



Tuesday, December 8, 2020 - 5:30 PM

Chapter Executive Committee Meeting

Virtual Zoom, Tallahassee, Florida

MINUTES

Call to Order – President Patricia Manning called the meeting to order at 5:34 pm. The following officers and directors were in Virtual “Zoom” attendance:

Chapter Officers:

Patricia Manning, President
Lisa Wiggins, President-Elect
Angie Rowe, Secretary
Pete Walker, Treasurer-Elect

Board Members:

Patrick Cowen
Justin Evans
Sue Graham
Alexandra Weimorts
Kim Mills
Pam Ray

Officers and Directors not present:

Melinda Miguel
Jim Lewandowski
Antonio Murphy
Angie Robertson
Brittnee Clark
Tracie Hodge
Keith Srinivasan

Meeting Called to Order – President Patricia Manning welcomed the officers and directors to the meeting. Due to the COVID-19 pandemic, a virtual meeting of the CEC was arranged.

Meeting Quorum – Pat Manning indicated a quorum was present.

Prior Meeting Minutes – Pat mentioned that we are in the process of catching up the meeting minutes for the past few meetings; therefore, the September, October and November meeting minutes were sent out very recently and she understood that most members probably haven’t had a chance to review them. She asked if members would try to review the minutes and send comments back by Thursday (12/10) or Friday (12/11). CEC members agreed to review them in this timeframe.

New Business:

ACE Awards Report

Pat indicated there has been a change with the chapter recognition program with the ACE awards and she asked Lisa to provide more details. Lisa said National is requiring that the CEC review the bylaws and notate their review in the meeting minutes. She mentioned that she and Jim recently trained together on how the points are assessed for the Recognition Program Awards format, but she later found by reviewing National's website that the awards format had been changed by National for the 2020-2021 program year to the new ACE Awards format. She noted there is a lot of guidance posted from National to assist with completing the new ACE Awards format. Lisa informed members that we will need to indicate when our 990 report is filed, along with a review of the state filings, and note this information was reviewed in our meeting minutes. There was discussion about the annual filing of our corporation through SunBiz. Pat was trying to determine the due date for the next filing and the group thought that it was due around the April or May timeframe.

Membership Nominations

Lisa asked for clarification between nominations and awards. Alexandra clarified that nominations are for the board and there are 3 awards that we give out each year. Lisa wanted to make sure that we are following through with making nominations to recognize those that are doing a great job, with the understanding that the new ACE awards formula gives us extra bonus points if we nominate for the NLT (national leadership training) as well as the annual PDT (professional development training) by national. There are different awards for both of those categories and the NLT deadline is December 15 and the PDT deadline is April 5. We are able to nominate as many people as we want, but we are able to receive 25 points per person for a maximum of 100 points. It is required for us to submit a high-resolution photo with the nomination. Lisa wanted to find out what has been done historically with awards and discuss with the group. Patrick said we haven't submitted nominations for national awards in the past. Alexandra noted some recognitions that were previously made, and Sue Graham shared that some of our nominations have been for our local chapter, but she didn't recall any for national awards. Lisa and Pam mentioned that during the last virtual PDT they noticed that some national awards were issued. Patrick thought we should put the nominations out there. Lisa agreed and asked the group to think about how we would want to gather nominations – from our membership or whether we want to keep it within the CEC. Alexandra thought we should ask our membership for nominations and she noted that we had an unusually high number of scholarship candidates as compared with prior years. Alexandra suggested that we aim for the April 5 award deadline. Lisa asked if we should take the approach to offer names to the membership and have a write in field for them to select their own person as another option within a survey and Alexandra liked this idea. Pat asked Lisa if she could provide the CEC with a list of the different award types and the criteria for each so that members could have an opportunity to review the awards and have further discussion. Alexandra suggested nominating Patrick for an award, possibly an NLT award, and many others agreed with this suggestion. Pat asked Alexandra to write up the nomination and she agreed to. Lisa mentioned that there are 7 awards and they are categorized as federal, state, local or private sector. She indicated there is a Distinguished Local Government Leadership Award and Pat recommended that Alexandra nominate Patrick for this award. Lisa thought we might be setting a precedent for the CEC leadership to choose nominees for the NLT and we open the PDT award nominations for the membership at large. Alexandra liked this suggestion and so did other CEC members.

Update of Annual GTE

- **Venue/Hosting Contract** – Pat provided a summary on the hosting contract that the CEC agreed on. We will use the Turnbull Center for hosting the virtual GTE in February. The speakers will be through Zoom and everyone else will be through webcast. We will use Conference i/o for registration and polling questions, along with possibly posting letters during the presentation for the purpose of ensuring participation for CPE purposes. Pam participated in a recent training and noted that the presenter put numbers in the chat to ensure attendees were still participating. Pat suggested that we could possibly consider offering polling questions for ensuring participation and we will need to determine the frequency.

