

FAMIS Conference Call Agenda February 7, 2018

Welcome

Steering Committee Attendance - Those listed were on call

Name	Title	County / Consortium	Term (ends June 30 each year)
Belinda Fries	Chair	Suwannee	1 year, ends 2018
Katie Foley	Vice-Chair	PAEC	1 year, ends 2018
Candy Garcia	Past Chair	NEFEC	1 year, ends 2018
Rick Laneau	Member-At-Large	Hillsborough	1 year, ends 2018
David Lesnek	Member-At-Large	Manatee	2 years, ends 2019
Doug Dillard	Member-At-Large	Escambia	2 years, ends 2018
Russell Cheatham	Member-At-Large	Brevard	2 years, ends 2018
Bill Nimmons	Member-At-Large	Leon	2 years, ends 2018
Mike Via	Member-At-Large	Palm Beach	2 years, ends 2019
Brian Boyd	Member-At-Large	Leon	2 years, ends 2019
Bruce Patrou	Member-At-Large	St. Johns	2 years, ends 2018
Margo Gunnarsson	Webmaster	Duval	Annual reappointment

Financial Report - [Belinda](#) - Reviewed both reports. Discussed that we have another possible platinum sponsor who is wanting to talk about an event.

Conference Updates

- Contracts - Belinda, Katie, and Julie
 - Hotel - Contract for Conference and room block completed.
 - Additional details being handled in April
 - [Belinda, Katie, and Julie will be making an onsite visit](#)
 - Gulf Expo - Contract sent to us Feb 1.
 - Cost is \$50 per booth (was \$49 last year)
 - If we don't use Gulf coast we must provide all tables, drapes, equipment, labor to set up, etc.
 - Need vote to approve new contract or request to allow time for contract renewal and vote by Feb 16th
 - [Accept contract as needed. Rick Motion, Second Dave Unanimous](#)

- Audio Video - Board needs to review and vote on acceptable costs.
 - Old and New A/V contract was sent with the Agenda. Board members are being asked to review costs and then vote on expenditures by Feb 16. Poll will be sent Feb 13th. - This changed because the rooms may change due to new DOE requests.
 - Discussed 4,729.83 cost different to use the bigger screen.
 - Doug suggested we remove the sound system in C and H. Purchase speakers and for those rooms to save money. He suggest that we give them away as door prizes.
 - Doug suggested that we also remove the 55" monitor, Truss, and cable pricing. Purchase our own and give away as a door prize.
 - Julie will contact the vendor about the requested changes
 - Belinda will send new contract out with yes, no, or more discussion requested.
- Wifi - Hotel does not allow third parties to distribute WiFi - Threaten hotel with moving because of poor wifi
- User Poll - Katie - Katie's going over the results
 - DOE Presence Needed
- Cvent. Website - Belinda and Margo
 - Cvent up and running
 - Changed to respond to feedback from last year
 - Tried to get more information on the pages so that people can see more information
 - BASIC agenda online for now, however this is not housed in crowdcompass and will not be how the crown compass app looks and Belinda is not going to be responsible for making a separate excel version from crowdcompass after every change.
 - Belinda to add Group Code FAMIS and try to link Hotel on cvent site
 - Website has been altered
- Vendor Recruitment - Bill and Julie
 - Already have 2 confirmed Platinum sponsors
 - Have 14 vendors already registered
 - 9 that have contacted Julie and are just waiting on their funding to register.
 - Goal of 30 or 35
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- District Presentations - Katie / Margo
 - Margo and Katie are going to be contacting Districts and following up for more help.
 - Katie will be at events to talk to more districts
 - If anyone knows of something awesome in another district let her know with contact and she will reach out.
 - Bill would like a round table on IT audits so that everyone can discuss what the auditors are looking for. Dave will join with Bill for the audit
 - Request an FTE Audit Round table

- Virtual School Round table
- DOE Contact - Belinda
 - Belinda has emailed Andre to set up a conference for presentation.
- Prizes - Doug
 - Doug wants to know if we are continuing with FAMIS providing gift cards for Silver, Gold, & Platinum Sponsors - Yes
 - Katie, Belinda, and Julie offered to help cart prizes
- Name Badges - Doug
 - Purchasing of an onsite printer
 - Doug is going to purchase the printer
 - Julie & Bill are playing around with printing double sided name tags.
- Networking Social
 - What kind of social?
 - Choice A: Like we did last year. Add a contest/prize give away to get people to booths and add some more beverage options.
 - Bill will check with FAEDS about liquor insurance.
 - Group said yes to sodas at the Social
 - Work on contest to drive traffic to vendors in April - Board asked to brainstorm
 - **DROPPED as an option:** Choice B: Doug presented an offer from vendor Dave and Jenny Magic <http://davidjennymagic.com/>
 - If choice B is what the board wants someone BESIDES Belinda, Katie, and Julie will need to completely take it over, plan it, run it, and organize it. They will need to bring any added expenses to the Chair so a board vote can be taken.
- Moving to April
 - Doug suggests we move the conference to April since session ends in March
 - With session ending in March (if it's not delayed) then DOE will have plenty of time to figure out how they will be dealing with the new legislative rules and not give the "TBA" answers they always give, which people have been complaining about for years. In addition there is a concern about how busy April is for school employees with testing, scheduling, students needs, etc.
 - Does the board want to explore moving the conference to April?
 - Bill mentioned it staying June because April is busy and giving DOE time to get ahead of legislative decisions
 - Katie said it was too hard in April for the people she works with - she works with a lot of districts
- Moving Conference Location to Orlando
 - Many people provided feedback during the conference that they loved Daytona
 - Many people provided feedback that they didn't like Daytona, suggested Orlando
 - What does the board think about allowing all attendees to vote on the location at the meeting?
 - Board agreed to host a vote. Talked about Caribe Royale or Florida Hotel
- Board Communication During Conference

- Is cell phones/Texting okay or do we need an app to communicate?
 - Texting was sufficient

Next Meeting

- Conference Call
- Thursday April 19th 3pm.

Other things that came up -

- Tax Free Status
- On-Site Payments
- Motion to approve minutes and finance - 1 Doug Rick 2nd Unanimous
- Motion to adjourn - Bill first Margo Second Unanimous