



**Meeting Date:**  
**Oct 31, 2019**

**Board Meeting Minutes Compiled by:**  
**Meghann Lewis CPP APMP, Chapter Chair**

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## 1. Date and Time of Meeting

**Date:** October 31, 2019  
**Time:** 12:00 to 12:58 PM EDT

## 2. Attendees and Welcome

The following individuals attended the October 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>Chapter Co-Chair</i>	<i>Yes</i>
<i>Bethany Burton</i>	<i>Membership Chair</i>	<i>Yes</i>
<i>Lesa Stage</i>	<i>Assistant Membership chair</i>	<i>Yes</i>
<i>Josh Hendricks</i>	<i>Assistant Membership chair</i>	<i>Yes</i>
<i>Michelle Parks</i>	<i>Programs Chair</i>	<i>Yes</i>
<i>Amy Stourac</i>	<i>Assistant Programs Chair</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>
<i>Amanda Chase</i>	<i>Secretary</i>	<i>No</i>
<i>Sherry Bowles</i>	<i>Treasurer</i>	<i>Yes</i>

*Meghann Lewis welcomed officers to the fourth board meeting of 2019.*

## 3. Location

*Teleconference.*

## 4. Programs

*Michelle Parks presented the Programs report.*

*Bethany Burton to update her bio and photo for the Publicity Chair to include in the notices to the general membership.*

## 5. Treasury Report

*Sherry Bowles discussed our current balance, \$15,356.61.*

## 6. Publicity

*Jen Mosier presented the Publicity report, and requested newsletter items and ideas to be sent to her, as well as any pictures for the annual video. Jen Mosier requested assistance with the video, and Bethany Burton volunteered.*

## 7. Promotions

*Ruth Turman presented the Promotions report. Chapter honors nominations close October 31, 2019.*

*We have a total of 10 Chapter Honors honorees this year.*

- *1 Professional Certification*

- 8 Practitioner Certifications
- 1 40 Under 40 Awardee

*We received multiple nominations for the named awards this year and will again be presenting each of the named awards. As a reminder, they are:*

- The Keller Award for Chapter Service
- The Stourac Award for Chapter Outreach
- The Mentor of the Year

## 8. Membership

*Bethany Burton presented the Membership report. The Florida Sunshine current membership stands at 243, a 6% year-over-year increase.*

## 9. Upcoming 2019 Meetings

### 4th Quarter General Membership Meeting

<b>Date:</b>	<b>December 05, 2019 from Noon to 1:00 PM EST</b>
<b>Program:</b>	<b>Bethany Burton, Competitive Intelligence</b>
<b>Door Prizes:</b>	<p><b>Members only:</b></p> <ul style="list-style-type: none"> <li>(1) Membership renewal;</li> <li>(1) SPAC 2020 registration</li> </ul> <p><b>Non-members: (if no new members in attendance, one additional for members, each)</b></p> <ul style="list-style-type: none"> <li>(1) New membership</li> <li>(1) SPAC 2020 registration</li> </ul> <p><b>Open to members and non-members:</b></p> <ul style="list-style-type: none"> <li>(1) Shipley Proposal Guide (latest version)</li> <li>(1) Capability Maturity Model for Business Development latest version</li> </ul>

## 10. Conferences

*The Southern Proposal Accent Conference (SPAC) 2020 planning is ongoing. Bid and Proposal Con (BPC) 2020 will be in Nashville.*

