

FAMIS Board Meeting: September 30, 2008

At the FAEDS Conference, Orlando, Florida

Preliminary Agenda

1. Call to Order (David Smith)
2. Any Old Items (Marsha Cole)
3. Review of previous meeting minutes (Bill Piotrowski)
4. By-Laws Discussions (Doug Dillard)
5. FAMIS website items (All)
6. Budget update (James Goines)
7. 2009 Conference Planning Items: (Bruce Patrou)

| |
|---|
| Determine Conf fees for attendees |
| Determine any member subsidies (if applicable) |
| Determine Conf Theme "Continuous Improvement in tough financial times" ?? |
| Verify w/Hotel all services needed (food, AV equip, etc) |
| Determine funding amount for FAMIS purchase of Door Prizes |
| Develop speaker forms, guidelines |
| Develop sponsor forms, guidelines, lecture rules, limits |
| Assign Door Price leader |
| Determine district/vendor conf payment form (how, via website, mail in check, etc |
| Determine Conf Vendor layout (restrictions/rules) |
| Start Vendor layout diagram for website |
| Verify vendor partner levels, costs and benefits |
| Determine conf give aways (bags, hats, shirts, etc) and max cost |
| Assign give away buyer (select and purchase) |
| Determine any awards to present and who to manage this effort |
| Establish FAMIS meetings during the conf |
| Assign 2009 Conf Program coordinator |
| Assign board members each day of conf |
| Assign 2010 Steering committee nominations coordinator |
| Determine what items are needed on the FAMIS website for the Conference Tab |
| Document Conf decisions from the board |
| Determine conference presentation topics |
| |

8. Any final business (All)
9. Adjourn (David Smith)



FAMIS meeting at FAEDS, 30 Sep 08,
Caribe Royale

FAMIS 2009 conference items

| # | Task | POC | Result |
|----|--|-------------|---|
| 1 | Determine Conf fees for attendees | Board | \$50 |
| 2 | Determine any member subsidies (if applicable) | Board | 1 room night per district/consortium (not attendee) |
| 3 | Determine Conf Theme "Continuous Improvement in tough financial times" ?? | Board | yes |
| 4 | Verify w/Hotel all services needed (food, AV equip, etc) | Desiree | |
| 5 | Determine funding amount for FAMIS purchase of Door Prizes | Board | \$500 |
| 6 | Develop speaker forms, guidelines | Board | |
| 7 | Develop sponsor forms, guidelines, lecture rules, limits | Board | |
| 8 | Assign Door Price leader | Board | Roland |
| 9 | Determine district/vendor conf payment form (how, via website, mail in check, etc) | Board | |
| 10 | Determine Conf Vendor layout (restrictions/rules) | Board | |
| 11 | Start Vendor layout diagram for website | Desiree | |
| 12 | Verify vendor partner levels, costs and benefits | Board | |
| 13 | Determine conf give aways (bags, hats, shirts, etc) and max cost | Board | wait till JAN (FETC) |
| 14 | Assign give away buyer (select and purchase) | Board | Buy " " |
| 15 | Determine any awards to present and who to manage this effort | Board | |
| 16 | Establish FAMIS meetings during the conf | David Smith | |
| 17 | Assign 2009 Conf Program coordinator | Board | |
| 18 | Assign board members each day of conf | Board | Sunday - assign |
| 19 | Assign 2010 Steering committee nominations coordinator | Board | |
| 20 | Determine what items are needed on the FAMIS website for the Conference Tab | Board | |
| 21 | Document Conf decisions from the board | Bill | |

DRAFT

Florida Association of Management Information Systems INC. (FAMIS)

Treasurers Report

Steering Committee Meeting September 30, 2008

| | | Checking | Savings |
|------------|------------------------|------------|------------|
| 06-08-2008 | Prior Reported Balance | 47,408.34 | .00 |
| | Transfers | -30,000.00 | +30,000.00 |
| | Interest Earned | | 58.44 |
| | Deposits Made | 2,392.84 | |
| | Expenses Paid | 8,668.40 | |
| 09-30-2008 | Ending Balance | 11,132.78 | 30,058.44 |

Deposits

| | | |
|-----------------------|----------|-----------------|
| 06-11-2008 | 310.00 | |
| 06-25-2008 | 250.00 | |
| 07-25-2008 | 1,600.00 | |
| 08-13-2008 | 100.00 | |
| 08-27-2008 | 132.84 | |
| Total Deposits | | 2,392.84 |

Payments

| | | |
|--|----------|-----------------|
| Board Dinner @ DOE Workshop | 272.86 | |
| Board Shirt Deposit | 655.64 | |
| Administrative Assistant (May-Aug) | 600.00 | |
| Florida Corporate Tax Interest/Penalty | 2,115.35 | |
| Federal Corporate Tax Interest/Penalty | 4,954.50 | |
| Web Site | 37.92 | |
| Shipping | 32.13 | |
| Total Payments | | 8,668.40 |

Florida Association of Management Information Systems, Inc.