Pat recapped that Jennifer with Turnbull is going through the contracting process and we haven't received the final contract yet, but the agreed upon total price is \$3,652 which includes both days. Alexandra and others commended Pat for her time and effort in getting the final price negotiated down to half of the original price offered by Turnbull.

- **Speaker Update** – Alexandra mentioned that we have 14 confirmed speakers for a total of 16 CPEs and we have 3 backups. Pat asked if we could use the backups as speakers for the monthly luncheons. Alexandra thought that was a great idea and noted that Patrick and Pam made this suggestion as well. Alexandra is working on finalizing the topics for the speakers, obtaining their topic summary, headshot and bio. Once she receives this information, she will send them to Keith since he will take the lead in uploading them in the app (Patrick will assist Keith as needed). Patrick confirmed with Alexandra that the format she used last year should work fine this time. Pam indicated that she will need to know the topics in order to add the information to the training brochure. Alexandra said she has 4 topics pending but she will go ahead and send Pam the topics that she has secured. Kim inquired as to whether the training event will run 8 to 5 both days, and CEC members confirmed that this is the plan.
- **Update of Governor as Intro Speaker** – Pat asked for an update on the intro speaker and Kim didn't realize she needed to take the lead on coordinating this so she informed the group that she will contact Melinda Miguel the next day to get it done. Alexandra asked Kim to get Melinda's headshot, bio and topic summary.
- **Brochure** – Pam showed members the brochure, which was in a one-page flyer format. Alexandra asked when we can get it finalized and sent out. Pat thought the brochure format looked great and others agreed. There was discussion on when to end the early registration deadline. The group decided the early registration deadline will be on or before January 15 (and fees must be paid by this date to receive the discount). There was discussion for the deadline for payment. The group ultimately decided that the payment deadline should be February 8. Members reviewed the details within the brochure and obtained clarification on items from Pam. There was more discussion about the member vs. non-member price. Pam asked the group to send her any edits and she will work on final formatting changes. We agreed to target the week of December 14 for sending out the GTE campaign through Constant Contact. Lisa mentioned that she thought that in the past we offered free membership to undergrads who volunteer to assist with the GTE. Pat thought our goal should be to get a student to serve on the CEC. Patrick thought we could have a student serve as a moderator during the GTE.
- **Status of app** – Patrick said the app is ready for us to start putting in information, so Keith will need the schedule as soon as possible and we can add as more information as it becomes available. The goal is to have the app live in the app store by December 31. At that point, the information can be loaded in the Conferences i/o piece.
- **Exhibitors** – Kim noted that she reached out to KPMG and they are interested in receiving more information. Becker also expressed interest in being an exhibitor this year. Patrick provided Kim a contact for a person from IBM and she inquired with them but hasn't received a response yet. Also, Pat indicated she will reach out to Flagler and FAMU to find out if they are willing to be exhibitors. Sue recommended that we reach out to Kaiser as well. Kim asked the CEC what price we want to establish for exhibitors. There was much discussion about exhibitor levels and how much exposure they should receive based on their contributions. Pat suggested silver (\$500), gold (\$800) and platinum (\$1,000) sponsorships, and then later Lisa suggested we raise the gold to \$1,000 and platinum to \$2,000 based on past contributions. The group discussed how the exhibitor slides would be managed in relation to the overall presentations. Pat mentioned that we could offer the opportunity for exhibitors to advertise during lunch time and others thought this was a good idea. Lisa asked if we want to consider having a write-up showing the exhibitor levels as a nice handout to share with exhibitors. Alexandra indicated we had this

documented in the past, but she wasn't sure who has the email with the information. Pam found the email with this information and she will send it out for others to review. Pete suggested that we solicit feedback from exhibitors as to what they might be interested in and what they are willing to pay for it. Pat thought this was a great suggestion. Sue mentioned that we could also have exhibitor information being shared as attendees are logging into the GTE. Lisa said that for conferences that she has attended virtually, sponsors have been provided with the email database of registrants and they've sent advertisements and information about their organizations, which could be a great incentive for the top-level sponsorship. Pat motioned to approve the exhibitor fees for silver at \$500, gold at \$1,000 and platinum at \$2,000. Sue seconded the motion and the fees were approved unanimously. Kim recapped that the exhibitor logos will be in the app, their logos will be displayed during breaks, at lunch, and in between the class sessions; platinum exhibitors will be given the opportunity to present a video of their services that will be shown during lunch and during breaks, and they will be asked if they have another suggestion of what they want to do if they think that advertising during lunch and breaks isn't ideal (and they will have an opportunity to moderate a session). There can be a differentiation among silver and gold based on size of logos shown and number of sessions they can moderate.

