

Florida Society of Certified Public Managers
Board Teleconference Minutes
Date: Thursday, September 25, 2014

Board Roll Call

Officers Present:

Sabrina Hartley, President

Jerry Karp, President Elect

John Levit, Treasurer

Terry Jones, Secretary

Ruthie Doles, Suncoast Chapter President

Kara Stallings, Northwest Florida Chapter President

Meeting called to order at: 12:04 PM

1. Symposium debrief

- a. final # of attendees - *Appears to be 110*
- b. evaluation comments – *Ruthie reported it was very well received. Numerous requests for more sessions, Sabrina suggested due to the time and effort to put a Symposium together that we should schedule as many ½ day training sessions as possible for next year and get the dates out as soon as possible on the web site for planning purposes. She will work with Ben to get the information out. Ruthie also mentioned that there were mixed reviews on Scotty Gunther’s session although everyone seemed to like his session. Some thought it was too long and some not focused enough. Some thought it might be better to reverse the order and have some of the more active sessions in the afternoon. One other comment she frequently found was why not have more Symposiums? Sabrina said Jerry had 3 people at the Symposium ask why we don't have 2 or 3 a year. The people don't realize the amount of work it takes to put one of these on. Sabrina told Jerry what we need to do is deliver more of the 1/2 day training session that Ben and Dan deliver so well coordinated with their classes. And do a better job of advertising them now that we have a better outreach list. This was a huge job since we had such a great response on the survey, pairing it up with getting a free water bottle worked well. Ruthie said she is still evaluating and will submit a report when complete.*
- c. financial outcome - *John reported that the preliminary results of the Symposium shows a cost of \$6,078.04 and an income of \$6,410.00 so a profit of \$331.86. Some details are still being rectified so he will submit a complete report as soon as it is finished. He said we did not intend to make a profit on this Symposium so the planning was right on and the expectations of providing a fantastic Symposium was realized.*
- d. Lessons learned? *Sabrina said she learned a few things about ordering food and water and that the ice breakers serve a much more important task in setting the mood and pace of the event. She thanked Ruthie for the ice breakers. Other than the food being delivered a little late by the caterer*

the food was well received and there was plenty for everyone with only the meat and salad running out right at the end. Ruthie also suggested that in the future we should try to get a facility that has a second room for Lunch and try to have two lines working to move things along a bit faster, she had a few comments on that also. Sabrina has a folder with all the information about running the Symposium so it will be available next year to help on the planning. Sabrina noted that we really did have a good year with the symposium, 5 Training Sessions and participation in all the Graduations.

- e. *Calendar target for 2015? It is too soon to turn around and plan an event for January so everyone agreed that having the Symposium after the Graduations seemed to work well and helped in getting the people to attend.*

2. Membership

- a. *Outreach – target November for notification of December renewal? For all new members and current members and in December and ask Ben to send out a notice to lapsed and non-members we are trying to recruit. We will keep talking to Della about what the best way to reach the people and talk to Ben to see if he has any ideas for new members.*
- b. *Is there anything we need to do to simplify the process? Any ideas feel free to send Sabrina an e-mail with your suggestions.*
- c. *How have we done with graduations? (Appreciable # of new members or small?) Sabrina said she would check on the number of new graduates that attended the Symposium and let us know at a future meeting.*

3. Chapter building

- a. *current status (Sabrina) We will plan a group meeting to discuss the current chapters and how they operate to see if that might fit with how to organize the new group. Sabrina had the list of all new graduates so she sent an e-mail to all attendees and let them know that we will be conducting an outreach for new members and for starting new chapters if there is support for them. Sabrina also wants to coordinate with Ben. He always has some great ideas that we may be able to use.*
- b. *next steps*
 - i. *Identify point people – can/should we recruit them or ask and see if they come to us/volunteer? Ruthie also noted that John always thinks a phone call with that personal touch still seems to work well. Sabrina believes they have collected phone numbers from the people interested in the new chapters so she will check on that also.*
 - ii. *Can we set-up an interest meeting? If so, where should we target first? Kara mentioned that Dan does a wonderful job of explaining how important it is to join a chapter to keep in touch and have opportunities for networking and also for these new training sessions. Jerry suggested including all the people from one of the new areas to join in a teleconference and see if they have any additional questions or suggestions or concerns and someone may step up to lead the search for a new chapter. Ben keeps suggesting to have some kind of event to get the people together to have just the kind of conversation with prospective new chapters.*
- c. *Chapter structure – the board’s philosophy about what chapters look like. Kara sent a description to Sabrina of their chapter and at the Symposium we had Ruthie and Pam got groups together and explained how the North Florida Chapter and the Suncoast Chapter worked.*

4. *Graduations – one more in Ft. Myers next week. Sabrina is all set for facilitating her class.*

5. Member benefits – continued delivery

- a. *On-site trainings – work with Ben to identify sites based on teaching schedule – can we get some on the calendar and start advertising to keep the momentum going? Sabrina will work on setting up a schedule with Ben.*

b. What do we want to tackle/deliver next?

- i. On-line resources *We will continue to work on this.*
- ii. CPMd (continuing education) *This will bring value to the organization. We need to research this more in the near future. Ruthie said she had several people ask her about the program at the Symposium. Ruthie explained that it was a way to offer a continuing education. Basically they set up a 6 point system and you get so many points for facilitating a chapter, for community work, and actually doing a small training session and once you got so many points you received the designation and received a certificate at the Symposium and a letter was to be sent to your boss from The FSCPM President explaining the award and that the employee had completed all the requirements. They also planned to post the names of the people who receive the designation on the web site. That part was never rolled out in the pilot program. The challenge was the official recognition of awarding college credits. Questions on would the FSU be involved (Ben is limited on employees and does not have the time to undertake this roll as he has everyone working now just to keep up with all the classes he has scheduled state wide now) This is something worthwhile to investigate and will require a task force to review and come up with suggestions.*

What else do we want to get on the goal radar? We also have to start thinking about succession planning. Elections and she noted her two year term is up in December.

Ruthie noted that is important on the chapter level as well.

Meeting ended at 12:40 PM

Submitted by Terry Jones 09/26/2014.