As of: 9/30/2008

Report Basis: Accrual

Wednesday, September 17, 2008

| | |
|--|---------------|
| | As of 9/30/08 |
|--|---------------|

Assets

Current Assets

Cash

| | |
|----------|-----------|
| Checking | 11,132.78 |
| Savings | 30,058.44 |

| | |
|-------------------|-------------------------|
| Total Cash | <u>41,191.22</u> |
|-------------------|-------------------------|

Other Current Assets

| | |
|----------|----------|
| Deposits | 2,000.00 |
|----------|----------|

| | |
|-----------------------------------|------------------------|
| Total Other Current Assets | <u>2,000.00</u> |
|-----------------------------------|------------------------|

| | |
|-----------------------------|-------------------------|
| Total Current Assets | <u>43,191.22</u> |
|-----------------------------|-------------------------|

| | |
|---------------------|--------------------------------|
| Total Assets | <u><u>43,191.22</u></u> |
|---------------------|--------------------------------|

Liabilities & Equity

Equity

| | |
|------------------------|-------------|
| Opening Balance Equity | 57,813.82 |
| Net Income | (14,622.60) |

| | |
|---------------------|-------------------------|
| Total Equity | <u>43,191.22</u> |
|---------------------|-------------------------|

| | |
|---------------------------------------|--------------------------------|
| Total Liabilities & Equity | <u><u>43,191.22</u></u> |
|---------------------------------------|--------------------------------|

Florida Association of Management Information Systems, Inc.

Date Range: January 1, 2008 - September 30, 2008

Account: All, Report Basis: Accrual, Class: All, Name: All, Closing Postings: Not Included

Wednesday, September 17, 2008

| | |
|--|------------------|
| | 1/1/08 - 9/30/08 |
|--|------------------|

Ordinary Income/Expense

Income

Conference Income

| | |
|------------------------------|-----------|
| Membership Attendance | 4,250.00 |
| Vendor Additional Attendance | 1,450.00 |
| Vendor Sponsorship | 45,000.00 |
| Membership Guests | 10.00 |

| | |
|--------------------------------|------------------|
| Total Conference Income | 50,710.00 |
|--------------------------------|------------------|

| | |
|-----------------------|----------|
| Refunds & Adjustments | (350.00) |
|-----------------------|----------|

| | |
|---------------------|------------------|
| Total Income | 50,360.00 |
|---------------------|------------------|

| | |
|---------------------|------------------|
| Gross Profit | 50,360.00 |
|---------------------|------------------|

Expense

Advertising & Promotion

| | |
|---------------------------------|----------|
| Advertising & Promotion - Other | 2,170.00 |
| Marketing/Printed Materials | 655.64 |
| Website | 227.52 |

| | |
|--|-----------------|
| Total Advertising & Promotion | 3,053.16 |
|--|-----------------|

| | |
|----------------|----------|
| Contract Labor | 4,421.78 |
|----------------|----------|

| | |
|--------------------|--------|
| Licenses & Permits | 157.50 |
|--------------------|--------|

| | |
|-----------------------|--------|
| Meals & Entertainment | 766.88 |
|-----------------------|--------|

| | |
|-------------------------|--------|
| Printing & Reproduction | 815.45 |
|-------------------------|--------|

| | |
|--------------------|-------|
| Postage & Delivery | 62.25 |
|--------------------|-------|

Professional Fees

| | |
|------------|----------|
| Accounting | 1,925.00 |
|------------|----------|

| | |
|--------------------------------|-----------------|
| Total Professional Fees | 1,925.00 |
|--------------------------------|-----------------|

Rent

| | |
|--------------|-----------|
| Rent - Other | 35,388.01 |
|--------------|-----------|

| | |
|-------------------|------------------|
| Total Rent | 35,388.01 |
|-------------------|------------------|

Tax Expense (Business)

| | |
|--------------------------------|----------|
| Tax Expense (Business) - Other | 4,688.35 |
|--------------------------------|----------|

| | |
|-------------------------------------|-----------------|
| Total Tax Expense (Business) | 4,688.35 |
|-------------------------------------|-----------------|

| | |
|----------------------|------------------|
| Total Expense | 51,278.38 |
|----------------------|------------------|

| | |
|----------------------------|-----------------|
| Net Ordinary Income | (918.38) |
|----------------------------|-----------------|

Other Income/Expense

Other Income

| | |
|-----------------|-------|
| Interest Income | 58.44 |
|-----------------|-------|

| | |
|---------------------------|--------------|
| Total Other Income | 58.44 |
|---------------------------|--------------|

Other Expense

| | |
|--------------------|-----------|
| Federal Income Tax | 13,762.66 |
|--------------------|-----------|

| | |
|----------------------------|------------------|
| Total Other Expense | 13,762.66 |
|----------------------------|------------------|

| | |
|-------------------------|--------------------|
| Net Other Income | (13,704.22) |
|-------------------------|--------------------|

| | |
|-------------------|--------------------|
| Net Income | (14,622.60) |
|-------------------|--------------------|