

Thursday, February 12, 2015; Noon to 1 p.m. EST
FSCPM Board Meeting - 218-632-0323 Pass code: 12345678#
Agenda

Attendees: Sabrina Hartley, President
John Levitt, Treasurer
Ron Waters, Suncoast Chapter President
Denise Barber, NFL Chapter President
Dena Rader, Pending SW Chapter President

1. **Proposed bylaws change** – suggest the following change to allow new chapters flexibility in their first year to get up-and-running without establishing formal goals and objectives.

Article X -Regional Chapters

Section 5. Beginning with the second year of operation, the chapters shall establish annual goals, objectives, and action plans. A copy of this information shall be sent to the President of the FSCPM for review by April 1st of each year.

All attendees agreed with this proposed change. The remaining board members will be consulted and a formal electronic vote taken to confirm the change. The change will be in place prior to the next monthly board meeting.

2. Membership

- a. Sabrina sent out mass email confirming recipients' membership
- b. What and where are the gaps in membership records and/or notification
- c. Identify steps/continued processes to eliminate these problems in the future

The Suncoast Chapter has no membership list issues. The NFL chapter appears to have lost some people from its membership list in a secretarial transition. The chapter will assess the issue to identify whether it is a local problem and fix and/or the FSCPM can assist. The pending SW Chapter requested and received a list of local FSCPM members for outreach/invitation to their next meeting. Each chapter (and the pending chapter) will assess their current membership list and contact FSCPM with any state-level issues/problems. Sabrina (President), John, (treasurer), and Stephanie (membership chair) will meet to determine whether there are additional ways to streamline the membership process.

3. **Lapel Pins** – pursue purchase – we will have to come up with distribution plan

Denise Barber, NFL Chapter President, will explore whether the chapter's t-shirt vendor also provides lapel pins and, if so, at what cost. She volunteered to follow-up with the company that FCPM used in the past as well for price comparisons and availability. FSCPM will explore pricing options and develop a proposal for purchase for board approval. How the pins will be distributed to current members remains to be worked out. Future graduates will receive a pin upon graduation.

4. **Budget** – will provide a draft for review ASAP

The board received a draft budget for review the day before the meeting. ([Attachment](#)) To ensure adequate time for review and discussion, the board will review the materials and send any questions, comments, suggestions, to Sabrina by close of business Monday, February 16th. Once all feedback has been received and addressed, a final budget will be shared with the board, wherein an electronic vote will take place before the next monthly board meeting. Sabrina reported that she and John already discussed the addition of a 'miscellaneous' budget category to use for things like lapel pins. The FSCPM has found merchandise to be better locally procured and, so, does not need a merchandise budget item, but does need access to funds for these types of miscellaneous expenses. John suggested budgeting \$500. The board will vote on this and other budget suggestions as submitted.

5. **On-Site trainings** – working to identify and start securing additional locations across the state

Sabrina is working with Ben to secure a trainer for the year's first (March 16th) on-site training in Gainesville. Sabrina has proposed a schedule for additional sites based on the statewide training schedule. We await Ben's approval and will adjust the schedule as necessary.

Sabrina introduced the idea of imposing a fee for the half-day trainings for non-FSCPM members. While the board intends to provide the first 2015 on-site training free to all attendees, we will address adding a fee for non-FSCPM members for subsequent trainings. The on-site trainings are an FSCPM membership benefit and will remain free to current FSCPM members. Dena added that she serves on another board that uses this model (free to members/fee for non-members), and it works and is indeed a membership benefit and incentive. Denise Barber added that the NFL Chapter used this model for their full-day 2014 symposium and there were a fair number of attendees that paid \$50 to attend the training while members attended for free. All those in attendance expressed support for adoption of this deliver/pricing model. The board will vote on implementing this model following delivery of the first (March 16th) training.

6. **Symposium planning** – need to identify planning team/members – kick-off initial planning in March

Sabrina asked each of the chapter presidents to consider CPM's in their midst that they would recommend as speakers/presenters at a symposium. Symposium planning will begin in March

and Sabrina emphasized that the event is a representation of the statewide organization and, as such, will rely on input and participation from each of the chapters.

7. Other

SW Chapter recognition request. The pending SW chapter submitted draft bylaws and a list of officers for board review/consideration/and vote. The board received the request and materials the day before the meeting. ([Attachments](#)) To ensure adequate time for review and discussion, the board will review the materials and send any questions, comments, suggestions, to Sabrina by close of business Monday, February 16th. Once all feedback has been received, shared with the pending chapter, and addressed, the board will electronically vote for formal recognition. This process will be completed by close of business on Friday, February 20th.

Board personnel shift – Sabrina introduced the idea of making a change in board personnel. However, because FSCPM is awaiting final approval from Ben, we will wait to announce said shift. This process will be completed before the March board meeting.