

**FSCPM Board Meeting - Minutes**  
**Thursday, July 9, 2015; Noon to 1 p.m. EST**  
**Agenda**

Attendees:

Sabrina Hartley, President

Terry Jones, Secretary

Denise Barber, North Florida

Lorna Kibby, SW Florida

Ruthie Doles, Suncoast Chapter

Renee Calo, Suncoast Chapter

**Meeting started at 12:04 P.M.**

1. **On-Site Trainings** – wrapped-up the 4th this week (Monday, July 6 - Tampa) – Sabrina will get with Ben post-graduations to see if we can schedule any more before the end of the year.

*The training session went real well and had 28 out of the original 32 that signed up. Ben went through the Leadership Challenge: What Really Matters and was well received by all who attended. It is really worth the time to attend one of these training sessions to keep up on the current information that is available to supervisors in today's world. Ben also recommended checking out TED TALKS web site for current information.*

2. **Lapel Pins** – we have received our order of 500 – Sabrina will give one to each of the 2015 graduates (about 210 people). How shall we distribute the remainder?

*After some discussion it was decided to give pins out a graduation to graduates who sign up to get the remainder of this year free when the pins out a graduation to graduates who sign up to get the remainder of this year free when the pay for next year's membership.*

a. Should we provide pins only going forward – the 2015 graduating class and subsequent graduating classes - as opposed to trying to distribute them to current graduates and FSCPM members that want one?

b. Send them to the chapters for member distribution based on the # of chapter members in our database?

*This was agreed upon and Sabrina will get with John and make arrangements to send them out to the chapters.*

i. If so, do we need/want a standard distribution process or do we leave it up to the individual chapters? *The chapters will decide how to distribute them to their current members.*

c. What about non-affiliated members without a local chapter?

*This will be handled on an as requested basis.*

d. How do we identify members that do and don't want them – not everyone cares – and still contain/minimize mailing costs per pin? *It was decided to let the local chapters decide on the distribution of current members.*

e. Should we tie receipt to membership renewal and give new/renewing members the option of asking for a pin on the membership form that we will then mail? (If so, who should be responsible for this task? Do we need a separate budget category or to simply increase our 'postage' category – currently set at \$25?)

*As mentioned above the chapters will receive pins for all the current members for them to distribute them to their members. New members will be given their pins by the local chapter with pins they will have in stock given by the state as requested by the chapters.*

f. Should we establish a standard policy that members receive one lapel pin for free and any additional requests will cost \$X each? (If so, who will be responsible for recording and tracking this?)

*At the current time one pin per member will be provided by the organization.*

g. Should the FSCPM commit to providing lapel pins for all new graduates and make it a standing annual budget item? *Yes this will need to be a standing budget item and new graduates that decide to join the FSCPM with the remainder of the year free when they sign up for the following year will be given their pins at graduation. The local chapters will understand this process for new graduates and will be notified of the graduates that join their chapters.*

### **3. Statewide Board Meeting**

a. Who should attend?

i. FSCPM board members – president, president-elect, secretary, treasurer, membership chair

*They should be paid expenses for this meeting by the SFCPM.*

ii. Chapter Presidents – other board members optional? *The chapter presidents (or designee) should also be paid expenses and it was suggested that chapter members invited may be able to ride with the chapter presidents but would be required to pay all other expenses on their own or as decided by the local chapter.*

b. Who and what will FSCPM pay for? *Travel expenses as described above.*

i. Round-trip mileage for ‘required’ attendees (identified in ‘a’ above) – based on state rate.

ii. Lunch provided Lunch *will be provided by the FSCPM.*

iii. Meeting facility charge? If so, what are we willing to pay? *The Suncoast chapter volunteered to check on locations and it was also mentioned that John may have already been checking on locations but he is on a cruise and will not be available for a few more days but Sabrina will check with him and send out an e-mail to the suncoast chapter letting them know on how to proceed.*

c. Timeline – 10 a.m. to 4 p.m.? (Something that allows for same day travel if at all possible) *It was decided to plan on the 10 to 4 time slot and will be re-looked at when the agenda is complete to see if that should supply sufficient time for discussions.*

d. Select a date– Sabrina will use Meeting Wizard to identify at least two Saturday options in mid-August to mid-September to assist in facility location/secure. *Sabrina will work on this and send out some dates for us to decide on a final date.*

e. Identify and secure a location – what’s geographically most reasonable – Central Florida? Can we find an all-day meeting space for little or no charge? *See iii above the Suncoast chapter along with John will be working on a location for this meeting.*

f. Agenda (collect issues from board members and chapters - some initial ideas –) *please send Sabrina any suggestions you have for agenda items for this meeting.*

i. Meet and greet (get to know you by face instead of just email name) *this is an important reason for this meeting to get a feel for how you are dealing with all year long.*

*Some suggested items for the agenda are as follows:*

ii. Chapter best practices

1. Sharing among chapters about operations/structure/etc.

2. How can FSCPM serve chapters better; communicate with chapters better

iii. Big Ticket Discussion Items

1. CPMd

2. Succession planning/transition

3. Election process (is it right for our organization?)

4. On-line resources

5. Lorna's vision/goals

#### **4. Symposium**

a. 3 of 6 breakout speakers secured. Waiting on response from two invitees and working on the final invitation. ***Sabrina is actively working on the speakers and is confident we will have them all locked down in the near future.***

b. Save-the-date has been distributed to our membership database – Ben will distribute statewide ASAP

***If you have not received the keep the date notice please let your chapter president or Sabrina know.***

c. Budget – Sabrina is working with John to establish a budget ***Sabrina said this needs to be transparent to all membership.***

d. Sabrina has initiated registration discussions with Beatriz (webmaster) before taking the item to the planning team ***At the time of registration selection of the breakout sessions will hopefully be included allowing the individual to rank their desire for the breakout sessions and we will try to get their top three picks included if at all possible. In addition Sabrina is trying to get all the breakout session videotaped so we can post them on our web site after the symposium.***

e. John is working on securing a hotel block ***He should have more information on this by our next meeting.***

f. Sabrina will schedule a planning team meeting in the next week to continue addressing details ***this is already scheduled for next week.***

g. Sabrina will follow-up with the Polk County BOCC about the potential to film/record the event ***As stated Sabrina is already working on this.***

**5. Other? Having no other discussion the meeting was closed at 1:00 P.M.**

Respectfully submitted,

Terry Jones, Secretary

07/09/2015