



### 1. **Date and Time of Meeting**

**Date:** May 05, 2016

**Time:** 12:00 to 12:36 PM EDT

### 2. **Attendees and Welcome**

*The following individuals will have attended the January Board meeting:*

<b>Name</b>	<b>Title</b>	<b>Yes/No</b>
<i>Meghann Lewis</i>	<i>Chapter Chair</i>	<i>Yes</i>
<i>Alyssa Simpson Feliho</i>	<i>Membership Chair</i>	<i>Yes</i>
<i>Amy Stourac</i>	<i>Asst. Membership Chair</i>	<i>Yes</i>
<i>Danielle Torley</i>	<i>Programs Chair</i>	<i>Yes</i>
<i>Jennifer Siler</i>	<i>Secretary</i>	<i>Yes</i>
<i>Martha Bergweiler</i>	<i>Treasurer</i>	<i>Yes</i>
<i>Jennifer Mosier</i>	<i>Publicity Chair</i>	<i>Yes</i>
<i>Ruth Turman</i>	<i>Promotions Chair</i>	<i>Yes</i>

### 3. **Location**

*Teleconference.*

### 4. **Programs**

*Danielle Torley reached out to Olessia Smotrova-Taylor (our Presenter for the June 9<sup>th</sup> general meeting) to confirm that she was still prepared to present next month, and to also ask for her bio and headshot. Danielle hasn't heard back from her yet but plans to forward the details to Jen Mosier when she responds.*

*Danielle does not have the door prize winner emails anymore so Martha should gather emails from the Membership List.*

### 5. **Treasury Report**

*Martha Bergweiler will discuss our current balance, \$15,339.42*

*Chapter rebate status. Reports are due in no later than January 15, 2016. Chapter rebates are late this quarter but Rick Harris said it is on the way.*

*The Board will consider avenues to spend funds on members, see Sections 6 through 10, below.*

*Martha asked how the winners of door prizes get their prizes? Martha needs to contact winners but she never got emails. The emails were not in the Minutes from our last meeting, Jennifer Siler never got them. Alyssa will look up the email address for the door prize winners but the person who received the emails for the door prize should forward that to Martha. Martha should reach out to the winners to see where they want to mail the prizes (home or work) and Martha needs to purchase the materials to mail to them.*



### **6. Publicity**

*Jen Mosier to present*

*Adding a communications tab/tool discussion page with Bill's help to our website so our members can ask questions and share ideas directly on our website. Our new mascot and new logo were both advertised, messaging sent out through email and all social media sites. Jen Mosier will communicate to the chapter and board when the website updates are completed.*

### **7. Promotions**

*Ruth Turman to discuss activities for Bid and Proposal Con 2016.*

*Pins are being manufactured, shipping early next week. The current plan is to send them to chapter members and also take rough number to Ruth (actual # TBD), Alyssa has agreed to help Ruth ship out pins. A big thanks to Sherry Bowles for taking notes and keeping records for how she distributed pins the last time.*

*We have FL Sunshine ribbons that we'll take again this year, we are going to try and put those into the nametags before registration so they will go directly to the members and we don't have to find them.*

*We'll be using walking ambassadors again this year, we have miniature versions of sunny to carry around with you. We have cards to invite to a networking lunch. We also have buttons that say "Ask me how I know Sunny". We'll give these buttons out and if they are still wearing them Saturday morning, they will get a prize. We have two business card cases and two Visa gift cards to give out this year. Sunny and offspring will be floating around the conference. We have APMP Lapel pins and chapter pins for all of them. Let Ruth know if you are going to be in Boston so she can convince you to carry around one of the mascots and pins.*

*Ruth has yet to find a table labeled Florida, for people wearing the pins and logo, please congregate before lunch and find tables, organize head pieces on table to try and create some Florida tables for lunch networking. Alyssa suggested we have weighted sun balloons on the tables to give better line-of-sight to the balloons.*

*Jennifer suggested Ruth get cell phone numbers for those attendees and blast a meeting place prior to lunch to get around the mayhem.*

*The conference is sold out, so it will be even more crowded than normal.*

*Chapter Awards to recognize some local membership, Ruth sent out 4-5 page document with ideas, anticipated costs, benefits to chapter and APMP. Hopefully everyone has had a chance to look that over, Ruth asked if anyone had questions. Alyssa loved the document and acknowledged that Ruth spent a lot of time on it, her concern is that there was so much effort put in but how do we know they will allow it? Ruth asked Rick Harris last year, his original response was no, but then he turned around to say it may be possible. We could NOT call it a "Fellow" in any way. Do we have this in writing? No but Ruth can get that in writing after ProposalCon is over.*

