

Meeting Minutes



Florida Society of Certified Public Managers Board Meeting Minutes Via Conference Call

Date: Friday, March 9, 2018

Start: 11:37AM End: 12:42 PM

In Attendance

Renee Calo, Carmen Crane, Ruthie Doles , Shannel Franklin, Jackie Green, Len Price, Dawn Scroggins, Lloyd Thompson, and Sue Zimmerman

Items Discussed

Board Reports

1. Financials –Lloyd Thompson

- Pay Pal questions and will reach out to Ruthie to confirm that a brand new account is needed
 - CONFIRMED
- Hard time tracking the new members and payments
- Suggestion to have users renew or join the Chapter using the PayPal account as it has many options for reports
- Forward the PayPal account information to Beatriz once completed
- Forward the New PO Box to Beatriz for the website
- New FSCPM Post Office Box
 - P.O. Box 450 State Road 13 North Suite 106, PMB 144, St. Johns Florida 32359-3863
- Checks have been ordered and will be looking into Bill Pay Online options
- Florida State Symposium is set for October 5th 2018
 - Contract balance is \$628.00
 - Access to Regent on October 4th 2018 cost in contract is \$250 but Renee stated that was not an issue nor did they have to pay that fee in the past
 - Question-in the past has there been a credit card used for FSCPM or just checks?
 - Contract was sent out to the Regent for the Symposium
 - Linen Count and final count must be the Regent October 3rd and the caterer September 21, 2018
 - The Regent is not a hotel it is only a venue
 - General Liability Insurance is included
 - A Tax Form has been sent to the IRS for FSCPM EIN
- Please send Lloyd the Chapters Financials before the monthly board meetings with a spreadsheet containing all income and expenses for transparency
- Question-does each local chapter have their own PayPal accounts?
 - We need to set up guidelines for this issue, document the process for each local chapter and then get an account for each = Lloyd and Shannel to work on

2. Membership-Shannel Franklin

- Shannel is going to reach out to Agatha Muse-Salters to find out how she is and give her our best
- Need the list of membership, update the list, send out to each local chapter as soon as we can



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3. Communications-Shannel Franklin

- Please forward any event needed for posting including emails, articles, motivational quotes on leadership, Acknowledgement of any local chapter members, so it can be placed on social media
- Working on LinkedIn account, hope to have it live on Wednesday, March 14, 2018

Chapter Updates

1. Gateway Chapter-Carmen Crane

- Where can I find the Articles of Incorporation to open our Chapter Checking Account?
- Ruthie please email to the group so all of us have them
- Please have Beatriz add to the website
- Meeting with the board in 2 weeks:
 - Setting goals
 - Make plans for the Meet and Greet
 - Receive FSCPM seed money
- Received email from Joseph Negron from Dept. of Children and Families and he has a potential of 14 people who would like to join the Gateway Chapter

2. North Florida – Shannel Franklin

- Preparing for CPM Graduation in July
- Working on Recognition Program starting this month and will be spotlighting a local chapter member at each of the quarterly meetings
- Speaking at level 4 Classes
- Updating the website with the new members who are fill vacant positions
- Revising bi-laws for the board positions so as people are transitioning in and out they have documentation for reference
- Completing on the chapters 2018 Action Plans that are due at the end of the month
- Updating the membership records

3. Suncoast Chapter – Renee Calo

- Professional Development is being held April 9th
 - Reviewing Level 5&6 and then Chapter Meeting afterwards, \$20 non-member fee
- Looking forward to the membership map that is being developed so that everyone can be affiliated to a local chapter
- Want to add each of the counties onto the website for each of the chapters so they can affiliate with –similar to North Florida has now

4. Southwest Chapter – Len Price

- Quarterly Training Meeting is schedule March 21st but the speaker just cancelled so they are meeting to decide how to proceed
 - \$5.00 Non-member fee lunch and learn



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Working Items

1. Apricot Update

- Ruthie has asked for assistance
- Need to plan spreadsheet to transfer the data from current system
 - Need to schedule a meeting with Ruthie, Dawn, Lloyd, and Agatha
- Speak with Beatriz and Agatha to receive the passwords for the website and membership account

2. FSCPM State Symposium

- Set for October 5, 2018 at the Regent
- October 6, 2018 will be the FSCPM Board Retreat

3. Membership Fee Increase

- Discuss possible fee increase
 - Effective January 1, 2019 the new FSCPM fees will be \$50/year \$75/ Two Years, Retirees \$25, Adjuncts are free, and Honorary Members are free
- Motion #Dawn Scroggins, Motion #2 Lloyd, All in favor, Opposed 0
- Keep the 50/50 split with Local Chapter and State
- Renewals until December 31, 2018 at 5:00 PM are \$40/year, \$70/ Two years, retirees \$20, Adjuncts are free, and Honorary Members are free

4. FCSPM Map for Affiliation

- Madison and Taylor Counties are now assigned to North Florida Chapter
- Lafayette and Dixon Counties are now assigned to Gateway Chapter
- Please review the map attached so it can be added to the website after approval

Update from the President

- New email address is FSCPM@gmail.com – Beatriz please add to the website and Shannel please post on social media and newsletters
- New PayPal Account will be discussed next meeting
- Coming up
 - Set up NEW database with Apricot
 - New Bank Accounts
 - New Document Process
 - New PayPal
 - Action Plans for each Chapter due March 31, 2018
 - If anyone needs assistance or past samples, please look at 2017's on the website
 - Shannel please add an invitation to the FSCPM Board Meetings on social media
- Sue Zimmerman is going to forward the Bi-laws and her review from last year

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- She also has a Certificate of Good Standing that could be used for Gateway to setup a bank account

Next Meeting

- April 13th 11:30 AM – 12:30 PM