



Florida Sunshine Chapter

Meeting Date:
January 14, 2009

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



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Date & Time of Meeting

**January 14, 2009
4:00 to 4:49 PM ET**

Attendees

A total of six individuals attended the January Board meeting:

**Bergweiler, Martha – Assistant Membership Chair
Bowles, Sherry – Treasurer
Ford, Joan – Secretary
Hales, Jack – Chapter Co-Chair
Keller, Chuck – Chapter Chair
Stourac, Amy – Programs Chair**

Note: Mike Smilnak (Membership Chair), Kari Lawrence (Publicity Chair), and Terry Clayton (SPAC Director) were not in attendance.

Chuck welcomed all new and returning officers.

Location

Virtual via audio conference

Treasury Report

Sherry Bowles reported that we started the year with a balance of \$1,160. A payment of \$750 was made to Bill Andre, our Webmaster, for his services in 2008 (setup of chapter website) and continued maintenance of site in 2009.

We received a membership rebate of \$550 from APMP in 4Q 2009.

Our chapter's current balance is \$965.

Foundation Level Accreditation Event

Chuck Keller has pursued several approved training organizations (ATOs) to host a foundation level accreditation training and exam day for area APMP member (including FL Chapter members) and the general public.

Two vendors have expressed interest: StrategicProposals, LLC and Shipley Associates. The POC at StrategicProposals, LLC is B.J. Lownie; the POC at Shipley Associates is Ed Alexander.

To avoid a potential conflict of interest, Chuck has transferred the lead on this project to Jack Hales.

Vision: A full day preparation and exam conducted by ATO; to be held at a hotel in the Orlando area; April time frame.

Estimated fee: Approx. \$900 for both training and exam.

Next step: Jack will coordinate a formal solicitation for receipt of proposals. Our chapter will publicize and the ATO will do the rest. Expect to select a vendor by January 30.

Nomination for APMP Awards

Chuck Keller proposed nominating the FL Chapter for two awards: membership and programs.

Membership award: We have experienced a huge increase in membership since our inception in 2007. We started the chapter in August 2007 with 38 charter members. By the end of 2007 we had grown to 49 members. We increased our membership in 2008 to 81 members.

Programs award: We have hosted very strong virtual programs with excellent attendance. Despite being a brand new, virtual chapter, our quality programs and attendance are noteworthy.

Both nominations must be submitted by February 28.

Membership Tactic

To further drive membership, we are considering a plan to divide the state into three regions and assign a recruiting coordinator to each region.

Martha Bergweiler will review a proposal that Mike Smilnak has drafted and begin dialog with him.

Chuck Keller requested board members to send email addresses and locations of three individuals in the proposal industry who are not affiliated with APMP. Board members should forward these names to Martha Bergweiler, Mike Smilnak, and Chuck Keller.

March Program

For our March 18 meeting, Verna Hankins, a technical editor at Lockheed, will speak about writing and editing.

Chuck Keller will offer a free registration for a 2-day workshop he has scheduled for Biloxi, MS, as a door prize.

Our goal this year is to plan programs at least one meeting in advance. Officers are directed to pass their suggestions for meeting topics and door prizes to Amy Stourac.

SPAC Representation

Terry Clayton will be our 2009 SPAC representative (also known as our SPAC director). This is a non-voting member position.

Chuck Keller strongly encouraged more board member representation before and at SPAC in 2009. Officers are encouraged to support conference planning, attendance, conference hosting, etc. A lot of up-front coordination is needed.

Jack Hale's article about the 2008 SPAC will appear in the next issue of "The Perspective".



The 13th annual SPAC is slated for October in Atlanta. Our chapter hopes to host SPAC in FL in the next few years.

Officer Job Descriptions

Chuck Keller asked officers to review his changes to officer job descriptions and contact him with any feedback within the next week.

Website & Publicity

Our Publicity Chair, Kari Lawrence, will ensure our website stays up-to-date. She will also work on a feedback vehicle for future chapter meetings.

Upcoming Meetings

General Membership Meetings

1st Chapter Mtg of 2009: Our first chapter meeting will be held on March 18.

2nd Chapter Mtg of 2009: Our second chapter meeting will be held on May 13.

Board Meetings

Our next board meeting will be held in April; date TBD.

Closing

2010 APMP: The 2010 international APMP conference will be held in Florida at Disney's Swan Hotel.

Future SPAC: Our chapter should consider acting as host to SPAC in Florida sometime in the future, once we have proven our longevity and have gained more experience in supporting SPAC.