# APMP Florida Sunshine Chapter

## Board Meeting Agenda



*Ruth found out that the Australia chapter had their first chapter conference and gave out individual awards during the conference. If nobody has done it in the states, we'd be leading the pack. Ruth thinks the UK is probably giving out awards at their regional meetings. We think this might get more people involved in the chapter. They would have to be more involved to be considered for these awards. We want to recognize people providing service at the chapter level, association level, pursuing their own certifications and serving as mentor to these levels.*

*Team suggested Ruth ship things to the hotel, hotels will hold packages for guests. Ship it closer to the date, not now.*

*Ruth would like this to go out in September with announcements in October. Ruth wanted it to coincide with SPAC, but the moved back to a spring date so we have to decide if we coordinate with SPAC or we have to do a Fall announcement and just mail an award to someone. Florida does not have a heavy attendance there, its Georgia heavy. It will be in March 2017, they are skipping the October one, they didn't want to be bunched up with other chapters so they are changing it for the 20<sup>th</sup> anniversary.*

## **8. Membership**

*Alyssa Simpson Feliho, Membership Chair to present. Florida Sunshine Chapter membership total is 177 as of May 5, 2016.*

*It will soon be 178, Alyssa talked to a guy in the panhandle who just relocated here so he is going to align with us soon.*

*Alyssa will get balloons for tables and volunteer to stuff the ribbons on nametags. Ruth did this last year but doesn't know how they are organizing this in Boston this year. Alyssa wants to hear that our chapter wins the chapter communication award. Colleen Jolly emailed Alyssa to ask who is coming, who is on the Board and is Alyssa coming?*

*Should we send an email to members to remind them to specifically look for us? Yes, team agreed this was a good idea, Alyssa will send draft to Jen Mosier.*

*Amy noticed we're getting more attention on LinkedIn.*



### 9. Upcoming 2016 Meetings

#### 2nd Quarter General Membership Meeting

<b>Date:</b>	June 9, 2016 from 4:00 to 5:00 PM EDT
<b>Program:</b>	Olessia Smotrova-Taylor, "Getting Winning Prose from Non-Professional Writers"
<b>Door Prizes:</b>	Members and non-members: (1) Shipley Proposal Guide Members only: (1) SPAC registration Non-members: (1) SPAC registration

#### 3rd Quarter Board Meeting

<b>Date:</b>	August 11, 2016 from Noon to 1:00 PM EDT
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#### 3rd Quarter General Membership Meeting

<b>Date:</b>	September 08, 2016 from 4:00 to 5:00 PM EDT
<b>Program:</b>	Melanie White, "Personal Development Planning"
<b>Door Prizes:</b>	Members and non-members: (1) Shipley Proposal Guide, (1) graphics book, and (1) capture guide;

#### 4th Quarter General Membership Meeting

<b>Date:</b>	November 3, 2016 from 4:00 to 5:00 PM EDT
<b>Program:</b>	TBD
<b>Door Prizes:</b>	TBD

#### 4th Quarter Board Meeting

<b>Date:</b>	November 10, 2016 from Noon to 1:00 PM EST
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#### 5th Quarter General Membership Meeting

<b>Date:</b>	December 08, 2016 from 4:00 to 5:00 PM EST
<b>Program:</b>	Alyssa Simpson Feliho, "Crafting Strong Past Performance Citations"
<b>Door Prizes:</b>	Open to members and non-members: (1) Shipley Proposal Guide



**Members only: (1) Membership renewal; Capability Maturity Model for Business Development latest version**

**Non-members: (1) New membership (if no new members in attendance, one additional renewal)**

## 10. Conferences

***Bid & Proposal Con—will be in Boston, MA in 2016. It will be held from Wednesday, May 25, 2016 until Saturday, May 28, 2016 at the Sheraton Boston Hotel.***

***Sherry Bowles won this, but Martha asked if we had a reservation of any kind for this? No. We haven't purchased this and we had a door prize given away, do we need to reach out to Rick Harris? Reach out to Sherry first, if she already registered, we can just reimburse her. If she's not registered, Amy will reach out to Rick Harris.***

***The Southern Proposal Accents Conference (SPAC) will be held in Atlanta on Thursday, March 23, 2017. More information to come.***

## 11. Closing

***Thank the board members - meeting adjourned at 12:36 pm ET.***