



Meeting Date:
January 13, 2022

Board Meeting Minutes Compiled by:
Rachel Thompson, Secretary

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1. Date and Time of Meeting

Date: January 13, 2022

Time: 12:11 to 1:00 PM EST (started late due to GoToWebinar access issues)

2. Attendees and Welcome

The following individuals attended the January Board meeting:

Name	Title	Yes/No
Alyssa Feliho	Chapter Chair *	Yes
Lesa Stage	Chapter Co-Chair *	Yes
Bethany Burton	Membership Chair *	Yes
Sherry Bach	Programs Chair *	Yes
Jennifer Mosier	Publicity Chair *	No
Michelle Dugliss	Promotions Chair *	Yes
Rachel Thompson	Secretary *	Yes
Sherry Bowles	Treasurer *	Yes
	Voting members* (8)	

Alyssa Feliho welcomed officers to the first board meeting of 2022.

3. Location

Virtual - GoToWebinar

Discuss/vote on hosting upcoming virtual meetings. What method do we want to use? GoToWebinar, MS Teams, etc?

- Alyssa suggests we use MS Teams instead of GoToWebinar
- If you have any other suggestions, email Alyssa, and she will add it to the list.

4. Programs

Discuss/vote on topics/presenters for remainder of 2022.

Sherry Bach will present the Promotions report at upcoming meetings.

- ***Discuss/vote on in-person regional happy hour/event locations.***
 - We'd like to meet at a larger FL city for events (whether it's just the board or plus members) to get to know each other in person.
 - If you have specific places you'd like to go, let Alyssa know.
 - Regional ambassador = our liaison for that area who could help the board promote events in that city (possibly college students so we can promote ICP?)
 - Suggestion: connect/partner with other APMP chapters or international groups to network and co-sponsor events.
 - Alyssa has several connections with other chapters that are working to include the ICP initiative in their events. She says she can invite

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- them to our board meeting to do a presentation or case study on how it's going and their plans.
 - Alyssa will chat with the programs chair to work out plan for bringing the ICP initiative into our chapter.
 - **Discuss/vote on having VisibleThread (others) as a sponsor for regional events/happy hours.**
 - VisibleThread is interested in sponsoring our in-person meetings (they'll show up at them) and one of our monthly general membership meetings (where they will be a speaker).
 - If you have another partner or speaker to recommend, let Alyssa know.
 - Presentation suggestions (see email for more info)
 - Diane Pollock, CF APMP – Mining for RFP Gold
 - Jeremy Brim – Funneling from the business plan through to capture and client feedback
 - Jeff Goldfinger – To Bid or Not To Bid
 - Hinz Consulting – Whose Proposal Is It Anyway? - Do something similar based on the dating show where there's one contestant (client) and three bachelors/bachelorettes (vendors)
 - We only have one vendor slot for sponsoring, and Alyssa would like to give it to VisibleThread.
 - Homework: Research the above speaker suggestions (excluding Hinz) and come to the next meeting ready vote on them. Write a list of anyone else you'd like to recommend and send it to the board. If you'd like to do a presentation, let us know as well.
 - We're planning to have board meetings on the second Thursday of every month at noon.

5. Treasury Report

Sherry Bowles to discuss our current balance.

December 31, 2021 bank balance: \$20,684.24

- Chapter Rebate filed for quarter ending 12/31/2021.
- Rebate amount: \$TBD – the amount will be lower due to lower rebate amount from APMP international
 - Bethany asked if amount will go up due to membership dues going up. Alyssa said it's unclear – there hasn't been a chapter liaison since BPC Denver, so no communication on that from APMP leaders.

Alyssa to double check with new Chapter Leader Liaison Committee Chair.

- Sherry asked: Should she send a 1099 to the webmaster? Alyssa to ask Peter Frank.
- We paid about \$1,600 for website (see cost analysis from Sherry Bowles)

6. Publicity

Jen Mosier to present the Publicity report. LinkedIn, Twitter, email campaign

- **Discuss/vote on having Jen take over webmaster duties with MailChimp and Wix.**

1.) [Website](#) - our current vendor is not doing a good job - Jen suggests we take over the domain name and build the site ourselves off of Mailchimp integration - which is what we use for email and all social connections now.

This likely needs a board vote.

