

AFCEA Tampa – St Pete Chapter
Executive Committee Meeting Minutes
2 August 2007

A meeting of the chapter Executive Committee was held on 2 August 2007 at the MacDill AFB Officer's Club. In attendance were:

President – Colonel Richard Davis
1st Vice President – Billy Hogan
Membership Committee Chairperson – Dale Hempel
Scholarship Committee Co-Chairman - Mark McKim
Publicity Committee Chairman – Pat Guarnieri
Young AFCEAN Committee Chairperson – 1LT Jennifer Huntsman

Committee Members – Juli Kellogg (Programs) and Tim Smith (Publicity)

Due to inclement weather, some folks were late in arriving. Colonel Davis and B. Hogan did a check of the chapter by-laws to ensure we had a quorum. Since we had five members of the committee, we determined we had a sufficient quorum and Colonel Davis opened the meeting at 1145.

President's Opening Remarks – COL Davis

Old Business

1. Model Chapter Goals status. Colonel Davis stated that he had not yet ascertained what was occurring with the model chapter goals. He has received no information since the last committee meeting and did not receive any information from Colonel Bland on this before his departure.

- **Action: B. Hogan volunteered to contact the committees and get this put together for Colonel Davis ASAP.**

2. Status of Chapter Website Enhancements.

- B. Hogan read the following status update provided by Hunter Trice.
 - Phase I - Cutover to New Hosting Environment: Completed. New website cutover to Windows-based hosting environment and operational. Email sent to all committee members requesting review/comment. All requests for changes/updates should be emailed to Jay Rose who will coordinate with Seoro Partners on implementation.

- Phase II - Implementation of Online RSVP: In-progress. Seoro Partners has developed the data model for the information we will need to collect and this week provided hard copy of DRAFT input screens/web forms for interacting with online registrants to capture the data. Due out to Jay Rose and Hunter Trice (with assistance from Brandt Cosgrove) to schedule and convene a working session next week to review the data model and input screens to ensure they meet the intended RSVP business process requirements.
- Phase III - Implementation of Online Payment: Not yet started. Scheduled for integration following successful implementation of Online RSVP capability.
- **Action: Programs Committee and Web Enhancements team. Based on this, Colonel Davis would like to have a demo of the new site available at the September luncheon to familiarize the members with the new capabilities.**

Committee Reports

Key Reports

Secretary – (the secretary was not present)

- **VOTE - Minutes of the 28 June meeting were discussed. A motion was made and seconded to approve the minutes as prepared. Motion passed.**
- **Action: Web Team please post to portal**
- Colonel Davis brought up the need to have a comprehensive annual schedule of key events, suspense items, milestones, meetings, etc.
- **Action: Secretary should discuss an approach at the next Executive Committee meeting**

Treasurer – (the Treasurer was not present)

- There was a brief discussion about getting bills out to corporate sponsors in a timely manner this fall. There was also a brief discussion about sending out a near-term reminder to corporate sponsors for planning purposes that they would receive their bills this fall and when they would be do for payment.
- **Action: Treasure to send out a letter to all corporate sponsors thanking them for their support in 2007 and alerting them to the 2008 billing cycle timelines.**

Programs Committee – (the Programs Committee Chairman was not present)

- There was some discussion of the need for monthly luncheon speakers for the balance of this year. Colonel Davis noted several suggestions for speakers.
- **Action: Anyone with suggestions for guest speakers please provide these suggestions to Brandt Cosgrove ASAP.**
- There was discussion about the traffic flow at the monthly luncheons and rearranging the lobby to ensure everybody checks in at the registration table and the membership table. Programs Committee has a plan for executing a new traffic flow at the next luncheon.
- There was discussion of the idea that Programs Committee and Treasurer will use two cash boxes in order to separate and track luncheon payments vice raffle ticket proceeds. The idea was favorably received by the committee members present.
- Programs Committee still needs additional volunteers. Mr. Don Crews has volunteered to assist the committee in coordinating the monthly Executive Committee functions.
- There was discussion of an idea brought up by Pat Guarnieri about collaborating on a luncheon with the local chapter of the Association for Intelligence Officers (AFIO). It was suggested that the October AFIO luncheon was a good opportunity to target. However, there are coordination issues that need to be discussed between our Programs Committee and that of AFIO.
- **Action: Pat Guarnieri to coordinate with Programs Committee to collaborate with AFIO and to report back at the August 23rd Executive Committee meeting about the feasibility and any issues that would need to be resolved.**
- **VOTE - The Executive Committee voted to change our annual meeting from October to November to accommodate the joint AFIO meeting in October.**

Special Committees

TechNet 2008 concept discussion –

- **Action: B. Hogan volunteered to contact the Association for Enterprise Integration (AFEI) to inquire about collaborating with them to partner on their spring 2008 event as we did in 2006.**

Nominating Committee – Need nominations for November Executive Committee meeting

- **Action: B. Hogan will contact Mike Deacy to see if he will again chair the committee**

Standing Committees

Publicity Committee –

- Pat Guarnieri reported that it looks like we'll have both an article and pictures for next month's Signal. Tim Smith (Journalism student) is assisting in preparing the articles.

Awards Committee – (not present)

- No Report

Membership Committee –

- Dale Hempel reported current membership count is 584 members – well on track towards goals.
- Bring a new member luncheon in November.

Scholarship and Education Committee –

- Mark McKim reported the committee is beginning the process of soliciting from Hillsborough and Pinellas for Science teacher grants.

Corporate Membership – (not present)

- No Report

Young AFCEANs –

- 1LT Huntsman reported that on Oct 27th, the Young AFCEANs plan to work with Hope Children's home to take them to a big Cat Rescue location. Training event for children.
- **VOTE - 1LT Huntsman proposed the Executive Committee approve a not to exceed amount of \$400 to sponsor lunches for the event. Motion made, approved.**
- **Action: Publicity to assist, camera and article.**

Small Business Committee – (not present)

Chairperson at Large - (not present)

RVP - (not present)

New Business –

- Chapter Shirts – B. Hogan will come back with proposal at next meeting for chapter shirts that we could sell to members to specifically offset the costs of the holiday luncheon Hope Children's Home support.

The meeting adjourned promptly at 1300.