



**Meeting Date:**  
**August 17, 2017**

**General Meeting Minutes Compiled by:**  
**Jennifer Siler, CP APMP, Secretary**

---

# Contents

1.	Date and Time of Meeting.....	2
2.	Attendees and Welcome.....	2
3.	Location .....	2
4.	Programs.....	2
5.	Treasury Report.....	2
6.	Publicity .....	2
7.	Promotions .....	3
8.	Membership .....	3
9.	Upcoming 2017 Meetings .....	4
10.	Conferences.....	5
11.	Closing .....	5

## 1. Date and Time of Meeting

**Date:** August 17, 2017

**Time:** 12:00 to 12:50 PM EDT

## 2. Attendees and Welcome

*The following individuals attended the August Board meeting:*

<b>Name</b>	<b>Title</b>	<b>Yes/No</b>
<i>Meghann Lewis</i>	<i>Chapter Chair</i>	<i>Yes</i>
<i>Amy Stourac</i>	<i>Chapter Co-Chair</i>	<i>Yes</i>
<i>Alyssa Simpson Feliho</i>	<i>Membership Chair</i>	<i>Yes</i>
<i>Danielle Torley</i>	<i>Programs Chair</i>	<i>Yes</i>
<i>Michelle Parks</i>	<i>Assistant Programs Chair</i>	<i>No</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 had no program updates to report.*

## 5. Treasury Report

*Martha Bergweiler confirmed balance of \$16,942.46.*

*Martha forecasts that we will spend more than we bring in this year. Bill's final invoice was \$280, more than what we expected/budgeted for webmaster.*

*The Board agreed upon purchasing a glass sail and a certificate for Bill's service to the chapter. Ruth recommended timing its presentation with other chapter awards at the end of the year.*

## 6. Publicity

*Jen Mosier presented. 136 Twitter, 56 Facebook, 121 views on You Tube SPAC Video, 106 on Anniversary Video.*

*August newsletter will go out next week announcing September meeting; that meeting only has 20 registrants so far. Any ideas for newsletter should be emailed to Jen Mosier. We have data showing that people are reading the newsletter. We have limited Facebook network but on Twitter we are linked up with other APMP chapters.*

---

***We are doing an end-of-year video, Jen wants to put photos of award winners into the video. We'll include membership growth numbers too. Jen asked Board Members to send other key points they want included.***

***Amy asked Jen Mosier and Meghann Lewis to work with David Belton (new webmaster) on the redesign effort. The Board concurred that the current Sunny Travel pages design be updated and improved.***

## **7. Promotions**

***Ruth Turman said we had very good attendance at Bid & Proposal Con; 40 people from FL Sunshine Chapter attended. Three of our chapter members were presenters, we will give them an award end of year. The signing of the Florida Sunshine Chapter birthday card went well, it's covered in signatures and should go into the video.***

***We've only received one nomination for one of the named awards. Ruth encourages everyone to nominate at least one so we have competition. We will have a smaller class of awardees this year because we were catching up last year on members who were certified. If we don't get nominations for a named award, we will not give out that award this year.***

***Ruth suggested a banner that we can display at events to include our logo, ribbons for each certified member, something else to show number of fellows in chapter. She is researching vendors and cost.***

***Ruth asked the Board about interest in an APMP FL Sunshine app. She volunteered to research. Board members pointed out that foreign users couldn't use the APMP app at Bid & Proposal Con. Instead, we could add a calendar to our website. Facebook already has our events announced. Board agreed that an app is not worth the investment now. Jen will investigate adding a calendar to the website.***

## **8. Membership**

***Florida Sunshine Chapter membership total has gone down to 187 as of August 16, 2017. Alyssa will find out a way to contact members to remind them to renew their APMP membership. Alyssa has had challenges emailing members because of old email addresses and no reply. Someone suggested using LinkedIn. There is also a way to send emails through APMP website.***

***Alyssa is going to host an hour-long webinar for members on a monthly basis. She will share a standard set of slides showing the benefits of being a member of APMP and a member of our chapter. Alyssa will also share the latest news and events of our chapter. The webinar will end with an open forum of Q&A where people can get their questions answered live.***

**The NCA chapter is doing this now. They are called Membership Forums and are held once a month by Maryann Lesnick who is their membership chair.**

**Alyssa asked if Bid & Proposal Con 2019 was in Orlando? Yes, it was confirmed. Ruth said that Rick Harris has moved the admin/logistics responsibilities away from local chapters; they now hire third-party admin/logistics companies to run all aspects of the conference.**

**We could do something fun instead, host a party, rent a suite, rent out a restaurant, ask national if we could have FL Sunshine members be official greeters during registration. Board will continue to brainstorm on what we can do to represent our chapter at the Orlando event.**

**Alyssa thinks we should ride the wave, maybe host a certification day in Orlando in advance of B&P Con.**

## **9. Upcoming 2017 Meetings**

**Board discussed changing the time of our general membership meetings. Other chapters typically do theirs at Noon and have higher registrations. We did a survey a while ago and the response was mixed. Board agreed that we should move the meetings to noon. We just have to make sure we can book the time on APMP conference bridge and schedule out our 2018 events in advance.**

**We can announce this during the last meeting of the year. We will communicate through all channels.**

**Amy suggested we record meetings and have them available on the website afterwards. We will have to clear with presenters if we can share the webinar.**

### **3rd General Membership Meeting**

<b>Date:</b>	<b>September 07, 2017 from 4:00 to 5:00 PM EDT</b>
<b>Program:</b>	<b>Marsha Lindquist, Five Reasons Why You Should Embrace Your Competition</b>
<b>Door Prizes:</b>	<b>FL Sunshine Chapter Members Only: (1) Book from APMP Store (\$40 limit) (1) Shipley Proposal Guide</b>

### **4th Quarter Board Meeting**

<b>Date:</b>	<b>November 09, 2017 from Noon to 1:00 PM EST</b>
--------------	---

---

### 4th General Membership Meeting

<b>Date:</b>	<b>November 02, 2017 from 4:00 to 5:00 PM EST</b>
<b>Program:</b>	<b>Barbara Stiles, Networking for Introverts</b>
<b>Door Prizes:</b>	<b>FL Sunshine Chapter Members Only: (1) SPAC Registration (1) Proposal for Dummies Book</b>

### 5th General Membership Meeting

<b>Date:</b>	<b>December 07, 2017 from 4:00 to 5:00 PM EST</b>
<b>Program:</b>	<b>Ruth Turman, Proposal Management Survival Tool Kit</b>
<b>Door Prizes:</b>	<b>FL Sunshine Chapter Members Only: (1) Proposal Managers Survival Kit (Ruth will assemble) (1) SPAC Registration (1) Membership Renewal Non-members: (1) New Membership Registration</b>

## 10. Conferences

**The next Southern Proposal Accents Conference (SPAC) will be held in Thursday, March 22, 2018, Cobb Energy Performance Arts Center (CEPAC), Atlanta.**

**Bid & Proposal Con—will be in San Diego, CA in 2018. It will be held on May 15-18 (Tuesday – Friday).**

**Bid & Proposal Con 2019 has been confirmed for Orlando. Details to come.**

## 11. Closing

**Thank the board members - meeting adjourned at 12:50 pm EDT.**