



Florida Sunshine Chapter

Meeting Date:
November 19, 2008

Board Meeting Minutes Compiled by:
Joan C. Ford, Secretary



Contents

| | |
|---|---|
| Date & Time of Meeting | 1 |
| Attendees | 1 |
| Location | 1 |
| 2009 Slate of Officers..... | 1 |
| Proposed Officer Job Descriptions..... | 1 |
| Potential Speaker for March 2009 Meeting..... | 2 |
| 12 th Annual SPAC Debrief | 2 |
| Treasury Report | 3 |
| 2009 Initiatives..... | 3 |
| Upcoming Meetings | 3 |
| Closing | 3 |



Date & Time of Meeting

November 19, 2008
4:00 to 4:57 PM ET

Attendees

A total of seven individuals attended the November Board meeting:

*Bergweiler, Martha
Bowles, Sherry
Ford, Joan
Hales, Jack
Keller, Chuck
Smilnak, Mike
Stourac, Amy*

Note: *Cal Vandivier and Kari Lawrence were not in attendance.*

Location

Virtual via audio conference

2009 Slate of Officers

Jack Hales reviewed the 2009 election slate. All candidates ran unopposed; therefore all were elected.

*Chapter Chair – Chuck Keller
Chapter Co-chair – Jack Hales
Treasurer – Sherry Bowles
Membership Chair – Mike Smilnak
Assistant Membership Chair – Martha Bergweiler
Programs Chair – Amy Stourac
Publicity Chair – Kari Lawrence
Secretary – Joan Ford*

Note: Martha Bergweiler's position is an appointed (not elected) position.

Chuck Keller encouraged officers to attend all chapter and board meetings, and to follow through on all assignments in a timely manner.

Proposed Officer Job Descriptions

Chuck will take the lead to update our existing job descriptions and distribute to all officers for discussion and review in February (at our next board mtg).

Chuck quickly ran through the major focus of each position.

*The **Treasurer (Sherry Bowles)** will be the focal point for submission of a quarterly report (replaces former annual report).*

***Secretary (Joan Ford)** – Chuck asked officers to review minutes as quickly as possible and provide feedback to Joan. Chapter meeting minutes are posted on our web site.*



Programs (Amy Stourac) will focus on identifying topics for 2009 chapter meetings.

Publicity (Kari Lawrence) responsibilities include putting announcements on our web site and writing articles for "The Perspective".

Membership (Mike Smilnak) involves retaining existing members and acquiring new members; will do more membership drives in 2009. Mike will receive support from Jack Hales. Mike wants to track metrics of membership in 2009 (i.e., number of members by county and those outside of FL). Chuck will share his monthly spreadsheet (from Barry Fields) and get Mike, Martha, and Jack added to Barry's monthly distro.

Note: Our priority is Florida members, but we do reach out to APMP members in nearby states who do not have an active chapter (i.e., Tennessee, Alabama, Mississippi, Kentucky, and Louisiana).

Affiliation: Chuck clarified that APMP members can only affiliate with one chapter.

Chapter email address: None currently. Chuck will discuss w/ Bill Andre, our web master.

Website updates: Kari will work with Bill Andre to update our web site with the new list of officers.

Officer time frame: January – December

Potential Speaker for March 2009 Meeting

Chuck recommended Verna Hankins who did an excellent presentation at a previous SPAC. Topic: writing and editing.

12th Annual SPAC Debrief

The Southern Proposal Accents Conference (SPAC) took place on November 7, 2008. We sponsored SPAC along with the GA and Carolina APMP chapters.

Jack Hales will write an article for "The Perspective".

Our support centered around publicity, Jack's writing support, large FL contingent, registration check-in support, and Chuck's speaking engagement.

We can do more in 2009. As officers, we should all support SPAC in some way.

We will receive some monies (TBD) from profits of SPAC as a co-sponsor.

Approximately 150 people registered. Expect SPAC to be held in Atlanta in 2009.

Results of the pre-conference accreditation training and exams: APMP accredited 14 individuals.

Treasury Report

Sherry Bowles reported that we received a rebate of \$555 from APMP based on our membership of 74 individuals.

Our current bank balance is \$1,715. There is an outstanding check of \$500 that went to our webmaster, Bill Andre. When Bill's check is cashed, our balance will be \$1,215.

The officers voted and agreed to retain Bill Andre as our webmaster in 2009. After the board meeting, Bill agreed to serve as the chapter webmaster during 2009 for \$250, and that fee was approved by the board.

Note: We will also continue to use the conference call capabilities through Cal Vandivier for meetings through 2009.

2009 Initiatives

Potential initiatives for discussion at our February board meeting:

- *Membership drive*
- *SPAC support*
- *Quality programs*
- *Benefits of APMP accreditation*

Upcoming Meetings

General Membership Meetings

December 10 will mark our final general membership meeting of the year. Amy Stourac will contact the speaker, Monica Primo, and conduct a dry run.

Topic: Tips for writing effective emails, prioritizing tasks, and running effective meetings.

Board Meetings

*Our next board meeting will be held in **February 2009**; date TBD.*

Closing

Chuck congratulated old and new officers. We'll meet up again at our December 10 chapter meeting.