



Meeting Date:
September 8, 2016

General Meeting Minutes Compiled by:
Jennifer Siler, CP APMP, Secretary

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1. Date and Time of Meeting

General Membership Meeting was held on:

Date: September 8, 2016

Time: From 4:00 PM to 4:45 PM ET

Attendees:

Twenty (20), listed below, attended the GoToWebinar.

Last Name	First Name
Lewis	Meghann
Bergweiler	Martha
White	Melanie
Abreu	Alexandre
Barbour	Jeannie
Bowles	Sherry
Burton	Bethany
De Freitas	Carlos Henrique
Evert	Dayna
Feliho	Alyssa

Last Name	First Name
Lyons	Dan
McMullen	Kristen
Mosier	Jennifer
Siler	Jennifer
Smith	Cynthia
Spaits	Sharon
Taylor	Susanne
Torley	Danielle
Wilcox	Wendy
Worthington	Christy

2. Location

GoToWebinar

3. Call to Order

Chapter Chair, Meghann Lewis, welcomed Association of Proposal Management Professionals (APMP) Florida Sunshine Chapter members and visitors to the third General Chapter meeting of 2016.

4. Announcements

1. Our meetings are held virtually, and anyone is welcome to attend. Membership attendance at chapter meetings counts for five (5) Continuing Education Units (CEUs) toward maintaining APMP accreditation.
2. We report our meeting attendance using GoToWebinar, so if you are watching the presentation on someone else's computer (piggybacking) or are attending only on the phone, please send an email to the person listed on the invitation so we can record your attendance.

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3. At our Chapter meetings, we try to present information relevant to the Proposal Professional, expanding your tool kit, and sharing relevant experience from some of the leaders in the industry.
 4. If you are not a member of APMP, we encourage you to join. If you already are an APMP member, but have not affiliated with a chapter or wish to affiliate with our chapter, we encourage you to let us know. We will forward your request to an APMP administrator who can help you with that request. If you have any questions on affiliation, contact any chapter officer. You can find our contact information on the Florida APMP website. At this time, we have approximately 178 registered members through APMP.
 5. One of the benefits of being affiliated with the **Florida** chapter is eligibility for APMP Certification rebates. This rebate is designed to help offset our member's certification training expenses or the exam fee. Our chapter provides rebates for passing the following levels of certification:
 - o \$50 toward successful Foundation Level exam; maximum 5 members.
 - o \$150 toward successful Practitioner Level exam, maximum 8 members.
 - o \$200 toward successful Professional Level exam, maximum 4 members.If you are a Florida chapter member and pass your certification, be sure to apply to the Chapter Chair for your rebate. Simply email a copy of your certificate or the email confirming your passing. Once we verify that you were a member when you took the test, we will send you your rebate!
 6. As a reminder, we are planning our 20th Southern Proposal Accents Conference (SPAC) is being held on Thursday, March 23rd 2017 at the Cobb Energy Performing Arts Center. We are looking for volunteers from our chapter who are available to work with the committee to plan an excellent conference in Atlanta. It is a great deal of fun and you will earn more CEU credits with participation. Please contact Amy Stourac or Meghann Lewis if you are interested.
 7. Danielle Torley announced the three (3) door prizes to be awarded at the end of the webinar: One (1) Shipley Proposal Guide, one (1) Billion Dollar Graphics eBook (with 200 new graphics), and one (1) Shipley Capture Guide. Attendees are only eligible to win one door prize per meeting.

5. Presentation

Melanie White is a certified proposal management professional who specializes in serving clients in federal, non-defense markets. A graduate of West Virginia University with an MS in Software Engineering, MA in Secondary Education and a BA in English, Melanie brings a unique skill set to each project. Her combination of expertise enables Melanie to produce exceptional products while also enhancing the clients' business processes.

Highlights

Creating target goals with motivating factors

Measuring realism, time frame to score and weight your goals

Mark if each goal is professional/personal, whether it's a strength/weakness and whether it's based on feedback or self-identified

Resources for Professional Development Planning

- Forbes – webinars @forbes.com
- Franklin Covey via store @franklincovey.com
- Career Center at local universities

Book Suggestions

- “Lean In” by Sheryl Sandberg
- “The Virgin Way: Everything I Know About Leadership” by Richard Branson

No questions from the audience

6. Prizes and Winners

1. Shipley Proposal Guide: Jeannie Barbour
2. Billion Dollar Graphics eBook: Susanne Taylor
3. Shipley Capture Guide: Bethany Burton

7. More Announcements

1. Just a reminder that we have a LinkedIn Group for the Florida Sunshine Chapter. The name of the Group is *Florida APMP Chapter*. We encourage you all to join our Group. You will find announcements, discussions and job postings. In our LinkedIn group jobs can be posted for states in the Southeast US, including GA, SC and NC. Our chapter's LinkedIn group has 347 members now.
2. For those of you who are used to Facebook, we have a Facebook page so please "like" us. Simply filter for Pages then type in APMP Florida Sunshine Chapter.
3. We also post announcements, presentations from previous chapter meetings, minutes and job openings on our Florida Sunshine Chapter website at www.apmpflorida.org . If you are a Florida Sunshine Chapter member who is a consultant and want to post something please contact our Publicity/Promotion Chair. Our chapter member's posting is free of charge.
4. Pin Challenge – Bethany Burton won \$50 gift card.
5. December 8th is our next meeting.



8. Closing Reminders

Slides from today's presentation as well as meeting minutes will be posted on the APMP Florida Sunshine Chapter website. The meeting adjourned at 4:45 PM ET.