

2011 FSCPM Symposium Planning Meeting

August 24, 2010

2:00 – 4:00

ATTENDEES	Jerry Karp, Jean Pingston, Loleta Nock, Tony DeGuzman, Miguel Rivera, Ed Pacificar, Sherri Baker, Robert Harmon, Fred Levinson, John Levitt, Diane Forte
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Agenda topics

Speakers

DISCUSSION	Discussion centered on speakers and who would make contact with prospective speakers. Those making contact will look to see if the speaker is interested and will not commit to them presenting at this point.	
CONCLUSIONS	Paula O'Neil is a confirmed speaker.	
	Ed Pacificar and Jean Pingston will facilitate a morning icebreaker.	
	Jerry Karp will give a brief orientation to the building.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make contact with Kevin Thibault for a 5 minute Welcome to the Turnpike	Jerry Karp	9/15/10
Make contact with Alaa El-Halwagy as a prospective speaker	Jerry Karp	9/15/10
Make contact with Dan Vicker and Ben Green as prospective speakers	Fred Levinson	9/15/10
Make contact with someone from the Polk County Tax Collector office as a prospective speaker	Fred Levinson	9/15/10
Make contact with someone from Orange County Clerk of Courts as a prospective speaker	Sherri Baker	9/15/10
Make contact with Keith Roach and Neil Weisberg as prospective speakers	Robert Harmon	9/15/10

Symposium Details

DISCUSSION	General details of the Symposium were discussed
CONCLUSIONS	Date: January 24, 2011
	Time: 7:45 – 4:15
	Location: Florida’s Turnpike HQ Building
	Breakfast, Lunch, Snack, Drinks: Too Jay’s
	Cost: \$35 for Members, \$45 for non-members (same as last year but state that checks or money order preferred)
	Hotel: Country Inn and Suites – Calypso Cay Resort - \$49 room rate, use rate code CPM

Symposium Theme

DISCUSSION	Innovation was the topic of discussion. What are some innovative ways to motivate employees during these tough times? What innovations are people using in the use of technology and leadership skills? Jerry suggested Innovations in Motivational Leadership, as many organizations are not allowing employees to use social networking sites to communicate. Fred stated that e-mail is not fast enough for this new generation and suggested Innovations in Leadership and Technology. Discuss this item at the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Come to the next meeting with your best suggestion for a Theme	All	9/15/10

Officer Installations

DISCUSSION	Last year only Chapter Presidents and the FSCPM Board were installed at the Symposium.
CONCLUSIONS	All Officers’ from each Chapter will be installed at this year’s Symposium.

Committees

DISCUSSION	Discussion focused on forming Committees to help with planning the Symposium. We would like to have all Chapters assist in the planning. Listed below are the Committees needed and their purpose. If no one is listed under Chairperson, then we need assistance.	
COMMITTEE	RESPONSIBILITY	CHAIRPERSON
Registration and money collection prior to Symposium	Collect registration forms and monies prior to Symposium. Send to Fred Levinson with weekly report of monies and registration forms collected.	Jean Pingston/Fred Levinson
Registration morning of Symposium	Arrive at the Turnpike by 7:30 am on January 24 to register members, hand out name tags, direct to Auditorium	
Name Tags	Create Name Tags for each attendee (50-75). Send to Jean Pingston by Thursday, January 20, 2011. (Not a budgeted item, should be added to budget).	
Decorations	\$100 budget. Purchase decorations for Symposium and decorate auditorium or provide decorations to Jean Pingston for decorating.	Loleta Nock/Jackie Scott
Food	Contact Too Jay's and make arrangements for food.	Jean
Speaker Gifts	\$100 budget. Purchase gifts for Speakers (usually 4 – 5 gifts).	
Brochure	Design brochure for registration.	Jean
Advertising	Send out completed brochure and develop ways to market Symposium, i.e., bi-weekly e-mail blasts, etc.	
Fund Raising	Organize Shirt/Membership Raffle. Organize each Chapter developing a basket to raffle. Have someone sell shirts and merchandise during breaks and lunch.	
Room/Speaker Check	Work with Turnpike facilities to ensure the room is properly set up on Friday, January 21. Work with Michael Jones on Friday, January 21 to test audio. Collect speaker presentations, if possible, prior to January 21 on a thumb drive so Michael can load them to presentation computer.	
Social Event	Plan a social event in Orlando on Sunday, January 23 rd for members. Suggestions include bowling, social hour at Country Inn Tiki Bar, etc...	
Officer Installation	Gather names of each Chapter's new Officers for installation at Symposium and provide to Fred Levinson.	