



Florida Sunshine Chapter

Meeting Date:
January 11, 2013

Board Meeting Minutes Compiled by:
Meghann Lewis, Secretary



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1. Date and Time of Meeting

Date: January 11, 2013

Time: 12:00 to 1:00 PM EST

2. Attendees and Welcome

The following individuals attended the January Board meeting:

Name	Title	Yes/No
Armstrong, Megan	Programs Chair	Yes
Bergweiler, Martha	Treasurer	Yes
Bowles, Sherry	Membership Chair	Yes
Hartman, Dan	Asst. Membership Chair	Yes
LeBlanc, Bryan	Publicity/Promotions Chair	Yes
Lewis, Meghann	Secretary & Asst. Publicity/Program Chair	Yes
Mosier, Jennifer	Asst. Publicity/Promotions Chair	Yes
Padgett, Courtney	Chapter Co-Chair	Yes
Stourac, Amy	Chapter Chair	Yes
Veshosky, Geri	Asst. Programs Chair	Yes

Amy Stourac welcomed officers to the first board meeting of 2013.

3. Location

Teleconference.

4. Treasury Report

Martha Bergweiler discussed our current balance, \$13,661.82, and opened discussion for how the board may appropriately disburse money for the year.

Accreditation expenses did not meet expectations in 2012; see also Section 7. Door prizes are noted below, in Section 9. The only anticipated expense related to pins will be postage.

New expenses for 2013 involve incorporation: annual state registration fees, and annual tax filing forms for tax exemption, etc. Ms. Bergweiler will reach out to the Chattahoochee Chapter with regard to finding an auditor.

Mr. Bill Andre will maintain the Sunshine Chapter website for a fee of \$500. New website software and domain name is expected to cost approximately \$150 up front with a \$10-\$20 monthly fee. Mr. Andre will finalize all services and purchases and get his receipts to Ms. Bergweiler in February. Ms. Bergweiler will set up monthly payments to the domain provider through automatic bill-pay features of the chapter's bank.

5. Publicity and Promotions

Nine of fourteen consultants currently listed on our site wish to remain.



Bryan Leblanc to send Amy Stourac an email regarding publicizing door prizes and benefits of affiliation with the Sunshine Chapter.

Jennifer Mosier to look into setting up Twitter and Facebook accounts/pages for the chapter (Completed).

Bryan to setup this year’s meetings in GoToMeeting.

6. Membership

Sherry Bowles reported membership total at 113 as of January 10, 2013. Ms. Bowles to send members whose memberships lapsed in December an email to see if they wish to return. Amy Stourac noted that the LinkedIn connections number above 200, and suggested that we see who is not a member and who is not yet affiliated with the Sunshine Chapter

7. Accreditation

The rebate is designed to help offset the member’s accreditation training expense or exam fee.

The Florida Sunshine Chapter continues to sponsor this effort. The chapter will pay a \$50 rebate to any current APMP member affiliated with the Sunshine Chapter (up to a maximum of 10 members) who successfully passes the Foundation Level accreditation exam and \$150 for the Practitioner Level (up to a maximum of 10 members) in 2013. One rebate has been allocated for Professional Level accreditation.

8. Job Descriptions

Sherry Bowles took the action to distribute Sunshine Chapter board of directors job descriptions (Note: Accomplished via email) so board members can refresh their understanding of roles and responsibilities.

9. Upcoming 2013 Meetings

Amy Stourac suggested the following dates and no objections were raised. Programs group to set up the GoToMeeting to set these up; Ms. Stourac will support. Publicity/Promotions group to support, as needed.

1st Quarter General Membership Meeting

Date:	March 13, 2013 from 4:00 to 5:00 PM EDT
Program:	Mr. Geren Williams, Vice-President of Capture Management for CACI, Inc., “Super Tools for Capture: Three super tools to construct market landscapes, identify and assess key competitors, and predict competitor actions”
Door Prizes:	Members and non-members: (1) Shipley Proposal Guide Members only: (1) Registration for the 2013 International Conference



2nd Quarter Board Meeting

Date:	May 17, 2013 from Noon to 1:00 PM EDT
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2nd Quarter General Membership Meeting

Date:	June 12, 2013 from 4:00 to 5:00 PM EDT
Program:	TBD
Door Prizes:	Members and non-members: (1) Shipley Proposal Guide Members only: (1) SPAC registration Non-members: (1) SPAC registration

3rd Quarter Board Meeting

Date:	August 16, 2013 from Noon to 1:00 PM EDT
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3rd Quarter General Membership Meeting

Date:	September 11, 2013 from 4:00 to 5:00 PM EDT
Program:	TBD
Door Prizes:	Members and non-members: (1) Shipley Proposal Guide, (1) graphics book, and (1) capture guide

4th Quarter Board Meeting

Date:	November 15, 2013 from Noon to 1:00 PM EST
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4th Quarter General Membership Meeting

Date:	December 11, 2013 from 4:00 to 5:00 PM EST
Program:	TBD
Door Prizes:	Open to members and non-members: (1) Shipley Proposal Guide Members only: (1) Membership renewal Non-members: (1) New membership

10. Conferences

The APMP International Conference will be in Atlanta, Georgia in 2013. The Chattahoochee Chapter is encouraging the Sunshine Chapter to host SPAC in future years.

The board is considering a credit/reimbursement toward conference attendance. This issue is tabled until bylaws and an expenses spreadsheet are distributed to all board members.



11. Closing

Amy Stourac thanked the board members - meeting adjourned at 1:00pm EST.