



Florida Sunshine Chapter

Meeting Date:
November 11, 2009

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



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Date & Time of Meeting

**November 11, 2009
4:00 to 5:22 PM ET**

Attendees

A total of seven individuals attended the November Board meeting:

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

Location

Teleconference.

Membership Report

Mike Smilnak reported that our current membership is 102.

In an effort to further boost our membership numbers, Mike is working on a brochure which he will forward to officers within next two to three weeks; possibly leave at conferences such as the Air Force conference he recently attended. He recommended creating the brochure in two versions: color and black/white.

Chuck Keller receives a monthly spreadsheet that identifies:

- Current members**
- Expired members**
- Unaffiliated members**

The membership report is distributed to the FL APMP chapter for affiliation purposes. Chuck receives a monthly spreadsheet listing current members, expired members, and non-affiliated members.

Chuck predicts our membership has probably plateaued, now that we're over 100, although it's conceivable we could still secure new members from neighboring states.

Treasury Report

Sherry Bowles provided a quarterly treasury report; highlights below:

- *Balance at end of September was \$5,609.50.*
- *In October, we incurred two expenses:*
 - *Paid \$2,500 to the APMP in support of 2010 International Conference*
 - *Paid \$150 to door prize winner Heather Miller to cover her SPAC registration fee*
- *We were awarded \$765 in rebate monies based on 102 members*
- *Current balance (as of November 11) is 3,724.50*

SPAC Overview

Chuck reported that 115 SPAC proposal professionals attended SPAC (representing a decrease from 2008 attendance).

The FL chapter provided excellent conference planning support to SPAC:

- *Jack Hales served as special events coordinator (graphics and foundation level trg day before – 30 attendees).*
- *Amy Stourac acted as photographer and the door prize point of contact. Amy will follow up with webmaster Bill Andre re: downloading photos for inclusion in our web site.*
- *Terry Clayton coordinated feedback survey and will head up analysis/lessons learned.*

Among the observations of Board members able to attend SPAC was that the conference exhibited a very good mix of topics; however, there were not a high number of FL attendees.

All conference presentations will be posted on the SPAC website.

Note: The 2010 SPAC will most likely will be held in Atlanta.

Programs Report

December 2009

December 2 Program

Membership Appreciation and annual end-of-year event. Presentation: "It's OK to Have a Career in Proposals"

2010 Officers

Jack Hales will announce the 2010 officers.

Door Prizes

Membership Renewal Fee and New Member Registration Fees paid. Total expense to chapter will be \$250.

2008 Salary Survey Award

The survey is valued at \$249. Chuck will seek approval to share a PDF of salary survey at no cost to our chapter.

Board Meeting Addendum

The following arrangement was approved as an addendum to the November board minutes.

David Winton, APMP Executive Director, agreed to sell our chapter an annual APMP conference registration for \$500. We would then award the discounted registration as a door prize with the stipulation that the winner would pay us \$250 for the registration fee. Technically it wouldn't be a free registration but would still be quite a cost-effective opportunity for the winner, who would only pay \$250 for a registration that would normally cost in the \$740-880 range (a discount of about 70%).

March 2010

1st 2010 Chapter Meeting

Tentatively scheduled for March 10. Amy discussed two topic ideas, both of which were presented at SPAC.

The first topic is a hide and seek exercise relative to proposal and presentation websites with Wendy Hersh. The second topic is how to avoid kickoff meeting nightmares with Robin Davis.

Amy will contact Wendy Hersh as our first choice and Robin Davis as a backup presenter.

Election of 2010 Chapter Officers

Jack Hales announced the following 2010 chapter officers, noting there were no contested positions:

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

Jack recommended that we pursue an assistant for each officer role. Jack will announce new officers at the December general chapter meeting.



The 2010 focus will be on areas such as membership, publicity, programs, and working with the appointed SPAC representative, and working with the liaison representative for the 2010 International APMP Conference.

Publicity & Promotions

Chuck will provide an article for the next issue of "The Perspective".

Look for new member information on our website.

Chuck will distribute the information sheet he created for use at the recent SPAC to Joan and Mike.

Upcoming Meetings

General Membership Meetings

4th and Final Chapter Meeting of 2009: December 2.

2010 Board Meetings

Our first board meeting of the New Year will be held in January; date TBD. We will use the meeting as an opportunity to discuss job responsibilities – especially important for officer assistants, the appointed positions.