



Florida Sunshine Chapter

Meeting Date:
November 14, 2007

Meeting Minutes Compiled by:
Joan C. Ford, Secretary

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Date & Time of Meeting

**November 14, 2007
4:00 to 5:00 PM EST**

Attendees

A total of seven individuals attended our November Board meeting; they were:

*Chuck Keller
Sherry Bowles
Rich Worsham
Joan Ford*

*Can Vandivier
Jack Hales
Connie Sanford*

Location

Virtual via Webinar

Call to Order (Chuck)

Chuck Keller, Chapter Chair, called the meeting to order and welcomed the Board members to our Board meeting.

Ratification of Chapter By-laws (Chuck)

Modify to indicate if there is more than one nominee for a position, we will send a slate out to the current affiliated membership; give them about a month to vote; and announce the winners in December.

For single candidate positions, by default, they are nominated and elected.

Rather than Board electing officers and a yea/nea vote at Dec. meeting to confirm ... we would restructure by-laws to make the process more democratic. The Chapter Co-Chair will be responsible for coordinating this and the entire election.

We'll send out notice to general membership and have them respond with their vote.

Jack will work on revision to the by-laws.

➔ Motion was passed.

Chapter Officers Election (Chuck)

The list of officer nominations was reviewed.

We still have a Programs Chair vacancy. However, the Chapter Co-Chair can direct the programs for each meeting.

Rich Worsham graciously accepted nomination of Acting Programs Chair; he will also retain title of Chapter Co-Chair. We will continue to try to retain a permanent Programs Chair.

All positions are filled.

Membership Drive (Connie)

Focus: Affiliate as many FL APMP members as possible.

Suggestions: Arrange local gatherings such as lunch and learns, happy hours, etc.

Need to identify companies whose membership is paid for by company.

Connie will look at members who attended the October meeting to help identify non-members.

May send out hand-written notes to spark interest.

Something to sweeten pot? Shipley training donation, such as their proposal guide. Award to a new affiliate.

Suggest members bring a guest to upcoming mtgs.

Do we have budget for gift cards? Most likely we will after new year. Chuck asked all of us to consider what we could do to attract recruits, including:

- Unaffiliated APMP members*
- Renewing members*
- Companies we think may have proposal staff*

Create certificate for charter members with logo; send via email.

Web Site Development (Cal)

Approval to pay Bill Andre \$500 to develop (\$400 for development + \$100 maintenance for year). He will create template for site and populate for year. Cal highly recommends Bill for this role. Fee structure would be to give Bill a \$250 down payment and the remainder upon completion.

Monthly hosting (server fee) has been taken care of through Vandiver and Associates.

2008 Budget (Sherri)

Have \$500 starter fee from APMP which has been deposited at SunTrust. We are also getting a \$50 rebate from SunTrust for establishing a new account.

Will get new member rebates from APMP in 1Q08 -- \$15 per new member who attends at least one chapter meeting (52 affiliated members currently).

Potential expenditures:

- Mailing fees*
- Certificates*
- Web design fee*
- Giveaways for meetings*
- Expenses associated with 'physical' meeting in late 2008*

Motion approved for Bill Andre to be our Chapter's Webmaster. Note: Chuck Keller abstained from vote.



2008 General Membership Mtg. Schedule

General Membership Meetings:

December 2007; March 2008; June 2008; and September 2008

Board Meetings:

2008 board meetings will be held one month before each membership meeting.

Next Meeting:

Thursday, December 6 at 4 PM EST

Upcoming Meetings

General Membership Meetings:

December 2007; March 2008; June 2008; and September 2008

Board Meetings

2008 board meetings will precede each general membership meeting by one month (i.e., February, May, and August).

Closing

Chuck will work with Sherri, Jack, and Cal re: membership, by-laws, and Web site.

*Chuck asked if we want a rerun of his program from SPAC: **The Exorcist: Exorcise Your Proposal Demons**. Chuck will present at our December meeting.*

Chuck asked Cal to have Bill set up our new Web site up before the December meeting.

Meeting adjourned at 4:55 PM EST.