



Florida Society of Certified Public Managers

FSCPM Symposium Board Meeting Minutes via Conference Call

Date: Thursday, September 13, 2018

Start: 11:30 AM End: 11:45 AM

Attendees: Cindy Brislin, Ruthie Doles, Annette Gray, Laurie Pizzo, and Dawn Scroggins

1. Details Discussed

- The schedule has been finalized and speakers are confirmed except waiting on email back from Coach Weiner
- Change in the Breakfast Menu
 - No bagels from Panera
 - Renee will pick up the Coffee from Dunkin Donuts (which includes cups and condiments)
 - Cindy will pick up from Costco- bananas, grapes, plates, napkin, knives, orange juice, and water
- Attendance numbers are really low, we need to get the word out as soon as possible as registration closes next Friday, September 21
- Dawn will send out the event flyer again thru constant contacts
- Set up for the event will start at 6:00 AM – anyone that wants to assist is welcome and appreciated
- Everyone take photos at the event and then forward to Shannel Franklin

2. Updated the Symposium Checklist

3. Next week's meeting is cancelled due to the monthly FSCPM Board Meeting on Friday, September 21st

Next Meeting

Thursday, September 27, 2018

CPM Conference Line 218-632-0323 Passcode: 12345678#

*Please see update FSCPM Checklist and Symposium Schedule attached to your email



FSCPM Symposium CHECKLIST

“Engage and Be the Change”

WEEKS BEFORE SYMPOSIUM

- Choose a theme “Engage and Be the Change”
- Choose venue – **The Regent**
- Choose caterer
- Caterers confirmed
- Pay caterer deposit -**Lloyd T**
- Establish budget
- Draft Schedule
- Set up meetings – **Dawn S**
- Registration count – Need cutoff date
- Name Event MC and Co-MC
-**Renee C and Ruthie D**
- Find out the Audio Visual needs of speakers
- Decide on Give-a ways-
*Each Chapter will provide Basket
- Decorations – **Renee and Lori**
- Raffle tickets and bowl – **Renee C**
- Laptops-Ruthie D, iPad – **Lloyd**
- Membership sign up table and literature –
Laurie P and Lloyd
- Speakers confirmed
- Finalize the Schedule
- Lloyd to send tax exempt to The Regent
- Choose a Time keeper – **Sue Zimmerman**
- Awards – Certificate – **Annette G**
- Ice breakers – **Ruthie**
- President Awards – Plaque –**Ruthie**

- Create Event Sub committees
 - Breakfast committee – **Renee C, Cindy B, Dawn A.**
 - Registration Table – Manatee County
 - Speaker assistants- Ruthie and Renee
- Each local chapter preparing a gift basket

2 WEEKS BEFORE SYMPOSIUM

- Last Day for registrations to be accepted–
Friday, Sept. 21st
- Check in with speakers to see how presentation is coming - **Renee C**
- Service Award – Certificate – **Annette G**

1 WEEK BEFORE SYMPOSIUM

- Last Day for payments to be received –
Sept. 28th
- Buy name tags – **Ruthie D**
- Print the name tags – **Ruthie D**
- Final committee meeting
- Finalize vendor payments
- Coordinate any set up and clean up with
The Regent
- Print the Schedule for the guests – **Ruthie**
- Print out Wi-Fi instructions “TheRegent1”

DAY BEFORE SYMPOSIUM

- Purchase Breakfast Items



MORNING OF THE SYMPOSIUM

- Chill drinks with ice available at The Regent
- Set up breakfast
- Check the room set up
- Check Audio Visual set up
- Registration Table set up
- Membership Table sign ups
- Gift Basket Table
- Assign greeters to each door
- Take pictures – **everyone in attendance please forward them to Shannel**

AFTERNOON OF THE SYMPOSIUM

- Take pictures– **everyone in attendance please forward them to Shannel**
- Post pictures on social media
- Tear down after event
- Pay vendors

AFTER SYMPOSIUM

- Remove Symposium from the website
- Follow up meeting to discuss what went well and what can be improved
- Save all finalized documents to drop box
- Meeting with team to discuss what went well and what could have been better
- Send out survey's to attendees for feedback
- Send out Thank you cards to the speakers
- Reconcile budget

REVISED 9/13/2018



“Engage and Be the Change”

2018 Annual FSCPM Symposium

October 5, 2018

8:00 – 8:30 Registration

8:30 – 9:00 Welcomes and Introduction

Ruthie Doles – Florida Society of Certified Public Managers President

9:00 – 10:00 Presenter - Coach Robert J. Weiner

Plant High School Head Coach

10:00 – 10:15 Break

10:15 – 11:15 Presenter - Cynthia Byrd Conner

Author/Public Speaker “Quiet Strong”

11:15 – 12:00 Awards, Announcements, Chapter Breakout

12:00 -1:00 Lunch and Activity

1:00 – 2:00 Adjunct Lead Activity

Linda Jimenez – FCPM Faculty Instructor & Lorna Kibbey – LKLS Leadership Solutions

2:00 – 3:00 Presenter - Melissa Solberg

LEED AP/Tampa International Airport/Senior Manager, Sustainability & Wellness

3:00 – 3:15 Break

3:15 – 4:15 Presenter - Lorna Kibbey

LKLS Leadership Solutions