



Florida Sunshine Chapter

Meeting Date:
September 21, 2011
Meeting Minutes Compiled by:
Joan C. Ford, Secretary



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Date & Time of Meeting

The year's third virtual chapter meeting of the FL Sunshine Chapter was held on September 21, 2011 from 4:00 to 5:15 PM ET.

Attendees

Forty-five individuals attended the September chapter meeting via the on-line Live Meeting conference/call connection, as noted below:

Meeting Attendees	
Ansel, Kathy	McGinley, Patrick
Applegate, Irene	Mertz, Kimbra
Bergweiler, Martha	Miles, Amanda
Bowles, Sherry	Miller, Althea
Carstarphen, Talma	Minke, Marion
Cooper, Dawn	Oblak, Joe
Cruz, Phil	Pilotte, Joe
Davis, Teresa	Roark, Tonia
Dodds, Michael	Robbins, John
Dykes, Linda	Roxby, LaVerne
Farjado, Sandra	Shattuck, Sandra
Ford, Joan	Smilnak, Mike
Galante, Christine	Staton, Jennifer
Griffey, Beth Ann	Stourac, Amy
Hair, Marino	Stough, Michelle
Holtzclaw, Maureen	Summers, Mike
Jablonski, Jenny	Turkali, Jennifer
Jablonski, John	Vieira, Rosemary
Johnston, Kathy	Wyckoff, Allison
Keller, Chuck	Veshosky, Geri
Lewis, Meghann	Webb, Nancy
Marcoux, Nancy	Younis, Inas

Speaker: Dr. LaBrita Cash-Baskett, Fundamental Focus

Location

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

Call to Order

Sherry Bowles, 2011 Chapter Chair, called the meeting to order and welcomed new and returning attendees to the third quarter 2011 general membership meeting. She reminded attendees that the FL Sunshine Chapter is a virtual chapter and all are encouraged to attend. Sherry encouraged non-members to join, and recommended that those who have not yet affiliated with our chapter to consider doing so.

Because we report our meeting attendance via the Live Meeting roster, Sherry advised phone attendees and piggy backers to notify her of their participation by emailing her at sherryb@tybrin.com.

Sherry reminded attendees that meeting attendance counts as five CEUs towards maintaining APMP accreditation.

Chartered with 38 members in September 2007, the FL Sunshine Chapter now boasts over 100 members.

Sherry introduced and welcomed eight new chapter members:

- Elizabeth Meloy
- George Brown
- George Deloach
- Gerry Becker
- Rich Berglund
- Ericha Howard Ford
- Kevin Jans
- Patrick King

Sherry asked that existing or new members contact a Membership Committee member (e.g., Mike Smilnak, Rosemary Vieira, and John Robbins) or any Chapter officer with questions about member affiliation.

Announcements and Upcoming Events

Sherry made the following announcements before the speaker's program:

- **Accreditation Rebates:**
Chapter members who successfully pass the Foundation level exam in 2011 will receive a \$50 rebate; the rebate is offered for up to 20 members. Congratulations to Phil Cruz who recently passed the APMP Foundation level exam and received his accreditation.

The rebate program has been extended to the Practitioner level, beginning in September 2011 and running through the end of 2012. A \$100 rebate will be offered to Chapter members who pass the exam and receive accreditation; the rebate is offered for up to 10 members.

- **APMP Chapter Communications Award:**
Sherry announced that our Chapter won the APMP Chapter Communications Award at this year's annual conference in Denver. This is the third award won by our chapter – previously won awards were the Chapter Programs Award and Chapter Special Events Award (shared with the Carolinas and Georgia APMP Chapters for co-sponsorship of the Southern Proposal Accents Conference).

Sherry thanked Chuck Keller for laying the groundwork for this year's award, as well as our officers for their contributions. See photo of the award on our web site under the "News" tab at <http://apmpflorida.org/news>.

- **Tampa Bay Social on September 28:**
Rosemary Vieira announced that the Chapter is hosting a social/networking event for proposal professionals (members and non-members) in the Tampa Bay area on September 28 at the Kona Grill. It's a great opportunity for proposal folks in the Tampa Bay area to come together and socialize/network in person. A door prize will be given away: Co-author Chuck Keller's book Proposal Writing: The Art of Friendly and Winning Persuasion.
- **Southern Proposal Accents Conference (SPAC) 2011:**
The 15th annual Southern Proposal Accents Conference (SPAC) will be held on Thursday, October 27 in Atlanta. This year's theme is "Great Proposal Cook-off: Recipes for Winning!" Volunteers are needed in advance of the conference and onsite at the conference. Those interested in volunteering are encouraged to visit our web site's "Conferences" tab for committee details at <http://apmpflorida.org/conferences>.

