

**AFCEA Tampa – St Pete Chapter
Executive Committee Meeting Agenda
27 September 2007**

OLD BUSINESS

1. Col Davis is TDY, Billy Hogan ran the meeting. Attendees – Billy Hogan, Mike Deacy, Dale Hempel, Mark Mckim, Jay Rose, 1stLt Huntsman, Pat Guarnieri, and Michael Nicknadarvich

2. Status of Chapter Website Enhancements
 - RSVP process cost estimate by Serreo was an additional \$5k, on top of the current \$4.5k
 - Other vendors being considered
 - Working to get at least 2 additional quotes from other sources
 - Recommendation to Executive Committee will be provided at Oct meeting
 - **ACTION Jay Rose:** Present cost estimates on RSVP capability and recommend course of action to Executive Committee at Oct meeting
 - **ACTION Jay Rose:** Date for website functionality DEMO to chapter

2. Status of Chapter Property
 - Carl Bass was not present but did relay some information via e-mail
 - He met with Brandt Cosgrove Monday and discussed the laptop request, sharing MCS pricing with Brandt
 - Appears we can buy from a retail store like Best Buy for the same price
 - **ACTION Carl Bass:** Present quote to Executive Committee for a new laptop

3. Annual Schedule
 - High level list of all scheduled events has been gathered
 - Specific dates and detail being flushed out
 - Draft annual schedule to be provided for comment and input at Oct Executive Committee meeting
 - **ACTION Michael Nicknadarvich:** Present draft annual schedule at Oct Executive Committee meeting

4. Corporate sponsor billing process
 - Carl Bass was not present but did relay some information via e-mail
 - Karla Jund and Carl plan to send out 2008 corporate table invoices in October
 - Payment deadline would be January 1st
 - All table sponsors would have a 30 day grace period (will not be shared with them)
 - Effective January 30th an unpaid invoices would have the table suspended until payment is received

- No discussion on this process, all attendees agreed
- **ACTION Carl Bass:** Execute the above outlined process

5. Chapter Logo Shirts

- Billy will be meeting with his perspective vendor on Friday
- He will provide them with logos for sample shirts to be made
- Will present the shirts to the Executive Committee at the October meeting
- Hunter and Jay Rose have other vendors that may also be willing to provide this service to us. They will get contact info to Billy
- Intent is to sell the shirts to assist in raising money for the Hope Children's Home
- Brandt Cosgrove pointed out it may be a good idea to also have MacDill AFB on the shirt in addition our logo
- Links our chapter to the base and may also help with sales to military personnel – everyone agreed
- **ACTION Billy Hogan:** Provide sample shirts at the Executive Committee Meeting in October

5. Joint luncheon between our chapter and local Association for Intelligence Officer (AFIO) chapter

- Joint luncheon for Oct or Nov is out and December is our Christmas party
- Pat is working with AFIO on a new date
- **ACTION Pat Guarnieri:** Work with AFIO and Brandt Cosgrove to determine a date that is mutually agreeable to both organizations

COMMITTEE REPORTS

1. Key Reports

- Secretary
 - Reviewed minutes of August Meeting – approved
 - **ACTION Michael Nicknadarvich:** Forward copy of minutes to Jay Rose for posting on the website
- Treasure
 - Carl Bass not present
 - Status of funds and 2008 budget planning required
 - **ACTION Carl Bass:** Provide a budget update at the Executive Committee meeting in October
- Program Committee
 - September luncheon discussion/issues
 - Lengthy discussion on many aspects of luncheon operations
 - Need to get the word out that ANY company can donate raffle gifts, not just our current “corporate sponsors”
 - Corporate raffle sponsoring company will now also sell the raffle tickets for the gift they donated – gets volunteers to help out at the front desk and good PR for that company

