

Meeting Minutes



Florida Society of Certified Public Managers FSCPM Board Meeting Minutes

Hampton Inn, 8210 Hidden River Parkway Tampa, FL

Date: Saturday, November 12, 2016

Start: 9:00AM End: 2:42PM ET

In Attendance

Lorna Kibbey - President

Ruthie Doles - President Elect

John Levitt - Treasurer

Terry Jones - Retiring Secretary

Dawn Scroggins - Incoming Secretary

Renee Calo

Shannel Franklin

Agatha Muse-Salters

Ron Waters

Sue Zimmerman

Items Discussed

1. **Welcome and Introductions ~ Lorna**

a. Dawn Scroggins – New Secretary

b. Terry Jones – Retiring Secretary and many thanks for the years of dedication and service

2. **Our FSCPM Board ~ Lorna**

2016 FS CPM Board	2017 / 2018 FS CPM Board
President –Lorna Kibbey	President – Ruthie Doles
Past President – Sabrina Hartley	Past President – Lorna Kibbey
President Elect – Ruthie Doles	President Elect -
Secretary – Terry Jones	Secretary – Dawn Scroggins
Treasurer – John Levitt	Treasurer – John Levitt
Membership Chair – Agatha Muse-Salters	Membership Chair – Agatha Muse-Salters
Webmaster – Beatriz Isaza	Webmaster – Beatriz Isaza
Members at large	Members at Large

2016 Chapter Presidents	2017 Chapter Presidents
NW FL – Kara Stallings	NW FL – Kara Stallings
North Florida – Denise Barber	North Florida – TBD
Suncoast – Ron Waters	Suncoast – Ron Waters
SW Florida – Dena Rader	SW Florida – Len Price

Members at large in attendance from each Chapter today

- North FL Chapter ~ Shannel Franklin
- Suncoast Chapter ~ Renee Calo
- SW Florida Chapter ~ Sue Zimmerman



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3. **FSCPM – Vision and Mission ~ Lorna**

Our Vision

Improve organizational and personal performance in Florida Government through the knowledge, commitment, and action of a society of Certified Public Managers.

Our Mission

The purpose of the FSCPM is to foster and maintain high professional and ethical standards in the practice of public management, to further the professional growth of the Society's members, and support the Florida CPM Program as it recruits and trains current and future professional public managers.

4. **2016 – The Big Picture~Lorna**

Goals of FSCPM

- To support and promote the Certified Public Manager's Program.
- To improve communication and cooperation among public managers in all sectors of Florida's government.
- To provide opportunities for members to continually increase their knowledge in the field of public management.
- To promote growth and recognition of the Florida center for Public Management Program, the CPM Consortium, and the Florida Society for Certified Public Managers (FSCPM)

2016 Goals

- Improve Communication and Collaboration with FSCPM and Local Chapters.
- Provide ongoing education through on sites and symposium models.
- Explore and identify effective technology/social media opportunities for communicating with and educating our membership.

5. **Summer Graduations**

- 484 New Graduates
- July 13th Governor Scott Proclaimed "Certified Public Manager Recognition Week"

6. **2016 Symposiums ~Lorna**

Suncoast Symposium Date – October 13 North FL Symposium Date – November 1

Ron Waters, Renee Cato, and John Levitt

- Weekly meetings from June - Oct 13 30 minutes
- Speakers and catering took the longest time
- They did not have audio or visual at the facility



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- Financial cost \$66 to Suncoast Chapter
 - Did need the seed money to fund the project
 - Cost \$25 registration fee
 - Member new graduate & retiree \$20 nonmembers \$35
 - The attendees were all together for the day, no breakout sessions
 - Door prizes gift cards
 - 96 attendees

North FL Symposium Date – November 1

Shannel Franklin and Agatha Muse-Salters

- All morning together
- Breakout in afternoon
- Seed money covered all expenses and will make profit
- General session with great key note speaker
- Breakout sessions because individuals could receive more training and more topics provided
- Based on their needs
- Speakers were free but gave them free
- \$25 members \$50 nonmembers \$20 retirees
- 45-50 attendees
- Folders, copies of presentations of all, group photos of presenters and attendees
- Email list-members, nonmembers, non-CPM's
- Meet one bring one, enter into a drawing

7. Chapter Updates and Ideas

North Florida has some great ideas that are doubling and almost tripling their meeting attendance

