



Florida Sunshine Chapter

Meeting Date:
March 18, 2009

Meeting Minutes Compiled by:
Joan C. Ford, Secretary



Contents

Date & Time of Meeting 1

Attendees 1

Location 2

Call to Order 2

Chapter Announcements 2

Review of 2009 Officers..... 2

Door Prize 2

Chapter Meeting Presentation 3

2009 General Membership Meeting Schedule..... 3

2009 APMP Conferences 3

Closing 3



Date & Time of Meeting

March 18, 2009

4:00 to 5:14 PM ET

Attendees

A total of 80 individuals attended the March chapter meeting via the on-line Live Meeting conference/call connection, as noted below:

*Bennes, Michelle
Bock, Jim
Bowles, Sherri
Brokeshoulder, Sherri
Brown, Karleen
Brown, Marcia
Bunyard, Sharon
Burdette, Dawn
Cake, Terence
Campbell, Bill
Cantrell, Gretchen
Cella, Jay
Claudin, Shelley
Clayton, Terry
Cleveland, Patricia
Colello, Brooke
Cook, Steven
Cooper, Dawn
Daniels, Charles
Dalton, Dawn
Desilet, Crystal
Eaton, Elaine
Favia, Sharon
Fletcher, Bruce
Floyd, Anita
Ford, Joan
Fray, Karen
Gardner, Susan
Glibert, Jill
Goins, Rebecca
Gorman, Clare
Grunder, Jami
Hair, Marino
Hales, Jack
Hamilton, Bo
Hammond, Ken
Hankins, Verna
Houchin, Susan
Hurrell, Lois
Izarra, Angela*

*Jones, Lorrie
Keane, Diane
Keifer, Jim
Keller, Chuck
Kerns, Kathy
Kuzma, Bob
Lipsey, John
Long, Dottye
Mahnke, Linda
Marcolongo, Sherry
McKinney, Nathan
Michael, Carlton
Minke, Marion
Mino, Gary
Moore, Greg
Moore, Judy
Oliver, Alice
Peterson, Charles
Rashkovsky, Yulia
Reckling, Richard
Rigsby, Scott
Roark, Tonia
Roberts, Kevin
Robbins, John
Roman, Carlos
Sammick, Steve
Sheehan, Doris
Skelly, Catherine
Smilnak, Mike
Smith, Alonzo
Sparacio, Francesca
Stephens, Kristen
Stough, Michelle
Stourac, Amy
Taylor, Lisa
Tibble, Jaime
Veshosky, Gerard
Yaras, Rainney
Woodward, Michelle
Wolff, Heidi*

Speaker: Hankins, Verna

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 first virtual general membership meeting of 2009.

Chuck encouraged non-APMP members to join APMP and to affiliate with our Florida chapter. Go to www.apmp.org to learn more and join online.

Chuck gave a special welcome to newest APMP members (those who joined in 2009). New members included Carlos Roman w/ Solution Response; Jami Grunder with IMC Healthcare; and Jaime Tibble United Healthcare Student Resources.

Chuck asked participants who joined the meeting via email, teleconference, or by 'piggybacking' on a colleague's computer to provide their names to Sherry Bowles. This will ensure we have an accurate meeting count.

Chapter Announcements

Chuck Keller shared a bit of history about our chapter, meeting schedule, and our rapid growth. We formed the chapter in late 2007 with 38 members and today boast 86 members. Our chapter has grown 126% since its inception!

Through December of 2008, we averaged about 44 persons per general membership meeting; 83 attendees attended the December 2008 meeting.

The Florida chapter has submitted nominations for two awards to be given at the June APMP conference. The categories are chapter membership and programs.

Review of 2009 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 (appointed, not elected)

Programs Chair – Amy Stourac

Secretary – Joan Ford

Publicity Chair – Open (open now that Kari Lawrence has resigned from the position)

Publicity Chair: Contact Jack Hales or Chuck Keller if you are interested in the publicity chair vacancy.

Website: Contact Bill Andre if you wish to post a job opening or consultant job to the website.

Door Prize

Prize: Registration to Chuck Keller's two-day workshop, "Winning Proposals for Federal Contracts: How to Respond to a Federal Government RFP". The workshop is scheduled for March 25-26 in Biloxi, MS.

Winner: Mike Smilnak

Chapter Meeting Presentation

Our presenter, Verna M. Hankins, presented “Editing for Non-Editors: 10 Steps to Stronger Proposals”. Verna is a technical editor with Lockheed Martin.

Secrets to better editing: 1) Read. 2) Learn from the masters. 3) Expect to revise.

Ten Key Steps

10. Eliminate wordiness.
9. Avoid obtuse language.
8. Check punctuation.
7. Check pronouns.
6. Check for subject-verb agreement.
5. Verify internal references.
4. Avoid overcapitalizing
3. Define acronyms and abbreviations.
2. Check spelling.
1. Be consistent (terms, style, capitalization).

2009 General Membership Meeting Schedule

General Membership Meetings

Next meeting: May 13, 2009

Program: David Sotolongo will present “Meet the New Boss: Talking ‘Bout My Generation”. David is the Vice President of Business and Proposal Development at RTI International.

Board Meetings

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

Foundation Level Accreditation Workshop

Jack Hales discussed the April 24 foundation level accreditation coaching and exam workshop to be held at the Orlando Airport Marriott.

Shipley Associates will conduct. A minimum of twelve participants are needed.

2009 APMP Conferences

International: June 9-12 APMP Conference in Chandler, AZ

Regional: Southern Proposal Accents Conference (SPAC) on October 30 in Atlanta, GA. The Florida Chapter will sponsor the conference with the Georgia and Carolina chapters.

Closing

Chuck thanked our speaker, Verna Hankins, for a great program and our participants for their attendance.

The March chapter meeting adjourned at 5:14 PM ET.