



Florida Sunshine Chapter

Meeting Date:
March 12, 2014

General Meeting Minutes Compiled by:
Meghann Lewis



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1. Date and Time of Meeting

Date: March 12, 2014

Time: 4:00 to 5:00PM EDT

2. Attendees

Thirty-three (33) people participated in the webinar worth five (5) continuing education units (CEUs).

Pearl	Barrientos
Jill	Bartlett
Michelle	Bergandi
Martha	Bergweiler
Barbara	Blake
Thomas	Burke
Christian	Colina
Dawn	Cooper
Gillian	Dionne
Dick	Eassom
Shirl	Edwards
Alyssa	Feliho
Sarah	Freeman
Kimberly	Gray
Dan	Hartman
Maureen	Holtzclaw
Kathy	Johnston
Meghann	Lewis
Sandy	Luttrell
Dan	Lyons
Kimbra	Mertz
Althea	Miller
Jen	Mosier
Jen	Olson
Michelle	Palasek
Igor	Santos
Stacie	Scalise
Jennifer	Schneider
Sandy	Shattuck
Sharon	Spaits
Amy	Stourac
Ruth	Turman
Gerard	Veshosky



3. Location

GoToWebinar

4. Call to Order

Chapter Chair, Amy Stourac, welcomed Florida Sunshine Chapter members and visitors to the first General Chapter meeting of 2014.

5. Announcements

- a) Our chapter was chartered in September 2007 with 38 members. Our Chapter membership has climbed to 127 members**
- b) Amy Stourac informed attendees of a few of the benefits of Sunshine Chapter affiliation with regard to rebates toward APMP certification through 2014, and encouraged unaffiliated members to contact her or any other chapter officer for more information**
 - i. \$50 toward successful Foundation Level exam; maximum 5 members**
 - ii. \$150 toward successful Practitioner Level exam, maximum 8 members**
 - iii. \$200 toward successful Professional Level exam, maximum 4 members**
- c) To ensure general announcements and renewal notices are received, Amy Stourac encouraged members to update their APMP.org profiles if they have moved, changed jobs, etc.**
- d) Amy Stourac informed the chapter that this year's Southern Proposal Accent Conference (SPAC) is scheduled to be held in Atlanta, Georgia this year. The venue and date are being decided upon by the SPAC committee members. Announcements will be made once they are finalized.**
- e) Amy Stourac encouraged everyone to join the Florida Sunshine Chapter LinkedIn Group: Florida APMP Chapter. Everyone can find announcements, discussions, and job postings. Available jobs can be posted for states in the Southeast U.S., including Georgia, South Carolina, and North Carolina. The Chapter's LinkedIn group has approximately 270 members.**
- f) Attendees were informed that announcements, presentations from previous chapter meetings, minutes, and job openings on the Florida Sunshine Chapter website at www.apmpflorida.org. For job seekers in the Chapter's geographic area (FL, TN, KY, MS, and LA) or in Georgia, check our Linked In and website. There is also a section for consultants on the website. If you are a Florida Sunshine Chapter member who is a consultant and want to post something, please contact our Publicity/Promotion Chair. Florida Sunshine Chapter member postings are free of charge.**



- g) *For those used to Facebook, Amy Stourac reminded everyone of the recently launched Facebook page so please "like" us. Simply filter for Pages, and then type in APMP Florida Sunshine Chapter.*
- h) *Programs Chair, Geri Veshosky, announced the door prizes to be won at the end of the presentation.*

6. Presentation

Mr. Dick Eassom, of SM&A, a certified APMP Fellow, presented "Nine Things You Should Do With Microsoft Word 2007 and 2010/2013".

The abstract for his presentation: Out of the box, Microsoft Word is configured to help the average home or student user. It often thinks for you, predicting what you want to do. As proposal professionals have come to realize, this assistance is not always a good thing! From the pages of the APMP Perspective, Wordman will take you through the nine settings that you need to change in Word before you start to develop proposal products. All attendees will get a PDF version of the "Nine Things..." setup guide for Word 2007 and Word 2010/2013. Time permitting, Wordman will answer your burning Word questions!

Mr. Eassom's website is <http://www.iamwordman.com>.

Notes:

- a) *Mr. Eassom's presentation and two setup guide handouts will be available on the Sunshine Chapter website in a few days.*

7. Prizes Drawing Winners

Shipley Proposal Guide:

- *Jill Bartlett*
- *Wordman Software*
 - *Barbara Blake selected the Wordman Rextractor add-in tool*

Registration for the International Conference:

- *Dawn Cooper*

8. Closing

Amy Stourac announced the next Florida Sunshine Chapter meeting will be on June 11, 2014, when Ms. Betsy Blakney will be presenting "Getting Unstuck: How to Remain Relevant as a Proposal Professional." Ms. Stourac thanked all attendees and our presenter, Mr. Dick Eassom. She reminded everyone that we will be giving away more excellent door prizes at the next 2014 meeting.

Suggestions for Chapter programs and events were welcomed. Attendees were encouraged to reach the Officers via the Feedback form on our Chapter website, or under the Linked In or Facebook pages.