

Florida Society of Certified Public Managers Board Meeting October 23, 2014

Present: Sabrina Hartley, President

Terry Jones, Secretary

Kara Stallings, North West Florida

Julia Kates, North West Florida

Stephanie Liles, North Florida

Sabrina called the meeting to order at 12:03 pm.

1. Membership Renewal/Outreach

a. Electronic Processes -

- i. Two target emails – expiring members; former members - *Sabrina will craft message.*
- ii. To what extent do we have contact info for former/non-members? *Sabrina will check with Ben to find out what lists are available.*
- iii. Need someone to be the point person to send, receive, and make sure data is input into the membership database (is there any way to automate this database update or portions thereof? *Stephanie Liles will head this up and Julie Kates will support and had several suggestions of automating the registration process. Sabrina will try to set up a meeting with Beatriz our webmaster to discuss possibilities.*
- iv. Can we automate a ‘thank you for your membership’ response to electronically submitted memberships? Can it alert/copy a point person to ensure database update/inclusion? *Sabrina has discussed with Beatriz and the acknowledged response is possible and should be*
- v. Are there any issues related to payment that need to be addressed? (I think we’re set-up to receive payment automatically/smoothly?)
- vi. Timeline – send messages by Nov. 7. *Sabrina will try to have messages ready to send out next week and set a date of November 7th as deadline.*

b. Manual processes –

- i. Pick-up mailed-in memberships, scan, email to the membership chair, deposit check, notify treasurer – Sabrina is presently doing this. *Most seem to come in electronically so this has not been a problem so far, 5-6 a year.*
- ii. Membership chair inputs info into database
- iii. Send a ‘welcome/thank you’ message. (We have canned messages ready to go – I think Della just started sending it/them to new members in the last few weeks.)

c. Any missing steps, items, processes, money issues? *None noted at this time.*

2. Chapter Building

a. Ft. Myers – Joanne Robertson is spearheading an initial organizational meeting

- i. FSCPM provided start-up info/details
- ii. Will FSCPM help pay for an initial meeting? If so, what is our budget? *Moving forward with talks do not want to lose momentum. Joanne has been very helpful and will continue discussions and support. Suggested the possibility of a combination of teleconferences, with occasional meetings or an annual meeting at the Symposium.*

- b. Orlando – if we can identify a point person willing to get something moving, we have a chance at a chapter.
 - i. Next steps? I can reach out to the list I have from the symposium and see if there is anyone willing to serve this role. (What else?) *Will continue to look for people to support the Orlando chapter and will discuss with Jerry for more ideas and suggestions.*
 - c. Polk – Lynn Chisholm is a point person – potential to explore a ‘cyber-chapter’ – need to explore what it would take to kick this off or pilot it – need to present fleshed-out options for selection (requires a specific meeting with Lynn) *Sabrina will continue to talk and set up a meeting with Lynn to support the development of this chapter.*
3. FSCPM Priorities – are we in agreement? *All agreed with the order.*
- a. Membership *See above for status.*
 - b. Chapter-building *See above for status.*
 - c. On-site trainings (requires follow-up with Ben) *Sabrina will continue discussions with Ben on setting dates.*
 - d. CPMd or Agency/Management Outreach?????
 - i. Should management outreach supersede CPMd?
 - ii. What can we realistically expect to do/get done in these areas? Do we have/can we attract the resources to address them? *Terry suggested that the main problem with CPMd appeared to be the support of the University or the Consortium to make it a viable continuing education program. From discussions in the past Ben does not appear to have the personnel or time to take on this or a database that would also be required. Sabrina described all the work that went into the original development and pilot program. More discussion will be needed on this in the future to see if a committee can be set up to pursue this. Sabrina also mentioned that she has requested the Chapter Presidents have been asked to request a delegate from each chapter to sit on the committee. She will update us when she has heard back on this request.*
4. Succession Planning –
- a. Discuss timing for elections to be held next year and for what offices
 - b. Back up from that date to establish a nomination period. *This needs to be kept on our radar and more discussion will be needed after the membership drive is completed.*
5. Other? No other discussions at this time were requested.

Meeting adjourned at 12:35 pm

Respectfully submitted by

Terry Jones, Secretary