

**Thursday, July 3, 2014, 12-1 p.m., EST**  
**FSCPM Board Meeting Notes**

**Attendees** – Sabrina Hartley, President  
Jerry Karp, President-Elect  
Kara Stallings, NW Chapter President  
Lynn Chisholm, Polk County Chapter

**Start Time:** 12:04 p.m.

**Adjournment:** 1:00 p.m.

Note: Because Terry Jones, Secretary, is out of town, Sabrina Hartley, President, provided meeting notes.

1. Polk Chapter Interest Survey/Alumni Reunion Event –
  - a. Message and survey link provided to Ben 7/1/2014 – for distribution next week
  - b. Will begin planning reunion event next week – Ben is exploring whether there is the option of a wine/beer reception at the Bartow Civic Center where classes will be held
  - 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

Sabrina provided an overview of the plan to solicit feedback from prospective Polk chapter members as well as assess the potential to host a reunion event. Board members suggested the potential for focus groups to identify what people want and what chapter format might be successful. Because graduates are geographically spread across the county as well as agencies/offices, the group discussed the potential to identify a point person in each of the agencies to conduct individual agency focus groups. Video conferencing was introduced as a potential option to get around the geographic issue. After further discussion, however, the group agreed that face-to-face is necessary for a quality focus group and resulting information. FSCPM will move forward with the survey once the reunion site details are resolved. Kara reported that the NW Chapter got several new members as a result of the on-site training and that we may want to consider reaching out to students earlier in the process and not wait until Level 7 to recruit members. In addition, Sabrina will consult with Dan and Ben to identify ‘go-getters’ in the current graduating class that she may be able to reach out to for future chapter growth/involvement. Sabrina will follow-up with Dan and Ben.

2. Graduations –
  - a. Sabrina is planning on attending/speaking at each graduation
  - b. Will the budget accommodate another day of travel if Dan wants Sabrina to teach a Level VIII course at the 3 graduations outside of Tallahassee?
  - c. FCPM offered to pay for the taping of the Tallahassee Level VIII and host the resulting videos on the FSU website for a year. FSCPM is determining whether we have the ability to restrict access to the info as a membership benefit.

Sabrina discussed the option and expense of not only attending and speaking at the 4 graduations and but teaching at each of them if the program allowed/desired. That would result in three extra hotel nights/costs. The board deemed the expense appropriate (if incurred) and agreed that a strong FSCPM presence at each of the graduations is desirable and helps to build relationships with graduates and local chapters. Jerry Karp

mentioned the idea of providing free membership to board members as an incentive to serve. Sabrina responded by saying that if FSCPM were to implement such a policy, guidelines/criteria would have to be developed. Kara added that she did not see the need for a free membership, as the dues are very affordable and graduates should want to serve to help the network thrive and because of their personal CPM passion. Lynn added that there are several benefits related to stepping-up to serve in a leadership capacity, primarily to build skills and one's resume. Jerry added that some graduates may belong to organizations or have other affiliations that would award credit or some sort of CEU for serving on a CPM board.

### 3. Symposium –

- a. Registration is posted and current FSCPM members have been notified – registration is underway
- b. Will notify current students/graduates mid-July – we do not anticipate needing a statewide CPM graduate email/invite, as the 80 available slots will be easily filled with current FSCPM members and new graduates
- c. Caterer –
  - i. Exploring pricing for Cuban food
  - ii. Will FSCPM do continental breakfast and snack or contract with someone? (assess budget)
- d. Participant materials – what do we want to provide/ what do attendees need on-site?
  - i. Schedule of events and locations/room #'s
  - ii. Notepad for notes? (If so, do we want to purchase 100+ notepads with FSCPM logo for distribution/use at the symposium?)
  - iii. What else?

Jerry Karp will help with/handle printed symposium materials – schedule, notepad, banner (if desired). Lynn suggested that we might want to provide CPM-embossed pens to provide attendees in conjunction with a notepad. We will have to explore the option, related cost(s), and turnaround time. The board wants to further explore the potential to tape the symposium. We will contact Richard Miranda, who taped the last on-site training, to discuss the option. Potential roadblocks include taping the paid speakers and their willingness, or not, to have their material/presentation taped and posted to the FSCPM website. Jerry asked whether we had decided on door prizes. Sabrina responded that the group had indeed identified door prizes. She will develop a specific list and present it at the next board meeting for a vote/approval.

4. Honorary Memberships – currently there are no resources to address this issue – Does Sabrina need/can she propose to suspend implementation until related criteria is developed?

After a call for volunteers, Jerry reported that Fred Levinson emailed him to find out if he was interested in drafting some guidelines for honorary lifetime memberships. Jerry said that he emailed some information to Fred but had not heard back yet. We left this item open for further discussion and are waiting to see if Fred and Jerry do indeed volunteer to oversee this item. If not, it will be postponed and taken up later in the year.

5. CPM chapter affiliations/partnerships with other organizations
  - a. Discuss North Florida's pairing with High School High Tech

Board members fully support chapters engaging other like-minded organizations/groups and even joining/helping them in a fund-raising event. However, the board expressed concern with chapters lending their name to raise funds for another organization. The board suggested that we consult with Ben to determine whether there is any guidance, rules, or regulations stemming from the Consortium in this regard. We will follow-up with Ben.

6. Other?

No additional items were discussed.