

FSCPM Board Meeting - Minutes
Thursday, August 13, 2015; Noon to 1 p.m. EST

Attendees:

Sabrina Hartley, President

Terry Jones, Secretary

Kara Stallings, NW Florida

Lorna Kibby, SW Florida

Deana Rader, SW Florida

Ruthie Doles, Suncoast Chapter

Meeting started at 12:04 P.M.

1. **Statewide board meeting** – Saturday, August 29th, 10 a.m.-4 p.m. - Bristol-Myers Squibb, 5104 Eisenhower Blvd. South, Tampa, FL 33634
 - a. each chapter has been asked to send a representative
Sabrina has asked for a representative from each chapter and if no one can make it she has asked for written questions from any chapter that can not attend.
 - b. FSCPM will pay the round-trip mileage for each chapter president or his/her designee (please email the designee name to Sabrina Hartley and John Levitt)
 - c. Lunch will be provided for attendees
 - d. **Draft Agenda Items (for discussion and adding) – time blocks will be decided/assigned once finalized (we have 6 hours)**
 - i. Meet and Greet – tell us who you are, when you graduated, and your role with/in CPM
 - ii. Chapter Structure/operations/best practices – each chapter will discuss/share – include things that work/are working as well as things that have not/are not working
 - iii. Chapter communication/interaction with FSCPM – areas for improvement?
 - iv. Should the bylaws be changed to require each chapter to have a membership chair/liaison?
 - e. FSCPM Succession Planning/Leadership
 - i. President transition process
 - ii. Schedule for transition of other positions
 - iii. Process for filling board positions – does the ‘old’ process still work for our organization? What should the process be/look like?
 - f. FSCPM board meeting schedule – continue monthly? How to get more comprehensive attendance/representation?

- g. Membership Strategies/Timelines – discuss the process of summer graduation recruiting and Fall renewals
 - h. Elephants in the Room
 - i. CPMd/CEUs
 - ii. Honorary memberships
 - iii. Electronic resources
 - iv. Agency reach out
 - i. Lorna’s vision moving forward
 - j. What else?
2. **Symposium - Tuesday, October 6th, Bartow Civic Center – 8 a.m. – 5 p.m.**
- a. All 6 presenters booked. *Presenters will supply outline of their presentation by tomorrow.*
 - b. Presenter breakout session summaries due to Sabrina 8/14
 - c. Registration – will set-up and open as soon as possible in August *Registration should begin within the next week.*
 - d. Hotel block(s) secured *John has made arrangements with two hotels in the area. The Hotel information will be supplied in the email notification as well as in the registration material.*
 - e. Discussing/finalizing videotaping contract with Polk County BOCC
 - f. Working on
 - i. Caterer – *questions about sandwiches vs hot meals* are being discussed.
 - ii. Materials *limit the amount of handouts that typically get thrown out.*
 - iii. Presenter gifts *visa card if nothing more related to the organization.*
 - iv. Name tags (in conjunction with registration)
 - v. Door prizes gift from chapters, *basket or gift cards open to whatever the chapters want to do.*
3. **Lapel Pins** – will get Stephanie to pull chapter totals and provide at the statewide board meeting.
- a. Consortium changed the logo in the last month. Next year’s pin order will reflect the change. *This will be discussed at the state board meeting.*
 - b. **Other?** *Sabrina will try to set time slots for discussions to ensure all the items will get heard. Succession planning will also be discussed; this is an important item for this meeting. The chapters should review their members for possible candidates for local as well as state offices.*
4. *With no other items for discussion.*

Meeting adjourned at 12:30 PM.