



*Florida Sunshine Chapter*

**Meeting Date:**  
December 10, 2008

**Meeting Minutes Compiled by:**  
Joan C. Ford, Secretary



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## **Date & Time of Meeting**

**December 10, 2008  
4:00 to 5:12 PM ET**

## **Attendees**

**A total of 79 individuals attended the December Chapter meeting via the on-line Live Meeting conference/call connection, as noted below:**

**Allen, Laura  
Beal, Ann  
Beaulac, Maureen  
Bergweiler, Martha  
Blakney, Betsy  
Bowles, Sherry  
Brady, Rob  
Brokeshoulder, Sherri  
Brooks, Deborah  
Brown, Marcia  
Bunyard, Sharon  
Cantrell, Gretchen  
Carr, Brenda  
Cleveland, Patricia  
Cook, Steven  
Cooper, Annette  
Cooper, Dawn  
Constanino, Karen  
Cotterman, Drew  
Davenport, Don  
Eaton, Elaine  
Edwards, Shirl  
Ford, Joan  
Fox, Penny  
Franklin, Sandi  
Gallagher, Katherine  
Gilbert, Jill  
Goins, Rebecca  
Greenbaum, Diane  
Hales, Jack  
Hamby, Donna  
Hamilton, Bo  
Hammond, Ken  
Hopson, Cynthia  
Hornsby, Mari  
Hurrell, Lois  
Hyde, Jennifer  
Keck, Sharon  
Keifer, Jim  
Keller, Chuck  
Kerns, Kathy**

**Klevitsky, Zhenia  
Latta, Joseph  
Lattimore, Etta  
Lawal, Pamela  
Lawrence, Kari  
Len, Elizaabeth  
Lewis, Laura  
Lindo, Michael  
Lipsey, John  
Maddox, Natallia  
Mahnke, Linda  
Mallek, Deborah  
Marion, June  
Masterson, Dorene  
McRae, Courtney  
Moore, Greg  
Moore, Judy  
Morris, Charles  
Neary, Catherine  
Pechacek, Davina  
Rashkovsky, Yulia  
Rogers, Justin  
Sheehan, Doris  
Simon, Leonora  
Smilnak, Mike  
Stephens, Kristen  
Stern, Mark  
Stourac, Amy  
Stringer, Laura  
Toland, Bill  
Thierry, Cynthia  
Veshosky, Gerard  
Warfield, Mandy  
Wells, Melissa  
Weston, Wendy  
White, Michael  
Whitt, David  
Williamson, Cindy**

**Speaker: Premo, Monica**

## Location

*Virtual via Webinar (Live Meeting) and conference call line.*

## Call to Order

*Chuck Keller, Chapter Chair, called the meeting to order and welcomed the new and returning meeting attendees to our final chapter (general membership) meeting of 2008.*

*Chuck encouraged non-APMP members to join APMP and to affiliate with our Florida chapter. Go to [www.apmp.org](http://www.apmp.org) to learn more and join online.*

## Recent Election / Retention of Existing Officers

*We conducted chapter officer elections at the November board meeting. (All candidates ran unopposed.) The 2009 chapter officers are:*

*Chapter Chair – Chuck Keller  
Chapter Co-chair – Jack Hales  
Treasurer – Sherry Bowles  
Membership Chair – Mike Smilnak  
Assistant Membership Chair – Martha Bergweiler  
Programs Chair – Amy Stourac  
Publicity Chair – Kari Lawrence  
Secretary – Joan Ford*

*Note: Martha Bergweiler's position is an appointed (not elected) position.*

*Terry Clayton has agreed to serve as our chapter's SPAC representative in 2009. The board will need to formalize the role as an appointed officer position.*

## 2009 Initiatives

*The Sunshine chapter has four primary initiatives in 2009:*

- 1. Increase membership*
- 2. Provide informative programs at meetings (4 per year)*
- 3. Co-sponsor SPAC, along with the GA and NC chapters*
- 4. Promote the APMP accreditation program*

## Southern Proposal Accents Conference (SPAC)

*The 13<sup>th</sup> annual The Southern Proposal Accents Conference (SPAC) is targeted for late October 2009 in Atlanta, GA. The FL Chapter will again co-sponsor SPAC with the GA and Carolina chapters.*

*Congrats to Jack Hales for writing an article about 2008 SPAC for "The Perspective".*

*Thanks to Terry Clayton for her representation of the FL Chapter at SPAC in 2008.*

## **Potential Accreditation Program in April 2009**

*Chuck asked anyone interested in attending a Foundation level accreditation training program and exam in 2009 to contact him at [accreditationdirector@apmp.org](mailto:accreditationdirector@apmp.org). The accreditation program will be provided by an approved training organization (ATO). The ATO will require a minimum number of registrants.*

*We are considering hosting the session in the Orlando or Tampa areas.*

## **Door Prize**

***Door Prize:** Shipley Proposal Guide for Business and Technical Professionals by Larry Newman. This book, courtesy of Shipley Associates, provides guidelines and best practices for capturing strategic business in a competitive environment.*

***Winner:** Michael White*

## **Chapter Meeting Presentation**

*Our presenter, Monica Premo, presented "Simple Strategies to Work Smarter, Faster, and Better". Monica is an organizational and productivity consultant and founder of Practically Perfect. She offers individual and business consulting, hands-on organizing services, speaking, and workshops to help busy people get more done.*

*Monica's company web site is: [www.practicallyperfect.biz](http://www.practicallyperfect.biz)*

*Monica's presentation focused on efficiencies in areas such as emails, meetings, and goal-setting.*

*Following her presentation, Monica invited participants to respond to the evaluation; those who respond will be added to her newsletter distribution list.*

## **Florida Photos for Website**

*Chuck encouraged chapter members and other attendees to submit pictures of a Florida scene to our webmaster, Bill Andre, for inclusion on our web site.*



## **2009 General Membership Meeting Schedule**

### **General Membership Meetings**

*Next meeting: March 18, 2009.*

*Program: Verna Hankins will present "Editing for Non-Editors: 10 Steps to Stronger Documents".*

### **Board Meetings**

*2009 board meetings will be held one month before each membership meeting.*

*Note: Although board meetings are normally held one month prior to the general membership meeting, Chuck, the Chapter Chair, would like to hold the next board meeting in January 2009.*

### **Closing**

*Chuck encouraged all attendees to support our 2009 membership drive. He also encouraged non-chapter members to join the FL chapter.*

*The December chapter meeting adjourned at 5:12 PM ET.*