

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

Attendees:

Sabrina Hartley, FSCPM President  
Lorna Kibbey, President-Elect  
Dena Rader, SWFLCPM President  
Kara Stallings, NWCPM President

Meeting Began: 12:05 p.m.

Meeting Adjourned: 12:33 p.m.

1. Membership update

There are 227 FSCPM members as of March 12, 2015 - 96 are renewals and the remaining 131 are new members. We will continue to monitor membership figures and work to increase them.

2. Lapel Pins

Sabrina will check with Denise Barber, NFCPM President, to see if she was able to identify a provider and related prices. Lorna reported that CPM students are very interested in earning, and eventually receiving, their CPM lapel pin. (And wearing it with pride.) FSCPM will continue to pursue the issue and ensure that pins are available to the next graduating class and current members as soon as possible. The board included a 'miscellaneous' budget category of \$500 to include lapel pin purchase.

3. 2015 FSCPM Budget (approved and posted)

Dena Rader (SWFLCPM President) and Deb Stanbro (treasurer) met with John Levitt (FSCPM Treasurer) on 3/11/2015 to discuss chapter start-up funds and general chapter finance set-up. Dena inquired as to whether the new chapter could receive its membership funds to date and start-up funds simultaneously. Sabrina explained that the organization recently established a quarterly membership fund distribution schedule and that she would check with the membership chair (Stephanie Liles-Weyant) to determine whether it is reasonable to disburse the SW chapter funds now and track the chapter separately to synch them up with the next membership dues distribution date. Sabrina said that she will work with Stephanie to do what we can to meet the new chapter's request.

Sabrina said that the FSCPM missed the budget submission deadline this year as spelled out in the bylaws. She said that this will not happen in 2015, as the deadline has now been formally noted.

#### 4. Annual chapter goals/objectives

Annual chapter goals and objectives are due in April with the exception of the SW chapter in its first year of operation. Sabrina reported that the board recently voted to change the bylaws to allow new chapters to submit formal goals and objectives beginning the second year of operation. The first year goal of all new chapters is to get up-and-running and members to attend!

#### 5. On-site trainings

Sabrina will continue to work with Ben to identify suitable sites for on-site trainings. We are currently working with the Suncoast chapter to determine what dates and sites will work. Sabrina said that FSCPM would like to implement a fee schedule for non-FSCPM members to attend the half-day trainings. Lorna asked whether it would be appropriate to charge FSCPM members a nominal fee, say \$10, to attend to ensure they show up - because when something is free, people may feel less obligated to show-up. Additionally, the fee structure would allow FSCPM to pay the trainer's expenses for the day. Sabrina said that she understands and is aware of this concern, but past on-site trainings have resulted in large turnouts and CPM graduates desire the connection and additional training from the program instructors. Overall, the no-show numbers have been low. Sabrina said that FSCPM will monitor the results as we implement a 2015 fee structure. If free FSCPM-members do not show in significant numbers, we will revisit the idea of a nominal sign-up fee.

Dena said that the SW chapter successfully used [Event Brite](#) to advertise/invite/track their initial chapter invitation. She said that this free site was user-friendly, allowed for easy tracking and headcount, and protected respondents' email addresses for the event. Sabrina said that FSCPM will explore the site and share it with other chapters as well. (Thanks Dena and new SW chapter!) Dena suggested that the FSCPM keep Joanne Roberson, SWFLCPM Professional Development Chair, apprised of the on-site training potentials.

#### 6. Symposium planning

Since the symposium is intended to represent the statewide CPM alumni organization, FSCPM would like each of the active chapters to participate in its planning and development. Sabrina asked each of the chapter presidents to solicit, volunteer, nominate (however they want to do it) a person to act as the chapter's symposium liaison/representative. She explained that this person

would be expected to participate in initial brainstorming discussions and perhaps share in details/workload as the process develops, depending on their availability. Sabrina said that she is happy to take the lead since she oversaw much of the planning last year and has some experience, but wants input from around the state to ensure that the event is indeed representative of the statewide organization and even better than last year. In order to establish the symposium team before next month's FSCPM board meeting (April 9<sup>th</sup>), Sabrina asked that each chapter submit a liaison (name and contact info) by the COB on Monday, April 6<sup>th</sup>. Since two chapter presidents were unable to make today's board meeting, Sabrina will email them with this requested deadline.

Kara Stallings, NW chapter president, was instrumental in putting together advertising materials for the 2014 symposium and agreed to help with the 2015 event as well. (Thank you Kara!!!)

#### 7. Other

No additional items were introduced for discussion.