- Gift will be announced in the luncheon announcement that is sent out by programs
- Small 60 second blurb on the raffle sponsor company will be drafted for the President to read as part of the luncheon agenda
- New check in process worked...100% payment
- However of 163 RSVPs we had 71 no-shows with 55 from our corporate tables and 16 others
- Represents loss of real or potential revenue for the chapter and wasted food
- Near term action is to tell corporate sponsors that if they RSVP to show, or at least call with updated numbers
- Since they have already paid for the table the focus of our dialog will be that...it's the right thing to do, we are losing money that can be used to fund scholarships, or to fund Young AFCEAN actions, or to help the Hope Children's Home...etc
- Long term is to engineer a solution to be part of our website and on-line registration / payment. More dialog on this will follow.
- **ACTION Billy Hogan:** Draft a letter to be sent to each of our Corporate Sponsors outlining the issues of the RSVP process
- **ACTION Brandt Cosgrove:** Implement the process of corporate raffle sponsors selling tickets. Provide to the President a small blurb on companies that sponsor the raffle. Ensure raffle gift is announced in the luncheon e-mail sent out. Sustain efforts to reach the long term goal of implanting a RSVP solution via our website and on-line payment.
- October luncheon planning
 - Potential speaker from FBI
 - **ACTION Brandt Cosgrove:** Finalize speaker for October luncheon
- Holiday luncheon planning
 - 1stLt Huntsman and the Young AFCEANs will handle most of the action
 - Brandt Cosgrove will provide guidance and the Executive Committee will oversee the effort
 - **ACTION Lt Huntsman:** Contact Hope Children's Home and confirm luncheon date of 20 Dec
- Upcoming speaker listing
 - Oct – working candidate, potentially FBI
 - Nov – working candidates
 - Dec – Holiday luncheon action being worked by Young AFCEANs

2. Special Committees

- TechNet 2008 concept discussion
 - **ACTION Billy Hogan:** Contact the Association for Enterprise Integration (AFEI) to inquire about collaboration with them to partner on their spring 2008 even as we did in 2006 and brief the Executive Committee at the October meeting
- Nomination Committee
 - Mike Deacy has all of the nominations they are

- President - Col Davis; 1st VP – Billy Hogan; 2nd VP Mike Deacy and Maureen Fuller; Treasure – Carl Bass and Karla Jund (if she accepts the nomination); Secretary – Michael Nicknadarvich
- Slate was voted on and approved by the Executive Committee
- Elections to be held at the October luncheons
- **ACTION Mike Deacy: Work with Brandt Cosgrove on the agenda for the Oct luncheon and confirm Karla Jund's acceptance on her nomination**
- Publicity Committee – nothing to report
- Awards Committee
 - Tym Caddell was not present
 - Michael Nicknadarvich briefed 3 AFCEA awards due to International NLT 19 November they are...
 - Emerging Leadership Award – we have no candidates who can qualify
 - Distinguished Young AFCEAN (DYA) Of The Year Award
 - Working to identify potential candidates now
 - Jay Rose volunteered to assist in writing submissions
 - **ACTION Tym Caddell: Gather input on potential candidates and work with Jay Rose to draft award submission(s).**
 - Young AFCEAN Program Award
 - Chapter award to recognize efforts by the chapter in this program
 - **ACTION 1stLt Huntsman: Gather information and draft a submission for review by the Executive Committee**
- Membership Committee
 - Dale Hempel announce that we now have 602 members
 - Membership drive starts in November and Dale has two volunteers to help her out
 - She will get an announcement on the agenda for the October luncheon
 - Dale recommend some type of local award for the current member who gets the most new members to join to join the chapter
 - **ACTION Dale Hempel: Get announcement on the October luncheon agenda**
- Scholarship and Education Committee
 - Science Teacher Grant awards will begin in October
 - **ACTION Mark Mckim: Coordinate with Brandt Cosgrove to get announcement on October luncheon agenda**
- Corporate Membership committee
 - See discussion above under Corporate Sponsor Billing Process
- Young AFCEANs
 - 1stLt Huntsman briefed the upcoming field trip by the Hope Children's Home to the Big Cat Rescue
 - Discussion in increase cost to a total of \$475 to cover cost of volunteers to chaperone
 - However after the discussion it was decided that the current request for funding was adequate and that any volunteers would pay their own way -- \$15.
 - Schedule for Oct 27th

- **ACTION Lt Huntsman:** Coordinate the event and secure volunteers to assist in the effort. Final brief to Executive Committee at the October meeting.
- Small Business Committee – nothing to report
- Chairperson at Large – nothing to report
- Regional VP – nothing to report
- New Business – nothing to report

Meeting adjourned at 1302