



Meeting Date:
May 10, 2018

Board Meeting Minutes Compiled by:
Martha Bergweiler, CF APMP, Secretary

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1. Date and Time of Meeting

Date: May 10, 2018

Time: 12:00 to 12:59 PM EST

2. Attendees and Welcome

The following individuals attended the May Board meeting:

Name	Title	Yes/No
Meghann Lewis	Chapter Chair	Yes
Amy Stourac	Chapter Co-Chair	Yes
Alyssa Simpson Feliho	Membership Chair	Yes
Bethany Burton	Assistant Membership chair	Yes
Michelle Parks	Programs Chair	Yes
Danielle Torley	Assistant Programs Chair	Yes
Jennifer Mosier	Publicity Chair	Yes
Ruth Turman	Promotions Chair	Yes
Martha Bergweiler	Secretary	Yes
Sherry Bowles	Treasurer	Yes

Welcome officers to the second board meeting of 2018.

3. Location

Teleconference.

4. Programs

Michelle Parks discussed door prize options and will ask potential vendors for book or membership donations.

5. Treasury Report

Sherry Bowles shared the current snapshot of treasury of budgeted vs actual expenses and income. Current checking balance \$17,947.56. She requested that any outstanding invoices be sent to her so she can make disbursements. Meghann suggested allocating funds for a networking event at B&P. Meghann also expressed gratitude for Sherry taking care of tax reporting.

6. Publicity

Jen Mosier reported on social media activity. We have 180 followers on Twitter. She expressed the need for content posting and would like to combine April

and May Facebook post and then repost on other platforms. She is looking for volunteers for FB live videos who are willing to post live videos, regular videos, or pictures to social media that she can share and repost. Please let Jen know if you have any videos or content that she can use. She thought that we consider board members making videos similar to the National Capital Chapter that highlights member videos.

Michelle suggested we advertise what is on our website including free job postings.

7. Promotions

Ruth Turman suggested that the after party event at Bid & Proposal Con would be an excellent opportunity for a live video with our banner ribbons, fellow or chapter award honors. For B&P Con she already has the following ready:

- *Member Ribbons*
- *Invitations to the after party*
- *Card Exchange*
- *Gift card give-a-way on the last day of conference*
- *Meghann thought she might have extra power banks to add or to use for door prizes*
- *Chapter Honors Program - revamp nomination process will continue after Bid & Proposal Con*

8. Membership

Alyssa Feliho reported the Florida Sunshine Chapter membership total is 217 members as of May 10, 2018. She attended a local luncheon and donated two Shipley books as raffle prizes and collected business cards to share information about APMP and our chapter and thinks she is getting positive results. Our membership includes folks from Peru, Puerto Rico, Sweden.

Michelle suggested that international members that attend our webinars may get a door prize. We have members in Argentina and Brazil who attend our meetings.

Meghann suggests caution because we do not want to endorse recruitment from other chapters over organic growth.

9. Certification Rebate

The Florida Sunshine Chapter continues to sponsor this effort. The chapter will pay a \$75 rebate to any current APMP member affiliated with the Sunshine Chapter (up to a maximum of 5 members) who successfully passes the Foundation Level certification exam and \$150 for the Practitioner Level (up to a maximum of 8 members) in 2018. In addition, 2 rebates have been allocated for Professional Level certification for the amount of \$200.

Ruth remembers Diane Williams asking for Practitioner reimbursement and everyone needs to search their email to see if they can find something regarding this.

10. Upcoming 2018 Meetings

Door prizes for the remainder of 2018 are below.

Appendix A identifies our presenters for the remainder of 2018 with a summary of their presentation.