Jack Hales is chairing the Special Events committee; Amy Stourac is working on the Speakers committee; and Sherry is supporting the Door Prizes committee. Additionally, the following support from our chapter is still needed:

- Two volunteers to work the registration table
- Two room monitors during SPAC
- A person to write a review of SPAC following the event, highlighting its successes

Two pre-conference workshops will be held:

- 1) Lohfield Consulting: APMP Foundation Level Accreditation
- 2) 24 Hour Company: Down and Dirty Proposal Graphics and Desktop Publishing

- **2012 Elections:**
Amy Stourac invited individuals to join the Board, explaining that they can nominate themselves or nominate a colleague. All officers must be a current APMP member and be affiliated with the Florida Sunshine Chapter. Additionally, the Chapter Chair must have one year's experience on the Board.

Amy reviewed the Chapter's outgoing 2011 officers:

Name	Title
Ansel, Kathy	Programs Chair
Bergweiler, Martha	Treasurer
Bowles, Sherry	Chapter Chair
Ford, Joan	Secretary
Keller, Chuck	Publicity/Promotion Chair
Maurice, Tonya	Assistant Programs Chair
Minke, Marion	Assistant Publicity/Promotion Chair
Robbins, John	Assistant Membership Chair
Smilnak, Mike	Membership Chair
Stourac, Amy	Chapter Co-Chair
Vieira, Rosemary	Assistant Membership Chair

Amy invited members to submit their nominations to her at amy.stourac@salientfed.com. Nominations are due by October 1. Candidates running unopposed will be considered elected.

- **Door Prizes:**
Kathy Ansel announced today's door prizes:
 - 1) One registration to SPAC to a Chapter member (value: \$180)
 - 2) One registration to SPAC to a non-APMP member (value: \$210)

Today's Program

Speaker & Summary

Sherry introduced our speaker, Dr. LaBrita Cash-Baskett, Founder/President/Managing Partner of Fundamental Focus, LLC (<http://www.fundamentalfocus.net>).

Communication is at the center of organizational activity. While there are particular communication skills and behaviors that should be developed for group effectiveness, there are counterproductive individual behaviors that should be avoided. Making communication competency a part of managers' development and nurturing by investing in communication skills building is invaluable. Your success depends on your ability to communicate effectively. So what can you do to leave a lasting, positive impression with your audience and teams? This presentation will provide you with practical tools, tips, and high impact recommendations for improving your group communications skills.

Title: Communication Optimization – How to Communicate in Groups and Teams Effectively

Key Concepts

- **Essential Elements of Effective Group Communications**
- **Benefits of Better Communications in a Team-based Organization**
- **Essential Elements**
- **Common Problems that Hold Managers Back**
- **Task Skills – Communicate with People Better**
- **Maintenance Skills – Lead Change through People**
- **Relationship Skills**
- **Five Principles of Team Leader Communications**
- **Presentation and Vocal Skills: Create and Communicate Vision**
- **Increasing Group Participation / Group Participation Roles**
- **Negative and Positive Communication Behaviors**
- **Seven Motivating Behaviors**

Door Prize Drawings

Kathy Ansel facilitated the door prize drawings and announced the following winners:

Door Prize 1: SPAC 2011 Registration for FL Chapter Member

Winner: Beth Griffey

Door Prize 2: SPAC 2011 Registration for Non-APMP Member

Winner: Talma Carstarphen

2011 Meeting Schedule

4th General Membership Meeting

Date:	December 1, 2011
Speaker:	BJ Lownie with Strategic Proposals LLC
Door Prizes:	Two APMP memberships (one for a non-member; and a renewal for a current member)

Closing

Sherry thanked Dr. Cash-Baskett for a terrific program and our participants for their attendance. The presentation will be posted to our chapter web site at <http://apmpflorida.org>.

Sherry reminded participants to notify her via email if they piggybacked (shared a computer) while attending the meeting, so that we can obtain an accurate attendance count.

She asked attendees for meeting suggestions or any ideas for improvement; use the feedback form on our website or our chapter's LinkedIn group. The name of the group is "Florida APMP Chapter." Sherry thanked Chuck for his contributions to the group.

Sherry advised members that chapter announcements, presentations from previous meetings, minutes, and job openings are available on our web site at www.apmpflorida.org. Those seeking positions in the chapter's geographic area (e.g., FL, AL, TN, KY, MS, and LA) or in Georgia should check our LinkedIn site and chapter web site. We also have a section for consultants on our web site – all consultants who wish to post information on our site should contact our Publicity/Promotions Committee (i.e., Chuck Keller or Marion Minke) or Sherry.

Sherry recommended attendees to check out the newly redesigned APMP web site (www.apmp.org); you will find news about our chapter under "Chapter Community of the Florida Sunshine Chapter."

Sherry congratulated today's door prize winners and announced that our next meeting will be held on December 1.

The September chapter meeting adjourned at 5:15 PM ET.