

# Florida Society of Certified Public Managers Board Meeting March 27, 2014

Present:

Sabrina Hartley	President
Terry Jones	Secretary
Pam King	North Florida Chapter
Kara Stallings	North West Chapter

Sabrina opened the meeting at 12:04 pm the following was discussed:

1. Symposium;
  - a. The date is Monday September 15th and will be held at the Orlando Turnpike Office (Turkey Creek Plaza).
  - b. Presenters are all booked and they all came in under budget. We have offered to pay for Ben and Dan's travel if needed since we were under budget for the presenters.
    - i. Keynote – Scotty Gunther
    - ii. Dr. Jason
    - iii. Alaa
    - iv. Dan
    - v. Ben
  - c. Structure/program delivery order was discussed. The keynote speaker will follow Dr. Jason and lead into the Lunch break was suggested. The Keynote as the lead was also considered. The actual delivery order will be discussed further and decided at a future board meeting.
  - d. Block of rooms reserved - 10 rooms are reserved and more can be added if needed.
  - e. Caterer: We need to identify options and costs. Sabrina will check with Ben and Dan on ideas from the level 8 graduations and Jerry and Ruthie on events in their areas. We also need to determine whether we want to cater breakfast, lunch, and p.m. snack and what type of Lunch to provide.
  - f. Other symposium details to address
    - i. Awards – do we want any and what for? Sabrina will check with Fred and see if there is still time to develop awards.
    - ii. Door prizes
      1. Merchandise with logos such as shirts, glass bottles and such.
      2. How many or if gift certificates or other items should be considered. The gift baskets supplied by the chapters has been a challenge in the past both in developing and transporting to the symposium. More discussion in the future on this topic.
      3. All attendees will be eligible since they all paid.
    - iii. Speaker/presenter gifts – Think about this and more discussion will take place in the future.
    - iv. Specific chapter representation. Ben has always suggested that most of the action takes place in the chapters so we do need to set some time for introduction of the chapter presidents so people can put a face to the names. Kara suggested that the chapters be listed with officers on or attached to the agenda when it is distributed.
    - v. If any other ideas for the symposium come up, please send them to Sabrina.
  - g. Advertising: Kara and Sabrina will work on this as well as the timeline for getting the information out for registrations. Pam mentioned that at least a tentative agenda will be needed for people to request time

and payment for agency approvals and should be as soon as possible since the new budgets will be starting soon.

2. Logo use information
  - a. NW chapter is wondering about the use of chapter logos. Sabrina also wondered if it was time to revise and update the state logo and come up with a standard for the local chapters to use. It was noted that North Florida, the Suncoast and Turnpike all have local logos and further discussion will be needed. Terry mentioned that Ruthie and Jerry have to be involved in their discussion also.
3. Reaching out to students in Level VII classes. Sabrina provided chapter presidents with talking points to ensure we're imparting the same information.
4. On-site trainings.
  - a. Next Training – Walton County, Monday, April 7<sup>th</sup> – currently we have 40 registrants (approaching maximum of 45) - Ben will present an *'Encouraging the Heart'* update.
  - b. We are getting a very good response for this class and Sabrina will check with Ben on scheduling additional classes coordinated with their class schedules. We will examine the potential to have a class in Tallahassee within the next two weeks.
5. Membership drive/chair –
  - a. Meeting scheduled for Monday, March 31, 12 p.m. to discuss duties, role, and identify ways to facilitate and/or expedite operations
  - b. Best option may be to reach out to current students at graduation and try to get someone starting in Fall.
6. On-line members only resources
  - a. Jerry reports that this is still progressing but slowly. Beatriz, Richard and Jerry are continuing to work and should have some progress to report soon.

Meeting was adjourned at 12:43 PM by Sabrina.

Submitted by Terry Jones 03/27/14