



Florida Sunshine Chapter

Meeting Date:
January 14, 2015

Board Meeting Minutes Compiled by:
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1. **Date and Time of Meeting**

Date: January 14, 2015

Time: 12:00 to 1:00 PM EST

2. **Attendees and Welcome**

Chapter Chair, Amy Stourac, welcomed all officers to the first board meeting of 2015 and thanked them for joining.

The following individuals attended the January Board meeting:

Name	Title	Yes/No
Meghann Lewis	Chapter Co-Chair	Yes
Amy Stourac	Chapter Chair	Yes
Sherry Bowles	Treasurer	No
Debra Fowler	Secretary	Yes
Jennifer Siler	Programs Chair	Yes
Danielle Torley	Asst. Programs Chair	Yes
Jennifer Mosier	Publicity/Promotions Chair	Yes
Ruth Turman	Asst. Publicity/Promotions Chair	Yes
Alyssa Simpson Feliho	Membership Chair	Yes

3. **Location**

Teleconference and GoToMeeting webinar.

4. **Programs**

Jennifer Siler, Programs Chair, and Danielle Torley, Assistant Programs Chair, will compile a list of ideas of programs and presentations for 2015. These ideas will be communicated, socialized, and voted on by Amy Stourac, Meghann Lewis, and the rest of the Board via email. Old presentations may be investigated to gain an understanding of what content has already been briefed to General Membership.

It was mentioned that members comprise about 50% commercial and 50% Government employees. Thus, we would like to target a mix of content for our General Membership presentations.

We are required to have at least four chapter meetings a year and would like to have at least one in person meeting this year. Our Chapter does share ideas with neighboring chapters and will continue to do so.. Amy will send out a list of current chapter members to all Board Members for situational awareness and to gain an understanding of where members reside.

It was requested that the first couple of presentation speakers need to be quickly identified. These presentations need to be scheduled at least a month in advance. Reminder notices, speaker synopsis, and conference calls all will need coordinated.



5. **Treasury Report**

Sherry Bowles, Treasurer, was unable to participate, but emailed her report to our Co-Chairs with a current balance at \$13,395.12. A budget needs to be developed for this calendar year.

Jennifer Siler mentioned that she had received a MeetUp invitation from the previous Programs Chair with \$72. She didn't know what this MeetUp was for and only six (6) people were listed for the group. Amy Stourac advised that the group was initially started by Gillian Dionne, who was on the Board last year. She created this account. If there is little to no activity on this account, we need to either create activity or cancel the account.

6. **Publicity and Promotions**

Jennifer Mosier, Publicity/Promotions Chair, sent a list of Roles and Responsibilities to all in attendance. She stated that she was glad to have Ruth Turman, Assistant Chair, on the 2015 Florida Board.

Jennifer reported that we have LinkedIn, Facebook, and now Twitter accounts for our Chapter. The APMP website is currently being redesigned. It is not a directive to update our Chapter site's look and feel, but it is recommended. Use of the new APMP logotype is recommended, by chapters, for branding across the Association.

Ruth Turman transmitted the APMP Style Guide to the Board members. She indicated that directions regarding its use at the chapter level may be released soon.

Jennifer offered up Eddie Becker as a possible presenter for 2015.

7. **Membership**

Alyssa Simpson Feliho, Membership Chair, reported that she has found the yellow Florida Sunshine Chapter balloon to be an effective advertising tool for soliciting new members.

Amy mentioned that we are running low on Chapter pins for new members. We discussed at the end of 2014, and continue planning to purchase chapter shirts for all members in 2015. This may be an opportune time to redesign our chapter logotype. We do not have the original/native file with our logo; just a jpeg file. We may want to ask our Graphic Design members, or any members, if they would like to create a new design for our logo. The winner would receive a \$100 award. Ruth Turman said that she would transmit the "unofficial" guidelines for creation of the logo.

Amy Stourac said that this will be her last year as the Chapter Chair and that the Board should be looking for a successor over the calendar year for 2016. Currently, Florida Sunshine Chapter has 120 members. We would like to increase our membership to 150 active members.



Alyssa has spoken with Brent Hunt, Lohfeld Consulting, regarding co-sponsoring events with our Chapter. She also suggested that we include Lohfeld Consulting on our roster for possible webinar speakers during one or two months in 2015.

The Membership Co-Chair Committee position is vacant. Please contact Alyssa if you know of a member that has an interest.

Live events, meet ups, or happy hours were mentioned as possible venues for on-site chapter meetings. Amy suggested having a chapter event such as breakfast, lunch, or dinner, at the APMP International Conference or the Southern Proposal Accents Conference (SPAC).

8. Accreditation

Accreditation rebates are 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 5 members) who successfully passes the Foundation Level accreditation exam and \$150 for the Practitioner Level (up to a maximum of 8 members) in 2014. In addition, 4 rebates have been allocated for Professional Level accreditation for the amount of \$200.

No changes are recommended to this program for 2015.

9. Upcoming 2015 Meetings

The following General Membership and Board Meeting dates were suggested for consideration. The Publicity/Promotions group, with support from the Programs group, will set up GoToMeetings to get these dates on the Chapter calendar.

1st Quarter General Membership Meeting

Date:	March 11, 2015 from 4:00 to 5:00 PM EDT
Program:	TBD
Door Prizes:	Members and non-members: One (1) Shipley Proposal Guide One (1) Wordman Software Members only: One (1) Registration for the International Conference

2nd Quarter Board Meeting

Date:	May 13, 2015 from Noon to 1:00 PM EDT
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2nd Quarter General Membership Meeting

Date:	June 10, 2015 from 4:00 to 5:00 PM EDT
Program:	TBD
Door Prizes:	Members and non-members: One (1) Shipley Proposal Guide One (1) Book from APMP Library Members only:



Two (2) SPAC registrations

3rd Quarter Board Meeting

Date: August 12, 2015 from Noon to 1:00 PM EDT

3rd Quarter General Membership Meeting

Date:	September 9, 2015 from 4:00 to 5:00 PM EDT
Program:	TBD
Door Prizes:	Members and non-members: One (1) Shipley Proposal Guide, One (1) Billion Dollar Graphics book Members only: One (1) SPAC Registration One (1) Shipley Capture guide

4th Quarter Board Meeting

Date: November 10, 2015 from Noon to 1:00 PM EST

4th Quarter General Membership Meeting

Date:	December 9, 2015 from 4:00 to 5:00 PM EST
Program:	TBD
Door Prizes:	Open to members and non-members: One (1) Shipley Proposal Guide One (1) Presenters choice of Book Members only: One (1) Membership renewal Non-members: One (1) New membership

10. Conferences

The APMP International Conference will be held Tuesday, May 26 -- Friday, May 29, 2015 in Seattle, WA. It will be held at the Sheraton Seattle Hotel. Please go to www.apmp.org for more information.

The Southern Proposal Accents Conference (SPAC) will be held in Atlanta, GA in 2015. The SPAC Committee have chosen a beautiful new location to hold the conference this year. More information on the final date/time to come and will be posted at: <http://www.apmp-spac.com>.

Amy said that she is willing to give her registration for the APMP International Conference to a Board Member who is willing to provide her with meeting minutes from the event. Flight and hotel costs would have to be incurred by the participant since the Chapter only pays for the cost of the event.

11. Closing

Amy Stourac thanked the board members for their participation. The meeting adjourned at 1:00 pm sharp.