



Florida Sunshine Chapter

Meeting Date:
April 21, 2009

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



Contents

Date & Time of Meeting	1
Attendees	1
Location	1
Treasury Report	1
Chapter Funds Expenditures	2
Technology Changes	2
Foundation Level Accreditation Event	3
National APMP Conference in June	3
Publicity	3
SPAC Representation	3
September Meeting	4
Job Descriptions	4
Membership	4
Upcoming Meetings	4



Date & Time of Meeting

**April 21, 2009
4:00 to 5:05 PM ET**

Attendees

A total of eight individuals attended the April Board meeting:

**Andre, Bill – Webmaster
Bergweiler, Martha – Assistant Membership Chair
Bowles, Sherry – Treasurer
Clayton, Terry – SPAC Director
Ford, Joan – Secretary
Keller, Chuck – Chapter Chair
Smilnak, Mike – Membership Chair
Stourac, Amy – Programs Chair**

Note: Jack Hales, Chapter Co-Chair was not in attendance.

Location

Teleconference.

Treasury Report

Sherry reported that we started the year with a balance of \$965.

- We received a membership rebate of \$607.50 for 81 members from APMP in 4Q 2008.**
- We received \$2,112 for our participation in the 2008 SPAC meeting.**
- We received a rebate for 1Q 2009 for 93 members in the amount of \$697.50.**

We have had one expense YTD: \$750 payment to our webmaster.

The current balance of the chapter's treasury is \$4,882.

Chapter Funds Expenditures

Chuck suggested that we create a budget based on two initiatives: 1) service to members and 2) recruiting.

We could consider initiating a scholarship/grant program to provide funding for accreditation fees and for regional and national APMP conference registrations.

We brainstormed potential criteria for scholarship/grant eligibility (e.g., attendance at chapter meetings, recruitment, and chapter membership). In terms of timing, we discussed making these awards on an annual or semi-annual basis.

Amy, Mike, and Sherry will develop ideas for implementing the scholarship/grant program.

After our May meeting, we will pay for door prizes given away at our general membership meetings (vs. receiving donated prizes). We will provide a free SPAC registration for our September meeting door prize.

We also discussed paying the registration of annual APMP conference registrations in future years (i.e., in addition to the Chapter Chair's already paid registration).

Joan will create the concept and criteria for a conference registration program to be available to officers.

Technology Changes

Bill, our webmaster, will lead an effort to improve and enhance our chapter's website. Officers were asked to send their suggestions to Bill.

Ideas:

- *Add links to our site.*
- *Transition the web hosting service from our current host (funded by Cal Vandivier) to one that might provide a webinar service.*
- *Send email announcements through a website that maintains mailing lists (e.g., icontact.com and constantcontact.com); services typically cost about \$20-25 monthly.*

Consider subscribing/paying for a new webinar service instead of using the webinar service provided by TYBRIN; and consider subscribing/paying for a teleconference service vs. using one provided by Cal Vandivier.

Martha and Mike will research webinar services and obtain a list of conference call services / vendors. Bill will develop a summary of website suggestions for the Board to review.

Foundation Level Accreditation Event

Sherry's' firm (TYBRIN) experienced budget costs which affected her staff's in-person participation in the Shipley accreditation event (i.e., Foundation Level Accreditation). Sherry investigated the possibility of virtual training and managed to overcome all technology issues and obtained buy-in from the Shipley facilitator. This will enable the five TYBRIN participants to attend virtually – an alternative that eliminates travel and hotel fees.

Virtual participants will only attend training for a \$360 fee. The exam will not be offered; they will be able to take the exam online later.

We have 10 registrations to date. Even though a minimum of 12 participants was needed, Shipley agreed to proceed if the final number is 10.

The POC at Shipley Associates is Ed Alexander.

National APMP Conference in June

About five board members are planning to attend the APMP conference in Arizona.

Publicity

Chuck has been filling in as the Publicity Chair, replacing Kari Lawrence. Kari recently resigned from the position. We have had no one step forward to assume this position.

SPAC Representation

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

SPAC Date & Location: *Friday, Oct 30 at Cobb Galleria in Atlanta, GA*

SPAC Theme: *Little Shop of Proposal Horrors*

Preliminary planning meetings have not yet begun. Chuck asked Terry to be on the lookout for activities our chapter can support this year; let's be aggressive in terms of our support.

Chuck 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 upfront coordination is needed.

Jack's article of the 2008 SPAC write-up was in the last issue of The Perspective.



September Meeting

Amy will take the lead on lining up a speaker and scheduling the September meeting.

Job Descriptions

Chuck will review previously received comments and will distribute a new draft of officer job descriptions. The Board will review to check for scope and accuracy.

Membership

The Florida Sunshine Chapter has 93 members. Mike has been sending email addresses of potential members to Chuck.

Chuck sent emails to those who attended our March chapter meeting encouraging them to join APMP and affiliate with the FL Chapter.

In the future, we will target 1st time attendees or non-members at our meetings; then we will distribute post-meeting emails from the chapter to show personal interest.

Upcoming Meetings

General Membership Meetings

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

3rd Chapter Meeting of 2009: Our third chapter meeting will be held on September 23.

Board Meetings

Our next board meeting will be held in August; date TBD. The primary issue at that board meeting will be more discussion of how to spend chapter money and how to support SPAC.