- Catered lunch meetings for local section of the Chapter for \$7-\$8 member \$10/ Non-member
- Volunteer and Mentoring Hours and can add into the employees Career progression with Human Resources
- Speakers for the luncheons
- Monthly Newsletter with crossword puzzle, volunteer opportunities, who won drawing, above and beyond feature spotlight on members
- They do surveys on food, events, themes
- Streamlining processes with the assistance of millennials so they plug in and feel a part of the group
- Concept of Meet One, Bring One
- Raffle called Pot of Gold – 50% to Charity (they use the High Tech High School) 50% to winner



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- Possibly do webinar or polycom monthly to meet with the farther parts of the Chapter so there is improved communication rather than just meeting quarterly face to face
- Plan social outings around the holidays

Suncoast Chapter does community events

- Stuff the Bus
- Coordinate with local charity
- Kimberly House
- Symposium Events

Southwest Chapter

- Finishing their 2nd year
- Work can get in the way
- Membership to increase, due to first renewal session
- Tried morning and evening quarterly meetings
- Have had very good speakers

8. Board Reports

Finance – John

- John will be ending his term in 2017, so we need to be on the lookout and begin training a Treasurer elect to serve 2018/2019
- Seed money for each symposium worked well
- We need \$9000 - \$10,000 a year budget
- Items we pay for:
 - Corporation Fee
 - P O Box
 - Split fee with FSU to pay for CPM Graduation Luncheon
 - Travel reimbursements
 - Website fees- just paid the domain for several years
 - \$1000 for each symposium
- Issue with Paypal and discussed how to proceed

Membership – Agatha

- Will be sending out the information
- Honorary Membership discussion for Dottie Gough and Adjuncts
- Add to the Application

Web Issues – Lorna

- Information needs to be sent from each of the Chapters regularly so Beatriz can keep the site updated



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- Look at the Online Registration process when we are preparing for the next series of Symposiums

9. 2017 SCOT Analysis – add the following to the 2016 List

Strengths = Retirees and Millennials
= Established Chapters to learn from and with (North FL and Suncoast)

Challenges = Local chapters are small in numbers
= Geographic size
= Develop new chapters
= Membership

Threats = Geographic challenges
= Technology and Social Media

Opportunities = Better communication through local chapters/social media
= Local symposiums
= Technology
= CPM D
= Suncoast is holding an Event in February 2017

10. 2017 Goals

- Membership Growth
- Membership Involvement
- Technology transitions including Social Media
- CPM D - CEU discussion
 - Chapters and Leaders Report
- Chapter support-help struggling chapter
- Board communication
- Symposium support
- Communication
- Possible new awards like the Dottie Gough Award

MOTIONS

1. Agatha made a Motion to have a Regional Model for Symposiums in 2017 and a State Symposium in 2018 and all agreed
2. Terry made a Motion to \$1000 seed money from the FSCPM Board for all of the Chapter Symposiums, all agreed
3. Motion to have Ben Green send Lorna the list of the 16 adjuncts.
 - a. FSCPM will award each of them an Honorary Membership to the State and Local Chapter they affiliate with. Sue second the Motion and Agatha abstained from voting



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ACTION ITEMS

1. Agatha-membership list and unaffiliated members
2. Agatha and John renewal email for membership
3. Agatha and John will call Beatrice to update the membership application to include Honorary Adjunct Professor
4. Agatha will contact and send Honorary Membership to Dotti Gough
5. Email Agatha list of President, Treasure, and Secretary information for all chapters
6. Ruthie-pull up CPM D program and share with FSCPM
7. Have the CPM Adjuncts give list to each Chapter when they are presenting information about the FSCPM and Local CPM Chapters and if anyone would like to NOT receive an email with information about the local and state chapter then remove them from the list, otherwise add the current classes into the email stream of receiving information
8. Shannel is assuming the role as Facebook and social media for FSCPM
9. Technology Transition Team - Beatrice, John, Agatha, Renee, Shannel, Dawn, Lorna, Ruthie, Dan Constantinople (in January class) – Look into QuickBooks online, Facebook, Social Media
10. Swag-water bottles, shirts for the local chapters
11. Symposium-2017 Theme-each chapter have their own
12. Do a possible regional chapter symposium with Suncoast and SW FL Chapter
13. Lorna-will forward a list of adjuncts from Ben to the chapters so they can forward an honorary membership application
14. Suncoast Chapter has invited the SW Chapter to do a joint Symposium in 2017
15. Sue-Review the State Bylaws and update board in January
16. Need Member at large from each Chapter
17. Ruthie-Call Kara in NW Chapter and the South Chapter
18. John-Take care of closing and opening bank accounts and PayPal accounts before the end of 2016