



Meeting Date:
May 15, 2020

Board Meeting Minutes Compiled by:
Danielle Torley, Secretary

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1. Date and Time of Meeting

Date: May 15, 2020

Time: 12:00 to 1:00 PM EDT

2. Attendees and Welcome

The following individuals attended the May 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	Yes
Jennifer Mosier	Publicity Chair*	Yes
Ruth Turman	Promotions Chair*	Yes
Danielle Torley	Secretary*	Yes
Sherry Bowles	Treasurer*	Yes
Amy Stourac	Past Chair/Mentor	No
	Voting members* (8)	

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

3. Location

Teleconference.

4. Programs – Bethany Burton

Working on presenters for the September and December meetings. Once confirmed, will recommend door prizes to try and tie them in with the speaker.

5. Treasury Report – Sherry Bowles

- Current balance, \$15,853.27
- Paid SPAC \$510, an additional \$194 to cover cancellation
- Chapter rebate – Expect to receive \$1,875 by April 30th
- Door prizes for March meeting – Will send Shipley books to the two March winners.

6. Publicity – Jen Mosier

- Need information for next chapter meeting to communicate to chapter - please send when its finalized
- Continued social media presence is going well
- 2019 video work has started – Would all board members look for SPAC photos?
- Will communicate the APMP virtual conference now and as it approaches
- Continue to add new email address to distro - please keep sending
- Send over any items that should be communicated to entire chapter or on social media
- Quarterly newsletter still going out regularly

7. Promotions – Ruth Turman

Regarding fall B&P Conference – we cannot put chapter ribbons in packages ahead of time so we'd need to walk around and pass them to members during the conference. If we decide to move forward with those, we will want to order in advance. Board members to consider options and discuss at the August meeting.

8. Membership – Josh Hendricks

The Florida Sunshine current membership stands at 250 with 105 certified members.

Will the Professional or Foundation go on sale, similar to the Practitioner sale? Josh to check in with APMP.

9. Upcoming 2020 Meetings

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

2nd Quarter General Membership Meeting

Date:	<i>June 04, 2020 from Noon to 1:00 PM EDT</i>
Program:	<i>Paradigm Shifts in Proposal Development – Bob Frey</i>
Door Prizes:	<i>Members and non-members: “Government Contracts in Plain English: What You Need to Know About the FAR (Federal Acquisition Regulation), DFARS, Subcontracts, Small Business Set-Asides, GSA Schedules, Bid Protests, and More” by Christoph Minarchik</i> <i>Members and non-members: APMP Glossary of Terms</i>

3rd Quarter Board Meeting

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

Date:	<i>September 03, 2020 from Noon to 1:00 PM EDT</i>
Program:	
Door Prizes:	<i>Members and non-members: (1) Shipley Proposal Guide, (1) graphics book, and (1) capture guide;</i> <i>Suggestions from Presenter:???</i>

4th Quarter Board Meeting

Date:	<i>November 05, 2020 from Noon to 1:00 PM EST</i>
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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>

10. Conferences

The Southern Proposal Accent Conference (SPAC) 2020 has been postponed until 2021; planning is ongoing.

Bid and Proposal Con (BPC) 2020 will be in Nashville, Tennessee on September 30 – October 03 (Wednesday – Saturday), 2020

11. Items Brought to Vote

1. Door prizes – Board voted on door prizes for the June meeting – approved two books as prizes for members/non-members.

12. Open floor discussion

1. GoToWebinar tutorial material and practice session – thanks to Sherry for the helpful links with GotoWebinar. Meghann offered to do a virtual practice session with board members.
2. Is anyone taking advantage of the Summer of Savings? Let's keep in touch for studying, prep, etc. Alyssa to look into BPC Europe resources/info for any videos/videos on demand available.

13. Closing

The Chapter Chair to thank board members, and the meeting adjourned at 12:42pm EDT.