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**From:** Terry Jones <tjones10@tampabay.rr.com>  
**Sent:** Thursday, July 17, 2014 3:43 PM  
**To:** Daniel, Ellen; Doles, Ruthie E; Fred; Green, Ben; HARTLEY.SABRINA; Isaza, Beatriz; John Levitt; Kara Stallings; Karp, Jerry; Kim VelDink; King, Pamela; Lamey, Cassandra; Laura Gorman; Linda Allen; Lynn Chisholm; McCarthy, Jerry; Stephanie LaLonde; 'Terry Jones'; Vicker, Dan; Yates, Heather  
**Subject:** FSCPM Board Meeting - Thursday July 17, 2014

**Thursday, July 17, 2014, 12-1 p.m., EST**

**FSCPM Board Meeting - 218-632-0323 Pass code: 12345678#**

**Agenda – Meeting Notes**

Attendees: Sabrina Hartley, President  
John Levitt, Treasurer  
Jerry Karp, President-elect  
Terry Jones, Secretary (joined late)  
Ruthie Doles, Suncoast Chapter President

Meeting Began at 12:02 p.m.

1. Polk Chapter Interest Survey/Alumni Reunion Event – (waiting for movement before additional planning) ***Polk chapter and Ft. Myers area are interested in holding a reunion.***
  - a. Message and survey link provided to Ben 7/1/2014 ***E-Mail message supplied to Ben. One question on Survey asks if you would be interested in a reunion.***
  - b. Will begin planning reunion event - ***Location not selected as of this date.*** waiting to find out if the Bartow Civic Center will allow for a beer/wine event ***If not a Ruby Tuesdays is nearby. Ben is very interested in getting these reunions started and Sabrina has talked with people from Ft. Myers and they are interested also. Joann Robertson may be interested in assisting in her area. Sabrina will continue to work with Ben on setting reunions in the future and continue on reviving or establishing chapters. John mentioned that Sherriff Grady Judd has been a strong supporter of CPM in the past and may be able to help in this area. Sabrina said that certainly would help to be able to reach out to some at a high level. Sabrina will ask Ben if graduates are concentrated in specific agencies and if someone from the top could be invited to attend an event.***
  - c. Based on survey response and interest in the alumni reunion event, FSCPM will work with FCPM to identify a budget and specific reunion activities
2. Graduations –
  - a. Sabrina will attend/speak at each graduation – it is yet to be determined whether she will teach an additional day at the Orlando, Bartow, and Ft. Myers graduation sites
  - b. Sabrina will work with John Levitt to determine whether it is a better deal for the chapter to reimburse for gas for graduation travel or rent a car. ***Discussion on this issue indicated that you still had to pay for gas with a rental.***
3. Symposium –
  - a. Registration #'s are at approximately 45 as of 7/15/2014 – existing graduates have not yet been invited/formally informed
  - b. Sent an email invitation for current graduates to Ben 7/14/2014 for distribution ASAP ***Due to the limit of 80 attendees should the invitations be directed to the graduates in the area or statewide. After discussion we decided to advertise statewide to all graduates and limit the seats to first come first served and to see if Beatriz can set up a wait list for any possible cancellations.***

- c. Sabrina will purchase breakfast items and food related accoutrements (plates, flatware, napkins, etc.) - FSCPM/volunteers will do set-up and clean-up for breakfast (where will we find these people?) ***Jerry verified that if Sabrina gets there Sunday she can meet Jerry and put the items in a refrigerator overnight. Coffee was discussed if decaf was needed. Jerry mentioned that a cafeteria is located in the building and the service plaza adjacent has a Dunkin Donuts so people should be accommodated whatever their preferences.***
  - i. Proposed Continental Breakfast Menu –
    - 1. Breads (bagel, muffins)/cream cheese
    - 2. Fruit
    - 3. Water/juice/coffee (regular/decaf?) ***We will supply only regular coffee. We will add some cookies and snack food that can be left out all days and include some candy and chocolates to have on the tables.***
- d. Caterer –
  - i. Proposed Cuban Lunch Menu –
    - 1. Black beans/rice
    - 2. Mini Cuban/Media Noche Sandwiches
    - 3. Salad/bread
    - 4. Mojo Chicken
    - 5. Ropa Vieja (roasted pork)
    - 6. Maduros (sweet plantains)
    - 7. Beverages – water, tea (sweet/un)
  - ii. Sabrina will confirm that the black beans are vegetarian – is this menu sufficient for vegetarians? Sabrina will consult with restaurant representative to check on additional options. ***Sabrina will check with Ben on the vegetarian menu. The overall cost as listed is only \$1,000.00 our food budget is \$2,700.00 so as long as we don't run out of food the menu should be good as listed.***
  - iii. Restaurant representative will contact Sabrina this week with questions and info for on- site service costs - \$25/hour per person initially quoted ***for help setting up and cleaning up and if we used two for say 3 hours from 11:00 am to 2:00 pm the cost would be around \$250.00. Sabrina should be talking with the caterer this week and will confirm.***
- e. We will not provide an afternoon snack
- f. Jerry Karp is printing notepads for attendees and possibly a welcome banner for display – the symposium schedule will be printed on the first page of the notepad ***and the last page of the notebook will have a list on contacts included. Sabrina will get something marked up to Jerry for use on the last page. Sabrina will also have Kara send Jerry the outline of the agenda to include in the notebook. Kara is the one who put everything together including the web site which really looks good. Jerry has a place as soon as you walk in there is a railing on the second floor that can be used for the banner. Sabrina will check with Kara and she may be able to work with Jerry and supply the banner. Jerry also asked about including some FSCPM pens available and Sabrina said to go ahead and get the information on that as well.***
- g. Gifts – speakers/door prizes – do we need to vote/approve these items?
  - i. \$100 visa gift card each for Dan and Alaa
  - ii. What ‘thank you’ gift do we want for the paid speakers? ***Terry asked Ruthie what was done in the past and Ruthie said we would give them a certificate of appreciation in a frame. That was agreed to do for this year as well.***
  - iii. Door prizes

1. Two \$25 visa gift cards ***Ruthie suggested donating \$25.00 to increase the cards to \$50.00. Sabrina will check with North Florida to see if they will agree with the \$25.00 for the gift cards.***
2. Two FSCPM annual memberships
3. Do chapters want to donate any door prizes?
4. North Florida Chapter – has set-up a shirt deal with a local vendor - may be future piggy-back opportunity ***Sabrina has been checking and they still have a minimum order of 10-12 shirts so she will continue to work on getting a vender that after the initial cost for set up if they can supply shirts as ordered without a minimum but she doesn't have time to deal with that right now. John said he thinks we just need to keep looking for a vender that even if it raises the price of the shirt it may be worth it.***
5. Honorary Memberships – Fred and Jerry were/have drafted recommendations but have not yet submitted them to the board for review – will postpone the item until recommendations are submitted ***Ben had some ideas on the subject and may work some on this with Fred and Jerry in the future. He is pretty much tied up now with Graduations.***
6. Other? ***Sabrina mentioned that her year will end on December 31st and we will need to start some succession planning or if more than one year is needed maybe 2 or 3 year term. John mentioned that this is a topic for future meetings. Jerry also mentioned that 10 people will be graduating from his area and if other organizations want to re start the Central Florida Chapter They may be able to merge the Turnpike chapter and have a stronger Chapter in the future, John said the Suncoast is growing and will be a strong chapter in the future., more topics for future meetings. No other items were offered for discussion at this time.***

Meeting ended at 12:45 p.m.