- **Zoom Background** – Pat asked for volunteers to determine the background for Zoom presenters so that we can share it for it to look professional. Alexandra suggested using the GTE app logo and she indicated she can work on getting it in a jpeg format. Pete recommended the possibility of putting sponsors in the background and others agreed this was a good idea if we could figure out how to make it look professional. Alexandra and Pete decided to work together to try to add the sponsors to the Zoom background.
- **Budget Amendment** – Pat asked for a reclass of funds to the community service line in the amount of \$300 of the 6 that are left. She mentioned that the wreaths have already been purchased for the Wreaths Across America. Pat also shared that the membership contributed an impressive amount of \$780 so far for Elder Elf and we only have 2 elders. This means we won't have to tap into our budget now for Elder Care Services. Pat motioned to amend the budget to add \$800 to community service from GTE in order to meet our goal of contributing to 7 community support organizations. Sue seconded the motion, and all approved the motion unanimously.

Old Business:

Virtual Conference Checklist

Pat mentioned that she was asked whether she has a checklist for the GTE, but she wasn't able to locate one.

Update of Citizen Centric Report

Pat checked with Jim about this report and he indicated he submitted it timely, but he needs to send an update. She followed up with him as to whether the update has been sent but she hasn't heard back yet.

Member Survey

The member survey was sent out and Lisa said that we've received 26 responses so far and 50% indicated they are very satisfied, 42% are satisfied and the remainder is neutral (neither satisfied nor dissatisfied). Lisa reminded us that this is one of our goals for the ACE.

990 Report

Angie Robertson verified that it was sent on November 15th, which also contributes to the ACE award. Pete indicated that he prepared it and Angie reviewed it, and it appeared that Dennison had signed it in the past, so he had Angie sign it in her capacity as Treasurer.

Committee Reports:

Community Service

Wreaths have already been purchased for Wreaths Across America and today was the deadline for contributions for Elder Elf. Pat reiterated that we've collected \$780 for Elder Elf and many members were excited to hear the overwhelming contributions we've received for this cause. For all the community services organizations that we will be contributing to, we will donate at sporadic times. We have put contributions to the Ronald McDonald House on hold until further notice since they aren't allowing any new families and volunteers at this time - maybe we can do the rest of the contributions in the spring.

Finance

Pete shared that they sent out the September and October financials and November just closed. Antonio made some updates to the November information, so they will work on finalizing November soon. Pete indicated that our activity has been minimal over the past 2 months. We have \$5,000 in revenue (about \$4,100 in CGFM receipts) and then we've spent roughly \$6,000 on miscellaneous items. We're at about a \$1,000 deficit, but that will change significantly once the revenues come in for the GTE. Sue inquired about a check to National for \$9,000 for the CGFM course but Pete doesn't see an expense that large on the books. Sue said she sent the invoice to Antonio to pay and she will send a copy of the invoice to Pat after the meeting.

Membership – Sue Graham

Sue said that we have 283 members, but another count is 270 depending on whether you want to consider the ones that are dual members that have membership. Pat asked Sue to send her information later on how many new members we've added.

No Committee Reports Requested

- Awards
- Records Management
- Early Careers/Student Membership
- Education
- Bylaws
- Website/Newsletter
- CGFM

Other Topics

- Pat asked if we require for board members to attend a certain number of meetings in order to maintain their status as being a board member. The group discussed that there are pros and cons to making this a requirement. One of the founding members asked Pat about the process for board member renewal each year and Alexandra mentioned that when she served as President, she sent an email to ask board members to confirm if they would continue to serve on the board. Historically, it has been an unspoken rule for board members to stay on the board unless they indicate that they no longer want to serve. It was noted that some board members have also served on the National board. Pat brought up the point that members can be engaged without being on the board. Pat also expressed an interest for the CEC to consider engagement by all officers and board members in order to work together and not overburden a few members to handle tasks, and she understood that there are more difficulties due to COVID, but she asked that members think about this and offer suggestions at the next CEC meeting. Alexandra indicated she would be fine with adding a meeting

requirement to the bylaws. Sue recommended sending out a friendly email to board members that haven't attended this year to find out if they still plan to serve on the board, and possibly noting the minimum meeting requirement if a standard is established.

- Lisa shared that the state filings were reviewed by the CEC and we determined that no action is necessary at this time that the corporate annual report is not due until May 1
- Justin indicated he will send out the bylaws for members to review prior to the next CEC meeting.

Next CEC Meeting

The next CEC meeting will be held on 1/12/21 at 5:30 pm via Zoom.

Adjournment

There being no further business before the CEC, the meeting was adjourned at 7:25 pm.

Respectfully submitted,

Angie Rowe

Angie Rowe
Secretary