



**Meeting Date:**  
**May 16, 2019**

**Board Meeting Minutes Compiled by:**  
**Amanda Chase, Secretary**

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## 1. Date and Time of Meeting

**Date:** May 16, 2019

**Time:** 12:04 to 12:55 PM ET

## 2. Attendees and Welcome

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

<b>Name</b>	<b>Title</b>	<b>Yes/No</b>
<i>Meghann Lewis</i>	<i>Chapter Chair</i>	<b>Yes</b>
<i>Alyssa Feliho</i>	<i>Chapter Co-Chair</i>	<b>No</b>
<i>Bethany Burton</i>	<i>Membership Chair</i>	<b>Yes</b>
<i>Lesa Stage</i>	<i>Assistant Membership Chair</i>	<b>Yes</b>
<i>Josh Hendricks</i>	<i>Assistant Membership Chair</i>	<b>Yes</b>
<i>Michelle Parks</i>	<i>Programs Chair</i>	<b>Yes</b>
<i>Amy Stourac</i>	<i>Assistant Programs Chair</i>	<b>No</b>
<i>Jennifer Mosier</i>	<i>Publicity Chair</i>	<b>Yes</b>
<i>Ruth Turman</i>	<i>Promotion Chair</i>	<b>Yes</b>
<i>Amanda Chase</i>	<i>Secretary</i>	<b>Yes</b>
<i>Sherry Bowles</i>	<i>Treasurer</i>	<b>Yes</b>

*Welcome officers to the second board meeting of 2019.*

## 3. Location

*Teleconference.*

## 4. Programs

*No updates.*

## 5. Treasury Report

*Sherry Bowles to discuss our current balance, \$16,773.90.*

*Sherry filed with the State of Florida, filled out IRS forms. Paid exhibitor package for APMP Bid & Proposal Con.*

*Sherry recommended that the Programs chair will record the top three winners and award to the next person in line is unable to claim the prize.*

## 6. Publicity

*Jen Mosier announced that we have had ~40 people join our subscription list. Readying Q2 newsletter and wants ideas, SPAC photos and Bid & Proposal Con photos.*

*Officers were encouraged to send any video ideas to Jen for video. as well as any social media content ideas.*

*Officers were reminded that they may use have officer email addresses from the apmpflorida[.]org domain. Send current email addresses to Jen.*

## **7. Promotions**

*Bid & Proposal Con is next week. Closing ceremony giveaways: business card case and \$50 gift card. Chapter Celebration Event, May 22, in Magnolia Room. Giveaway of \$50 Visa gift card. Ruth Turman and Bethany Burton to work the door. 57 members attending Bid & Proposal Con. Jen Mosier will send email of people attending to remind them of Chapter Event.*

## **8. Membership**

*Bethany Burton reported 237 current members as of May 16, 2019. Membership team will start emailing expired members to remind them of benefits of being in the chapter.*

## **9. Upcoming 2019 Meetings**

*Programs and door prizes to be settled.*

### **2nd Quarter General Membership Meeting**

<b>Date:</b>	<i>June 06, 2019 from Noon to 1:00 PM EDT</i>
<b>Program:</b>	<i>Christine Campbell, Position to Win: The Art of Minimizing Money Left on the Table</i>
<b>Door Prizes:</b>	<i>Members and non-members: (1) Shipley Proposal Manager Playbook (this is new) (1) Lohfeld 10 Steps book (1) power bank -any adds from presenter</i>

### **3rd Quarter Board Meeting**

<b>Date:</b>	<i>August 08, 2018 from Noon to 1:00 PM EDT</i>
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### **3rd Quarter General Membership Meeting**

<b>Date:</b>	<i>September 05, 2018 from Noon to 1:00 PM EDT</i>
<b>Program:</b>	<i>Dick Eassom and Shelly Scott, MS Word</i>

**Door Prizes:**

**Members and non-members: (1) Shipley Proposal Guide, (1) graphics books, and (1) capture guide; Wordman software**

**4th Quarter Board Meeting**

**Date: October 31, 2019 from Noon to 1:00 PM EST**

**4th Quarter General Membership Meeting**

**Date: December 05, 2019 from Noon to 1:00 PM EST**

**Program: Bethany Burton, Competitive Intelligence**

**Door Prizes:**

**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)  
Members only: (1) SPAC 2020 registration  
Non-members: (1) SPAC 2020 registration**

**The vote to confirm the prize list passed.**

**10. Conferences**

**Bid & Proposal Con will be in Orlando, FL in 2019. It will be held on May 20-23 at the Hyatt Regency Grand Cypress.**

**11. Closing**

**The Chapter Chair thanked the board members—meeting adjourned at 12:55 pm ET.**