

Thursday, April 9, 2015
FSCPM Board Meeting Notes

Meeting Attendees:

Sabrina Hartley, FSCPM President
Lorna Kibbey, FSCPM President-Elect
Kara Stallings, NW Chapter President
Denise Barber, NFL Chapter President
Renee Callow, CPM, Suncoast Chapter Member
Linda Jimenez, CPM, Suncoast Chapter Member (joined late)

1. Membership update

Sabrina will ask Stephanie (membership chair) for a current membership count. Only a few mailed memberships have been received over the past several weeks. FSCPM is still working to resolve a few errors in membership status, but has a process in place to ensure that members are notified of membership receipt. Kara asked for an explanation of distribution of names and dues. Sabrina said that all members receive email confirmation upon receipt of their membership form (whether submitted electronically or mailed). Sabrina will check with Stephanie to be clear about her process for sharing information with the respective chapters when new members join – she is not sure whether Stephanie shares the information with chapters based on a schedule or on an as-received basis. Membership dues are distributed quarterly. Sabrina will get the specific schedule and share it with the chapter presidents.

2. Lapel Pins - Denise obtained the following price quotes ...

Awards 4U, Tallahassee - 100 minimum order; 4 - 6 weeks to receive
\$85 dye cost (one time expense, good for 3 years)

100	\$2.66/each
200	\$2.07/each
300	\$1.49/each
500	\$1.25/each

\$10-\$30 shipping, depending on quantity ordered (ordered from "overseas")

The Vernon Company - (used by FCPM in the past)
Set up - \$100.00

50 – \$5.18

100 – \$3.18

300 – \$1.68

Add \$0.10 for a size of 7/8”.

Add \$0.20 for a size of 1”

Gold plating is a \$0.075 surcharge. Brass plating is included in the quote.

We ship UPS Ground from zip code 33634. 100 pins weigh under two pounds.

Clearly, the Tallahassee vendor offers the better deal. Sabrina will assess the FSCPM budget and make a suggestion for ordering for board approval. The pins will need to be ordered by the beginning of May to ensure they arrive before summer graduations ensue.

3. Annual chapter goals/objectives – due April 1 – any questions, comments on submissions?
 - a. Post each to the respective chapter webpage

Sabrina thanked the chapters for their timely goals/objectives submission and for identifying measureable goals that will allow the chapter to gauge and report on their performance. She pointed out a specific goal from the Suncoast Chapter related to website updates and asked the chapters to please have a point person responsible for ensuring that the chapter webpages are as up-to-date and accurate as possible. Kara said that keeping the info up-to-date has proven successful, as someone recently googled the NW chapter, found the meeting schedule, and attended the meeting.

4. On-site trainings – Currently, three on-site trainings are being planned – May 4 in Largo with Lori VanNess, May 11 in Tallahassee with Dan, and July 6 in Tampa with Ben. The invitation for the May 4 event has already gone out. The Tallahassee invite will go out in the next few days, and the July 6 invite will go out in early June. The FSCPM will provide at least three weeks advance notice to allow prospective attendees to plan and ask the boss for the afternoon.
 - a. Fee for non-members – suggest \$20 for all non-members

Board members agreed that the on-site trainings should be offered as an FSCPM membership benefit and decided on a flat fee of \$20 for all non-members to attend.

- b. ‘Thank you’ gift for instructors – how much?

Because it is too complicated to pay the FCPM instructors and adjuncts for the additional half-day trainings, the board would like to give them a token of appreciation for the extra work. We discussed a VISA gift card, potentially in the amount of \$100. Lorna, who will serve as one of

the instructors added that, while a \$100 VISA gift card is generous and quite nice of the organization, instructors may be just as happy with a CPM portfolio or tote and a Starbucks gift card. Sabrina will review the budget and training-dedicated funds to determine what the budget can bear and will make additional suggestions to the board for consideration and voting. While the instructors do not incur additional expenses to deliver the training, it does require them to arrive earlier and, of course, they provide the service of a top-quality half day of training.

5. Symposium planning – awaiting a representative from each chapter for initial planning committee

Sabrina asked the chapters to provide a symposium planning contact to ensure input from the entire state organization. So far, only the NW Chapter has identified a liaison. Sabrina explained that the planning team would be used to help outline the symposium format and identify how chapters can be highlighted/included in the event. Additionally, Sabrina will continue to solicit ideas for potential venues. Linda Jimenz suggested the DOT facility in Tampa – with a capacity of 120 in the auditorium. Sabrina added the suggestion to the list of potential venues for further exploration.

6. Other – there were no other issues of discussion.