- MOTION: Alyssa motions to have Jen Mosier transfer all info for our chapter website to Mailchimp and she will serve as our webmaster for 2022 until the Board recognizes the need to hire a third party, if necessary. Sherry Bach seconds the motion. Lesa, Rachel, Sherry Bowles, Bethany voted aye.

2.) Jen will need photos and a short bio from all new board members for the website. Please send those to her as early as you can.

- Goal is to show that we have a board and we're actively present.

3.) When we determine speakers for 2022 - please reach out to Jen as soon as possible so she can work with Sherry Bach to get headshots and a background/presentation overview for each presentation for 2022 webinars. When Jen gets those, she will work with Sherry Bach to compile the emails to the chapter members and send those out.

4.) Jen encourages everyone to look at the new apmp.org and provide any feedback on what we think of the new site. Jen has heard from other publicity leaders in other chapters expressing concern with the new site (it now contains no information on individual chapters- other than how to find a chapter near you. Our Chapter is virtual so that is not great for us.).

7. Promotions

Michelle Dugliss will present the Promotions report at upcoming meetings.

- Alyssa to meet with Michelle in a separate meeting on Promotions.

8. Membership

Bethany Burton to present the Membership report.

Chapter membership stands at TBA. Certified Members = TBA.

- We don't have membership data right now because of the new APMP website. Leadership is working to get this info for all chapters, and Bethany is following this.

9. Upcoming 2022 Meetings

Discuss/vote on Programs and door prizes **[keep old data as placeholders]**

1st Quarter General Membership Meeting

Date:	March 3, 2022 from Noon to 1:00 PM EDT
Program:	Randy Richter "Five Forces to Help You Win!"
Door Prizes:	Members and non-members: (2) Shipley Proposal Guide, or capture guide (choice) (1) Virtual training via Richter and Co (1) Leadership book*

2nd Quarter Board Meeting

Date:	May 5, 2022 from Noon to 1:00 PM EST
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2nd Quarter General Membership Meeting

Date:	June 2, 2022 from Noon to 1:00 PM EDT
Program:	Randy Richter "Five Forces to Help You Win!"
Door Prizes:	Members and non-members: (2) Shipley Proposal Guide, or capture guide (choice) (1) Virtual training via Richter and Co (1) Leadership book*

3rd Quarter Board Meeting

Date:	August 5, 2022 from Noon to 1:00 PM EST
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3rd Quarter General Membership Meeting

Date:	September 1, 2022 from Noon to 1:00 PM EST
Program:	Louise Pulini "The Dickens Approach - Visiting the Ghosts of Proposals Past, Present and Future"
Door Prizes:	Open to members and non-members: (1) Shipley Proposal Guide; (2) Leadership book*; Suggestion from presenter (up to \$75) Members only: (1) Membership renewal; Non-members: (1) New membership (if no new members in attendance, one additional renewal)
	* TBD

4th Quarter Board Meeting

Date:	November 3, 2022 from Noon to 1:00 PM EST
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4th Quarter General Membership Meeting

Date:	December 1, 2022 from Noon to 1:00 PM EST
Program:	Louise Pulini "The Dickens Approach - Visiting the Ghosts of Proposals Past, Present and Future"
Door Prizes:	Open to members and non-members: (1) Shipley Proposal Guide; (2) Leadership book*; Suggestion from presenter (up to \$75) Members only: (1) Membership renewal; Non-members: (1) New membership (if no new members in attendance, one additional renewal)
	* TBD

10. Conferences

Bid and Proposal Con (BPC) 2022 will be held in Dallas, TX, May 22-25, 2022

The Southern Proposal Accent Conference (SPAC) 2021 has been postponed until ????.; planning is ongoing – virtual?

- COVID has made planning for this very complicated. Update coming from Lesa on this, who reached out to the scheduler for conference meetings.

11. Items Brought to Vote

1. PASSED: Alyssa motions to have Jen Mosier transfer all info for our chapter website to Mailchimp and she will serve as our webmaster for 2022 until the Board recognizes the need to hire a third party, if necessary. Sherry Bach seconds the motion. Lesa, Rachel, Sherry Bowles, Bethany voted aye.

12. Open floor discussion

1. *Intentional Career Path initiative – need volunteers*
2. *Mentor/Protégé initiative – need volunteers*
3. *Regional Ambassadors – socialize and recruit!*

13. Closing

Chapter Chair thanked the board members, and the meeting adjourned at 1:00 pm EST.