

Isaza, Beatriz

From: Terry Jones <tjones10@tampabay.rr.com>
Sent: Friday, June 06, 2014 2:50 PM
To: Daniel, Ellen; Doles, Ruthie E; Fred; Green, Ben; HARTLEY.SABRINA; Isaza, Beatriz; John Levitt; Kara Stallings; Karp, Jerry; 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 June 5, 2014

Thursday, June 5, 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)
Kara Stallings, NW Chapter President
Lynn Chisholm, Polk
Pam King, NFL Chapter President
Kim VelDink, NFL Chapter Treasurer

Meeting Began at 12:04 p.m.

1. Board Meeting Schedule – make a change?

Though it is difficult for everyone to make each of the twice-monthly board meetings, the benefits of having a regularly scheduled meeting on the calendar outweigh the attendance issues. The board will leave the every-other-Thursday schedule in place (next meeting, Thursday, June 19th), as there are several up-coming events (graduation, symposium) that require on-going discussions. In addition, previous attempts at scheduling topic-specific meetings have proven difficult across people, agencies, and calendars.

2. Distribution of membership funds to local chapters – quarterly heretofore, continue?

The board considered two financial issues – start-up funds for the Northwest Chapter and distribution of membership funds to the active chapters. John Levitt, treasurer, assisted the chapter in setting up a bank account. The chapter must have a minimum of \$50 to establish the account. The FSCPM has earmarked reversion funds from defunct chapters for use as start-up assistance and has enough to start the chapter with \$500. The chapter will report, in its annual goals and objectives, how the funds are and will be spent. The chapter will provide activity updates throughout the remainder of the year.

Each of the active chapters (NWFL, NFL, and Suncoast) will provide specific mailing addresses and John Levitt, treasurer, will distribute the funds based on current membership #'s. Following are the totals as of June 6, 2014.

Chapter	Total	1 Year @ \$40	2 Years @ \$70	Retiree @ \$20	Free
North	32	24	5	1	2
North West	18	14	4	0	0
Suncoast	26	8	16	2	0
Polk	1	1	0	0	0
Turnpike	2	1	1	0	0
Non-Affiliate	12	4	7	1	0
Honorary Life Time	0	0	0	0	6

3. Logo/use of logos –

- a. What's our position? State logo with individual chapter logos as desired/developed?
- b. Option for local chapters to pursue merchandise w/ their logo – does this affect the desire to have FSCPM merchandise or type of merchandise?

The vendor that FSCPM contracted with for shirts required a minimum 12 order. Since the organization does not want to pre-order batches of 12 shirts, we are on the look-out for a new vendor. Several NFL chapter members had suggestions for potential vendors. The board will work with these members to assess the availability of CPM wear. Since chapters will likely tailor the shirts with their specific logo, there is a reduced need for statewide shirts. We agreed to look into the potential vendors and take the issue up again with further option information.

4. Merchandise –

- a. Status
- b. What will we do/need to do next? (targeting graduations/symposium)

Currently, we have a supply of CPM black water bottles. That is all the merchandise we have in stock. (See Q3 answer.)

5. Graduations –

- a. budgeted \$8 per person for 450 people (\$3,600)
- b. set-up distribution of funds to assist local chapters and/or FCPM

We will request graduation figures by site to distribute the funds earmarked for graduations. John Levitt will assist the NFL chapter as the first site of graduation.

6. Symposium –

- a. Caterer –
 - i. Thoughts on Cuban food? (Jerry has provided some options)
 - ii. Will FSCPM do continental breakfast and snack or contract with someone?

We will explore the Cuban food options that Jerry Karp has provided and start gathering information for a contract. In addition, we will explore the costs of catering a continental breakfast and snack versus FSCPM provided/hosted.

- b. Awards
 - i. President's Award (review criteria)
- c. Any chapter requests for awards?

Did not discuss.

- d. Details (get it all on the radar)
 - i. Door prizes
 - ii. Speaker/presenter gifts
 - iii. Materials/packets
 - iv. Evaluation form
 - v. Name tags
 - vi. Session placards/signs
 - vii. Merchandise
 - viii. What else?

Did not specifically discuss.

- e. Advertising (working with Kara)
 - i. Marketing plan
 - ii. Timeline

See f answer.

- f. Registration (to be developed)
 - i. What timeframe/target?
 - ii. Cut-off date

We will get the registration form done within the next week and post it to the website for any members who visit and want to register. We will send out the first registration advertisement in mid-July. We will follow-up with at least two reminders. We will work with Ben Green to provide the materials in a manner that facilitates statewide distribution.

7. On-site trainings

- a. 5th event – Monday, May 19 – Tallahassee – Approximately 30 attendees.

- b. Richard Miranda taped the event
 - i. Can our website sustain/host the video?
- c. What additional opportunities are there with graduations approaching? (Consult w/ Ben)

The board did not discuss this item to great length, as the teaching schedule will shift to graduations for the summer. We will work with Ben to identify future opportunities.

- 8. Membership drive/chair –
 - a. How can we best approach recruiting someone from the graduations?

Sabrina will solicit for a volunteer at each of the graduation locations.

- 9. Other?

Nothing else.

Meeting Adjourned at 12:57 p.m.

NOTE: If we are leaving someone off this list that you think should be included, please let Sabrina or Terry know to add their names to this list.