



Florida Sunshine Chapter

Meeting Date:
January 26, 2010

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



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Date & Time of Meeting

**January 26, 2010
4:00 to 5:10 PM ET**

Attendees

A total of six individuals attended the January Board meeting:

**Bowles, Sherry – Chapter Co-Chair
Ford, Joan – Secretary
Hales, Jack – Chapter Chair
Keller, Chuck – Publicity/Promotions Chair
Smilnak, Mike – Membership Chair**

Note: Martha Bergweiler (Treasurer) and Amy Stourac (Programs Chair) were not in attendance.

Jack Hales welcomed all officers to the first board meeting of 2010.

Location

Virtual via audio conference

Officer Assistant Roles

Jack Hales is continuing to work on identifying assistants to the chairs. He will provide an update to the officers via email soon. His focus will be on lining up assistants for the membership, programs, treasurer, and secretary positions.

Treasury Report

Sherry Bowles advised we have not yet received a SPAC participation check for the 2009 conference.

On Martha Bergweiler's behalf, Jack reported that our chapter's current balance is \$4,358.69.

We received a membership rebate of \$712.50 from APMP based on 95 members.

A payment of \$500 was made to Bill Andre, our Webmaster, for his 2010 support of our website.

2010 APMP International Conference

Chuck Keller indicated our chapter's support will be multi-faceted:

- 1. Provide financial support and publicize the conference.**
- 2. Make a concerted effort to get folks to volunteer (especially those in Orlando area). Chuck estimates our chapter has 30-40 individuals within a 100 mile radius of Orlando.**
- 3. Encourage people to attend.**
- 4. Offer a steeply discounted registration fee (estimated to be 65%) as a door prize at the chapter's general membership meeting in March.**

Additionally, Chuck offered to talk with Executive Director, David Winton, about volunteer duties for the conference.

2010 Foundation Level APMP Accreditation Event

Similar to 2009, our chapter is considering hosting a Foundation Level accreditation training and exam day for area APMP members (including FL Chapter members) and the general public.

We may seek an approved training organization (ATO) to provide the service to in-person and virtual participants as a 'live & virtual' training event.

In 2009, because the TYBRIN budget was cut at the last minute, TYBRIN staff who had registered for the event were unable to travel and attend the training in person. Sherry Bowles coordinated a virtual training opportunity with the instructor, who was open to training a mix of in-person and virtual attendees. This enabled the TYBRIN team to attend training virtually, after which they took the exam online.

Minimum: 12-15 attendees. Consider offering a discount for FL Chapter members.

Vision: Consider again hosting the event in Orlando for Foundation Level accreditation in the April or August/September time frames.

Next steps: Chuck will distribute an announcement to ascertain interest, post information on our website, and identify a project lead who can reach out to potential ATOs who could conduct the training in April or August/September. We will most likely pursue a date in August.

Project lead: Sherry Bowles volunteered to take the lead. Need to decide if we will submit proposal to all ATOs or go with the vendor (Shipley) we used last year. Chuck will provide Sherry with a list of U.S.-based ATOs and POCs; Jack will provide Sherry with last year's SOW and proposal evaluation worksheet.

Note: Shipley will be conducting the Foundation workshop and exam as a pre-conference event for this year's APMP conference in Orlando.

Nomination for 2010 APMP Awards

Chuck proposed nominating the FL Chapter for one award at this year's conference: programs.

Chuck will update our programs nomination form from 2009 and circulate the draft nomination to the officers for review. He will highlight our 2009 accreditation training and exam in Orlando and large attendance at all general chapter meetings.

Nominations must be submitted by February 28, 2010.

Membership Report

To further drive membership, Mike Smilnak will send introductory emails about our chapter to persons attending a recent Small Business for Veterans conference in Tampa, FL. Mike retained the names of those he spoke with about joining our chapter. He will send Chuck the email addresses of potential chapter candidates within our geographic reach.

2010 SPAC Planning and Representation

The 14th annual SPAC is scheduled for October 29 at Atlanta's Galleria and is expected to be a one-day meeting preceded by special training or accreditation training. Monthly planning meetings are underway.

We are seeking our 2010 SPAC representative (also known as our SPAC director). This is a non-voting member position and can be an officer or non-officer role.

Chuck strongly encouraged more board member representation before and at SPAC in 2010. Officers are encouraged to support conference planning, attendance, conference hosting, etc. Extensive up-front coordination is needed.

Officer Job Descriptions

Chuck 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, Chuck Keller, will ensure our website stays up-to-date. He will also post an informational email to the membership announcing the March general membership meeting.

2010 General Membership Meeting Schedule

1st General Membership Meeting

Date: March 10, 2010

Program: Hide & Seek – Keeping Proposal Monsters at Bay, by Wendy Hersh

Door prize: Extremely discounted registration to this year's annual APMP conference in Orlando, FL

2nd General Membership Meeting

Date: May 5, 2010 (May 12 backup date)

Program: Pending

Board Meetings

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

Closing

2010 Annual APMP Conference: The 21st Annual APMP International Conference & Exhibits will be held in Florida at Disney's Swan Hotel from June 1-4, 2010.

Future SPAC: Our chapter should consider serving as host to SPAC in Florida, after we have proven our longevity and gained experience in supporting the conference.

Today's board meeting adjourned at 5:10 PM ET.