



Meeting Date:
January 09 2020

Board Meeting Minutes Compiled by:
Danielle Torley, Secretary

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1. Date and Time of Meeting

Date: January 09, 2020

Time: 12:00 to 12:44 PM EST

2. Attendees and Welcome

The following individuals attended the January Board meeting:

Name	Title	Yes/No
Meghann Lewis	Chapter Chair*	Yes
Lesa Stage	Chapter Co-Chair*	Yes
Josh Hendricks	Membership Chair*	Yes
Alyssa Simpson Feliho	Assistant Membership chair	Yes
Michelle Parks	Programs Chair*	Yes
Bethany Burton	Assistant Programs Chair	No
Jennifer Mosier	Publicity Chair*	No
Ruth Turman	Promotions Chair*	No
Danielle Torley	Secretary*	Yes
Sherry Bowles	Treasurer*	Yes
Amy Stourac	Past Chair/Mentor	Yes
	Voting members* (8)	

Meghann Lewis welcomed officers to the first board meeting of 2020.

3. Location

Teleconference.

4. Programs

Michelle Parks presented the Programs report. Bethany and Michelle working on a member survey looking for topic requests. Michelle noted that Bethany will confirm the March speaker.

All board members should review the door prizes and provide ideas to Michelle and Bethany within one week. Note: Suggestion that we consider David Seibert's "Proposal Best Practices"

5. Treasury Report

Sherry Bowles discussed our current balance, \$17,049.97 and confirmed that the chapter rebate was submitted.

Putting together the annual report for State of Florida – we need to file by the end of March. Sherry will reach out to chairs for everyone's mailing address.

Planning to submit Tax form 990N after the annual report.

After we confirm the door prizes, we can look at the budget. For reference, last year's budget was \$11,830.

Will clear outstanding checks from 2019 and will have a better idea of 2020 and will send the spreadsheet with budget.

6. Publicity

Jen Mosier submitted the Publicity report.

7. Promotions

Ruth Turman submitted the Promotions report.

8. Membership

Josh Hendricks presented the Membership report.

The Florida Sunshine current membership stands at 247 members (tied for highest in chapter history) although some former members haven't renewed yet. Four new members received certification; we now have 100 certified members.

9. Upcoming 2020 Meetings

Question raised whether we can either move the November board meeting to October to assist with Programs scheduling. Decision was made to provide a notional schedule for potential speakers but note that it's flexible (if needed) and subject to change pending the new board's availability.

Programs and doors prizes to be settled [old prize data left as placeholders].

1st Quarter General Membership Meeting

Date:	March 05, 2020 from Noon to 1:00 PM EST
Program:	
Door Prizes:	Members and non-members: (1) Shipley Proposal Guide Members only: (1) Registration for Bid & Proposal Con 2020 Suggestions from Presenter:???
Registration Details:	Registration URL https://attendee.gotowebinar.com/register/302226462678564365 Webinar ID 782-493-763

2nd Quarter Board Meeting

Date:	May 07, 2020 from Noon to 1:00 PM EDT
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2nd Quarter General Membership Meeting

Date:	June 04, 2020 from Noon to 1:00 PM EDT
Program:	
Door Prizes:	Members and non-members: (1) Shipley Proposal Guide Members only: (1) SPAC registration Non-members: (1) SPAC registration Suggestions from Presenter:???
Registration Details:	Registration URL https://attendee.gotowebinar.com/register/2564787198010298125 Webinar ID 350-432-107

3rd Quarter Board Meeting

Date:	August 06, 2020 from Noon to 1:00 PM EDT
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3rd Quarter General Membership Meeting

Date:	September 03, 2020 from Noon to 1:00 PM EDT
Program:	
Door Prizes:	Members and non-members: (1) Shipley Proposal Guide, (1) graphics book, and (1) capture guide; Suggestions from Presenter:???
Registration Details:	Registration URL https://attendee.gotowebinar.com/register/161465885924650253 Webinar ID 202-860-251

4th Quarter Board Meeting

Date:	November 05, 2020 from Noon to 1:00 PM EST
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4th Quarter General Membership Meeting

Date:	December 03, 2020 from Noon to 1:00 PM EST
Program:	
Door Prizes:	<p>Open to members and non-members: (1) Shipley Proposal Guide</p> <p>Members only: (1) Membership renewal; Capability Maturity Model for Business Development latest version</p> <p>Non-members: (1) New membership (if no new members in attendance, one additional renewal)</p>
Registration Details:	<p>Registration URL</p> <p>https://attendee.gotowebinar.com/register/5166294381491572235</p> <p>Webinar ID</p> <p>140-525-155</p>

10. Conferences

The Southern Proposal Accent Conference (SPAC) 2020 will occur in Atlanta March 25-26 (Wednesday-Thursday), 2020; planning is ongoing.

Bid and Proposal Con (BPC) 2020 will be in Nashville May 17-20 (Sunday – Wednesday), 2020 (Early bird ends March 22)

11. Items Brought to Vote

1. Meeting schedule – The motion to approve the schedule for 2020 Board and General Membership meetings passed.
2. Webmaster contract – The motion to approve David Belton as the chapter's webmaster for 2020 passed.
3. Door prizes – The door prize variety and quality was tabled until next meeting and/or email communication. Board members are encouraged to submit ideas within a week.

12. Closing

The Chapter Chair thanked board members, and the meeting adjourned at 12:44pm.