



**Florida Association**

**of Counties Trust**

November 20, 2008

To: County Board Chairs of  
FACT Member Counties

Re: FACT Annual Member Meeting

Greetings,

As the 2007/2008 Chair of the FACT Board of Trustees, I want to thank you and your County for participating in the FACT program this past year and also to invite you or your designated representative to the Annual Member Meeting in Tallahassee at 8:00 a.m. on Friday, December 5, 2008, to receive a first-hand report of FACT's operations this past year.

Each Member County in attendance will also have the opportunity to participate in the election of two Member Trustees to fill two-year terms 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.

The formal "Notice of 2008 Annual Member Meeting" is enclosed with this letter. We hope that you or a representative of your County will be able to attend.

So that we may adequately plan for accommodations and breakfast arrangements, we ask that you let us know by Wednesday, November 26, 2008, if you or a representative will be attending. If the attendee has any special physical or dietary restrictions, please also let us know and we will try to accommodate their needs. Please contact:

**Mr. Ken Moneghan, FACT Risk Services Corporation, 36181 East Lake Road – Box 132, Palm Harbor, FL 34685. (Office Phone 727 786-8735 or Cell Phone 727 403-1001)**

Best wishes,

FLORIDA ASSOCIATION OF COUNTIES TRUST

By: Gordon Goodin  
FACT Chair

GG/tmv

Enclosures

**RECEIVED**

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**MANAGEMENT SERVICES**

**CHAIR**  
Mr. Gordon Goodin  
Santa Rosa County Commissioner  
6495 Caroline, Suite M  
Milton, FL 32570-4592

**VICE-CHAIR**  
Mr. Alex Robinson  
Baker County Commissioner  
55 North Third Street  
Macclenny, FL 32063

# FLORIDA ASSOCIATION OF COUNTIES TRUST (FACT)

## Notice of 2008 FACT Annual Member Meeting

and

### Designation of a Representative to cast your County's vote for a FACT Member Trustee

The Board of Trustees of the Florida Association of Counties Trust ("FACT") hereby invites representatives of all FACT Member Counties to attend the 2008 Annual Member Meeting. This Annual Member Meeting, as provided for in the Agreement and Declaration of Trust, will be for the purposes of:

- Holding an election for one (or more) "Member Trustees" of FACT (two year term), and
- Reviewing the current financial condition, including the claims experience, of the FACT program.

The FACT Board will also:

- Discuss goals and accomplishments of the FACT program during the 2007/08 coverage period, and
- Receive direct input from Members on issues relating to the program.

#### Details of the meeting are as follows:

Date: Friday, December 5, 2008

Place: Staybridge Suites, 1600 Summit Lake Drive, Tallahassee. – A block of rooms, under the name "FACT" are available at reduced rates.

Time: 8:00 AM (Meeting and a complementary buffet breakfast will be held concurrently)

Attendees: Officials or employees representing FACT Member Counties.

**Please note:** 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.

**Note:** The individual designated by the County should bring the following executed designation to the Annual Members' Meeting of FACT.

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

#### Designation of voting representative to the 2008 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 2008 FACT Annual Member Meeting with full authority to nominate individuals to serve as an elected Member Trustee of the FACT Trust and to cast this County's vote in the election of such FACT Member Trustee at the December 5, 2008 Members Meeting.

\_\_\_\_\_  
Designee's Name

\_\_\_\_\_  
Designee's Office or Position

**Certification:** I certify that I am the Chair of the County Board of the 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 of Chair of County Board

**Florida Association of Counties Trust (FACT)**  
**19<sup>th</sup> Annual Members Meeting - December 5, 2008**  
**8:00 AM – Staybridge Suites, 1600 Summit Lake Drive, Tallahassee, FL**

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**A buffet style breakfast will be available at 7:30 AM in the hotel. The Members Meeting will begin at 8:00 AM or as soon as attendees have been through the buffet.**

1. **Call to Order** (*by Gordon Goodin, Chair of FACT Board of Trustees*)
2. **Record Meeting Attendance** (*Verbal Roll Call and/or pass attendance record for all present to sign & identify their County affiliation*)
3. **Introduction of the FACT Board of Trustees** (*Self Introduction*)
4. **Welcome from Board of Trustees** (*Chair*)
5. **Recap of 2007/08 Operations** (*Chair & Service Company*)
6. **Presentation of FACT 2007/08 Financial Data.** (*FACT Audit Committee Chair & Service Company*) *Note: Ernst & Young, LLP will present the annual audit report in the Board of Trustees Meeting which begins at 8:30 AM.*
7. **Open the Floor to Discussion of Member Topics.** (The Board welcomes discussion of *general* questions in open session. Staff & Trustees will be available to answer *member specific* questions after the formal meeting).
8. **Election of Member Trustees** – The terms for Member Trustee position #8 currently held by Ms. Ruth Attaway (Calhoun County) is expiring. Member Trustee positions have two year terms.
  - a. **Collect "Designated Representative" forms** - (These forms were previously provided to each County Board Chair.)
  - b. **Open Nominations** - (Please give the Name, Title & County affiliation of each nominee - Background information if desired.)
  - c. **Cast Ballots** - (Each "Designated Representative" will be given one ballot. Voting will be one vote per Member. Votes will not be weighted. A majority of the votes cast will decide the winner. Vote may be oral or written at decision of Chair.) In case of a tie, there will be a caucus and another vote.

Note: The successful candidate will assume his/her position at the FACT Board of Trustees Annual Meeting which will immediately follow the adjournment of this Annual Members Meeting.
9. **Adjourn**

**The FACT Annual Board of Trustees Meeting is scheduled to convene immediately following the conclusion of the Members Meeting.**