



Meeting Date:
August 9, 2018

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

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1. Date and Time of Meeting

Date: August 9, 2018

Time: 12:00 to 12:40 PM EDT

2. Attendees and Welcome

The following individuals will have attended the August 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 third board meeting of 2018.

3. Location

Teleconference.

4. Programs

Michelle Parks presented programs updates for the year.

5. Treasury Report

Sherry Bowles discussed our current balance, \$19,358.65. Current budget was sent out with additional things outstanding. No issues to present.

Vote was taken for June door prize hiccup & impact to budget. Chapter Chair motioned to remove one of the meet up meetings to make up for \$500 difference Chapter Co-chair seconded, and the motion carried.

SPAC 2019 profit is unknown at this time. Since it is going to 1.5 days, costs will go up. Vendor costs and all other expenses are still in discussion/negotiation.

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

6. Publicity

Jen Mosier to present August newsletter that went out. If anyone has anything for the next newsletter. Meghann recommended we make a nomination for member of the month.

Ruth recommended the person who hosted the onsite gathering be nominated for member of the month. Alyssa can make contact with them for a summary of their profile and a photo.

Ruth asked about the Orlando onsite meeting. Meghann recommended further discussion between local members.

Amy wants the Board members to think about 2019 elections announcement in the newsletter.

7. Promotions

Ruth Turman presented. No new additions. Congratulations on Chapter of the Year. Ribbon ceremony went well and would like to see it in Florida next year. We would like to see some photos if anyone can contact anyone who may have taken some.

Chapter award season is coming up and she is revamping the award recommendation forms so they aren't so intense. She is hoping for some nominations outside the board. Do we want to have judges from outside the chapter to go through the nomination forms?

Do we have any 40 under 40? Competition is extremely stiff; typically these are people who go above and beyond.

Sunny the Solicitation Sea Turtle has returned home.

8. Membership

Bethany presented Florida Sunshine Chapter membership total is 212 as of August 9, 2018. Five new members joined in July and have a new welcome letter email. Alyssa and Bethany are sending emails to those with pending membership expirations reminding them of the benefits for remaining as members.

Ruth asked if we want an email sent to renewing members similar to the email sent to new members.

9. Upcoming 2018 Meetings

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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4th General Membership Meeting (extra)

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)

5th General Membership Meeting (4th Quarter)

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)

10. Email

The following board members are actively using their apmpflorida.org email addresses

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

Sherry Bowles sent the instructions again to those who aren't set up yet. We need a conversation once everyone is set up to establish policy and rules for usage and storage.

11. Conferences

SPAC 2019 planning is ongoing. Progress is being made finalizing the pricing.

12. Closing

Thank the board members - meeting adjourned at 12:40 pm EDT.