## 11. Items Brought to Vote

### 11.1 Update to Duties - Passed

**Vote on the duties wording additions and deletions – Passed**

CHAPTER OFFICERS	JOB DESCRIPTIONS
<b>PUBLICITY CHAIR</b>	<ul style="list-style-type: none"> <li>• <i>Maintain the master e-mail distribution list for announcing chapter events</i></li> <li>• <i>Prepare and provide (via e-mail, <a href="#">social media</a>, and chapter/APMP website postings) all external and internal communications for chapter activities/news, including meeting/program announcements, press releases, chapter newsletters, and special events</i></li> <li>• <del><i>Receive a list (names and email addresses) of all attendees of general membership meetings from the Secretary, and send them an email thanking them for attending the meeting and encouraging them to join the chapter</i></del></li> <li>• <i>Maintain and update list of media/calendar contacts for providing press releases or meeting/event notices</i></li> <li>• <i>Develop and distribute (in association with Membership Chair) chapter marketing/membership recruitment messages and materials (<a href="#">including email, quarterly newsletter, etc.</a>)</i></li> <li>• <i>Submit chapter news for inclusion in APMP communications vehicles (<a href="http://www.apmpflorida.org">www.apmpflorida.org</a>, <a href="http://www.apmp.org">www.apmp.org</a>, The Perspective, The Journal of the APMP)</i></li> <li>• <i><a href="#">Maintain and manage all social media channel (including: Twitter, Facebook, and LinkedIn)</a></i></li> <li>• <i><a href="#">Work with web master and other board members to ensure all meetings and board minutes are posted to site</a></i></li> <li>• <i><a href="#">Work with programs chair to obtain general meeting information, bios, and photos for each presenter for all general meetings annually.</a></i></li> </ul>
<b>MEMBERSHIP CHAIR</b>	<ul style="list-style-type: none"> <li>• <i>Lead the effort to recruit and retain chapter members</i></li> <li>• <i>Provide the names and e-mail addresses of potential chapter members to the Publicity Chair</i></li> <li>• <i>Review and file the APMP's monthly chapter membership report that lists Florida Chapter members, inactive Florida Chapter members who have elapsed APMP membership, <a href="#">number of certified members, number of members with new certification</a>, and APMP members in the geographic area of the Florida who have not affiliated with the Florida Chapter</i></li> <li>• <i>Resolve any membership issues that arise, including the status of membership or the accuracy of contact info provided in the monthly APMP membership report</i></li> </ul>



CHAPTER OFFICERS	JOB DESCRIPTIONS
	<ul style="list-style-type: none"> <li>• <b>Based on the monthly APMP chapter membership report, contact new chapter members to welcome them to the chapter. <u>Offer them a Florida Sunshine Chapter Pin if they provide a mailing address</u></b></li> <li>• <b>Based on the monthly APMP chapter membership report, contact inactive chapter members encouraging them to renew their membership</b></li> <li>• <b>Based on the monthly APMP chapter membership report, contact APMP members not affiliated with the FL Chapter but in the geographic area of the Florida Chapter, and ask them to affiliate with the Florida Chapter</b></li> <li>• <b><u>Contact existing members for their interest in being in our Chapter Member Spotlight for our chapter newsletter. Provide headshot and bio to Publicity Chair.</u></b></li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• <b>Supervise all fiscal operations and serve as primary point-of-contact to the APMP Executive Director for fiscal matters</b></li> <li>• <b>Establish and maintain a chapter checking account</b></li> <li>• <b>Develop and maintain transaction logs</b></li> <li>• <b>Verify bank statements, identifying and justifying any discrepancies</b></li> <li>• <b>Identify opportunities for fundraising</b></li> <li>• <b>Prepare and submit quarterly chapter reports to the APMP Executive Director after approval by the Chapter Chair</b></li> <li>• <b>Ensure the chapter remains fiscally solvent</b></li> <li>• <b><u>File Annual Florida Not for Profit Corporation Annual Report</u></b></li> <li>• <b><u>File Annual IRS Form 990-N 3</u></b></li> <li>• <b><u>Order Door Prizes and ship them to the winner.</u></b></li> </ul>
<p><b>Legend: <u>Additions</u>, <del>deletions</del></b></p>	

## 11.2 Elections

***Vote to confirm unopposed candidates – Passed***

***Vote to use SurveyMonkey for Contested Positions – Passed***

Title	2019 Directors	2020 Candidates
<b>Chapter Chair</b>	Meghann Lewis, CPP APMP	1. Meghann Lewis, CPP APMP 2. Alyssa Simpson Feliho, CP APMP
<b>Chapter Co-Chair</b>	Alyssa Simpson Feliho, CP APMP	Lesa Stage, CF APMP
<b>Membership Chair</b>	Bethany Burton, CF APMP	Josh Hendricks
Assistant Membership Chair	Lesa Stage, CF APMP	Amy Stourac, CF APMP
Assistant Membership Chair	Josh Hendricks	Unconfirmed
<b>Programs Chair</b>	Michelle Parks	Michelle Parks
Assistant Programs Chair	Amy Stourac, CF APMP	Bethany Burton, CF APMP
<b>Publicity Chair</b>	Jennifer Mosier, CF APMP	Jennifer Mosier, CF APMP
<b>Promotions Chair</b>	Ruth Turman, CP APMP Fellow	Ruth Turman, CP APMP Fellow
<b>Secretary</b>	Amanda Chase	Danielle Torley
<b>Treasurer</b>	Sherry Bowles, CP APMP	Sherry Bowles, CP APMP
<b>Bold = Voting Board Member</b>		

## 12. Closing

***The Chapter Chair thanked board members, and the meeting adjourned at 12:58 pm EDT.***