full capacity.

X

Chairperson's Signature

Date Report Submitted



**South East Florida Apartment Association
2024 Committee Report**

Committee Name: Management Executive Forum	
Reporting Period: Q1	
Chairperson: Jermaine Weathersby	
Staff Liaison: Diana Peters	
Board Liaison: Deborah Coleman	
Reporting Period	Date
<ul style="list-style-type: none"> Appoint members, establish goals, objectives and tasks 	01/11/24
<ul style="list-style-type: none"> First quarter committee report 	01/16/24
<ul style="list-style-type: none"> Second quarter committee report 	04/11/24
<ul style="list-style-type: none"> Third quarter committee report 	00/00/00
<ul style="list-style-type: none"> Fourth quarter committee report 	00/00/00

Goals/Objective Overall Description:

Maintain Sponsorships and Follow up with Rostered Guests, Venue Chosen

Goals/Objectives: Choose Venue	
<ul style="list-style-type: none"> Percentage of completion: 	100%
<ul style="list-style-type: none"> Accomplishments: 	Chosen in 2023, Thursday, September 5, 2024. We will start planning 2025 Venue, speaker, Location
<ul style="list-style-type: none"> Challenges: 	NA
Goals/Objectives: Follow up with Rostered Guests	
<ul style="list-style-type: none"> Percentage of completion: 	25%
<ul style="list-style-type: none"> Accomplishments: 	We have discussed how we would like to select the invitees and using a tier invite schedule to assure that we can meet the venue's capacity limits.



<ul style="list-style-type: none"> Challenges: 	Including as many management companies as we can, given the capacity limits of the venue.
Goals/Objectives: Maintain Sponsorships	
<ul style="list-style-type: none"> Percentage of completion: 	83%
<ul style="list-style-type: none"> Accomplishments: 	Platinum (2) sold, Gold 4 of 8 sold
<ul style="list-style-type: none"> Challenges: 	
<i>*Please insert additional goals/objective table as needed</i>	

**South East Florida Apartment Association
2024 Committee Report**

Budget/Financials Status			
Approved total budget		Goal: \$7450 – Sold: \$6200	
Budget Line	Approved \$	Actual \$	Notes/Comments
Sponsorships sold	\$6200	\$6200	in sponsorships sold
Sponsorships open	\$1250	\$1250	in sponsorships available
NA	NA	NA	NA
<i>*Please insert additional rows as needed</i>			

Meeting Schedule	
Meeting Format we have been meeting on Zoom	Date – monthly
In-Person Meeting	TBD
Conference Call	
<i>*Please insert additional rows as needed</i>	

Jermaine Weathersby

Chairperson's Signature

Instructions:

01 / 16 / 24
Date Report Submitted



- Reports must be submitted two (2) weeks prior to the scheduled Board Meeting
- Submitted all reports to your assigned staff and board liaison



**South East Florida Apartment Association
2024 Committee Report**

Committee Name: Suppliers Success	
Reporting Period: Q2	
Chairperson: Lisa Wade	
Co-Chair: Matt B	
Board Liaison:	
Staff Liaison:	
Reporting Period	Date
Appoint members, establish goals, objectives, and tasks	
First quarter committee report	01/24/24
Second quarter committee report	04/11/24
Third quarter committee report	
Fourth quarter committee report	

Goals/Objective Overall Description:

Accomplishments:	Confirmed Mgmt Companies for In person event
Challenges:	

X

Chairperson's Signature

4/16/23 _____
Date Report Submitted



Southeast Florida Apartment Association 2024 Committee Report

Table with committee details: Committee Name: Young Professionals, Reporting Period: Q1, Chairperson: Coco Mandle, Co-Chair: Channel Bauzo, Board Liaison: Ashley McIntosh, Staff Liaison: [blank]. Includes a sub-table for reporting periods and dates.

Goals/Objective Overall Description:

Table with two rows: Accomplishments (listing 6 items like 8 new members, Mixer event, Mentorship Program) and Challenges (listing 2 items like Member engagement, Participation on meetings).

Handwritten signature of X C. Bauzo, Chairperson's Signature

Handwritten date 4/11/2024, Date Report Submitted