2nd Quarter General Membership Meeting

Date:	June 07, 2018 from Noon to 1:00 PM EDT
Program:	Marina Goren, Survivor – Proposal Island
Door Prizes:	Members and non-members: (1) Shipley Proposal Guide; (1) “Proposals for Dummies” book; (3) power banks Members only: (1) SPAC registration Non-members: (1) SPAC registration

3rd Quarter Board Meeting

Date:	August 09, 2018 from Noon to 1:00 PM EDT
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3rd Quarter General Membership Meeting

Date:	September 06, 2018 from Noon to 1:00 PM EDT
Program:	Charlie Devine, Survivor – APMP Certification
Door Prizes:	Members and non-members: (1) Shipley Proposal Guide, (1) graphics book, and (1) capture guide; (3) power banks

4th Quarter Board Meeting

Date:	November 01, 2018 from Noon to 1:00 PM EDT
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5th General Membership Meeting

Date:	November 08, 2018 from Noon to 1:00 PM EST
Program:	Bethany Burton, Competitive Intelligence
Door Prizes:	Open to members and non-members: (1) Shipley Proposal Guide; (3) power banks 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)

4th Quarter General Membership Meeting

Date:	December 06, 2018 from Noon to 1:00 PM EST
Program:	Kevin Jans, FAR 16: explaining it, following it and more — or Changes in small business requirements and increasing number of set asides (even when it seems highly inappropriate)
Door Prizes:	Open to members and non-members: (1) Shipley Proposal Guide; (1) “Proposals for Dummies” book; (2) power banks 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)

11. Conferences

Bid & Proposal Con—will be in San Diego, CA in 2018. It will be held on May 15-18 at the Sheraton San Diego Hotel & Marina.

12. Closing

Thank the board members - meeting adjourned at 12:59 pm EST.

Appendix A

2018 Chapter Presentation Options

Speaker	Topic	Details
<p>Marina Goren</p> <p>June 7</p>	<p>Defensive Tactics: Art & Science of Wining the Re-competes</p> <p>Being an incumbent used to give you an immediate advantage over the rest of the competition. After all, no one knows this work as well as you do and no one has the same level of customer relationships and trust. However, in today's world of tremendous budget pressures, more and more government clients opt for a lower price solution over what the incumbent has to offer. This required companies to step up their game to win their own work back. Smart BD Consulting has been instrumental in helping our clients with strategies such as: providing independent customer surveys, assessment and recommendations of how to improve the contract performance prior to the re-compete; solutions for innovative and believable cost savings measures; and effective proposal design and development methodology based on a Subject Matter Expert(s) interview model. Mrs. Goren will share these and other techniques with the audience during this informative presentation to help fight "incumbinitis" and attain 100% of re-compete capture.</p>	<p>APMP BPC 2014, 2015 and 2016, APMP NCA Chapter Conference 2015 and 2016, APMP Colorado Chapter webinar 2016</p> <p>Agreed; no date preference stated</p>
<p>Charlie Divine</p> <p>Sept 6</p>	<p>APMP Certification – Make it Work for You</p> <p>APMP Certification is the global standard for demonstrating your proposal management competency. This presentation will provide members with an overview of the certification program, the benefits they can expect to receive and an introduction to three levels of certification – Foundation, Practitioner and Professional. We will cover the requirements for each level and provide tips on how to approach the requirements. The presentation will calm the fear of failing and provide a boost to those that are stuck. Participants will come away understanding how Certification will help them achieve their career goals and improve the capabilities of their organization. The</p>	

Speaker	Topic	Details
	presentation be can be customized for the needs of the chapter.	
Bethany Burton Nov 8	Competitive Intelligence and Intelligent Pricing (abstract not available)	Is presenting this as part of a panel at B&P Con Presumably fall/winter
Kevin Jans, Skyway Acquisition Solutions Dec 6	TBD He agreed to do a webinar and have us suggest some topics. Some ideas: <ul style="list-style-type: none"> • FAR 16: explaining it, following it, and more • Changes in small business requirements and increasing numbers of set-asides (even when it seems highly inappropriate) • Figuring out communication preferences and what is acceptable among different government agencies 	Co-host of the Contracting Officer Podcast. They also do a Proposal Manager podcast, but Contracting Officer is much bigger and well known. Date open