

FAMIS In-Person Board Meeting Agenda 05/04/2021 9:00AM Bonaire 5/6

Call to Order- 9:02 a.m.

Take Attendance

- **2021 Conference**
 - Registration Update- Katie
 - We have 227 Educational Attendees as of May 4, 2021
 - We have 54 Other Attendees as of May 4, 2021
 - We currently have 52 of the 67 Districts will be attending the FAMIS Conference.
 - The State will be sending an e-mail to Districts to remind them of the FAMIS Conference.
 - June 25, 2021 invite email on the Conference App
 - The Palms III is the New Ballroom we will be having lunch in each day.
 - The Palms III will hold 360 for Lunch – We will cap the sessions and a overflow room for lunch.
 - The Grand Sierra for the Conference Rooms
 - Set the small sessions around lunch time – the Hotel will need to set-up for lunch.
 - We will be repeating of some sessions by the State.
 - By setting up repeating session this will help with social distancing.
 - The Board Members will need to review the sessions and make any suggestions to alter the configuration.
 - We have 2 spare rooms at the end of the day.
 - Andre is doing a session on how the State is promoting Technology (see session description).
 - Please have all session description to Katie by the end of May.
 - Please send the power points for each session to Katie
 - Margo will post the power points on the FAMIS website.
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 - Session/Presentation and Room Capacity Update - Katie
 - Emailing Districts/Vendors on their potential sessions
 - Conference Agenda Template Update- Katie
 - Internet Update- Katie
 - We will have multiple access points and attendees will need to reconnect if they move to another Conference Room.
 - The lapel microphone have been removed from the contract.
 - \$22,000 for the contract
 - Session Recording Plan- Katie
 - Will we be recording sessions in the future?
 - No Virtual Session this year.
 - Loading the recorded sessions to the Website will take about 50 hours of labor.
 - We will record the DOE and District Sessions for the 2021 FAMIS Conference.

- Tracey will bring 12 laptops for the sessions and we will have a microphone at each session to help record.
 - Sessions will be available approximately 1 month after the Conference.
- Encore Contract Update- Katie
 - Encore quoted us \$6,000 a sessions to record the sessions.
 - We will record the session thru Zoom ourselves.
- Cvent /Mobile App Update- Katie
- District Presentation Update- Peter
- Review Financial Reports – Brian
 - See Financial Report
 - Brian will contact the DOE for their payment.
 - Our balance is below prior years.
 - We have \$115,900 in payments from Vendors.
 - Board Members are in the Conference Attendee numbers at no charge.
 - Reviewing Food estimate
 - Reviewing Travel estimate
 - We are projecting \$105,181 total expenses
 - We are projecting \$26,000 net profit
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- Actions items - Board
 - Session Full Posters - Do you have access to printing or make posters? Julie has already secured easels from the hotel
 - Registration helper gift cards- should Doug purchase these? Yes
 - Lavan Dukes Memorial Award nominations?
 - Nominations – Outstanding Contribution to the ITS Community and FAMIS – Henry Martin (Walton County) – Tim Harper (Seminole) Doug - Motion: to give award to both. Second – Mike – Unanimous
 - Communication during the conference, what do we want to use?
 - Communication throughout the conference – Brian will set-up
 - What time is everyone planning on arriving Sunday? Who is available Sunday to help set up?
 - Meet at 1:00 p.m. to unload cars and Board Meeting at 4:00
 - Sunday Board meeting and dinner 5:00pm?
 - Katie will set-up dinner for Board Meeting.
 - Dinner off-site????? Yes
 - Start thinking about vice chair nominations and filling positions of any vacancies.
 - How many meals are we offering? Day 1: Lunch and Reception? Day 2 : Breakfast and Lunch, Day 3 : Breakfast and Boxed Lunch?
 - What is our position on masks?We need to purchase disinfecting wipes for laptops and microphones.
 - Position on Masks – Follow CDC Guidelines and Hotel Requirements
 - Registration line and hours - is anything changing for COVID distancing?

- Need a volunteer for organizing logos and powerpoint for tv's at registration
- Room Nights Update- Julie
 - We currently have 546 Room Nights as of last Thursday
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- Vendor Registration Update- Julie
 - 5 Platinum
 - Dell not sure that the can come to the Conference
 - 5 Gold
 - 7 Silver
 - 11 Bronze
 - Some Vendors cannot come this year. Microsoft, CDW, Shi, HP,
 - We have some Vendors that will let us know if they will be attending the end of May.
 - Board Members – Please reach out to your Vendors to try and get them to attend FAMIS.
 - 52 of the 67 Districts will be attending
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- Vendor Config Update- Julie
 - A, B, C, D & E are double booths
 - We are looking for 36 Vendors
 - Set-up the afternoon breaks and possibly breakfast in this area. (See Vendor Map).
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- Are we selling extra sessions- Julie
 - Do we want to sell additional session? Peter Motion: Allow Platinum and Gold can buy an additional half hour session for a \$1,000. Second Brian – 13-Yes & 1- No.
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- Gulf Coast Expo- Julie
- Vendor Swag and other sponsorships update- Julie
- Menus- Julie
 - See PowerPoint
 - Box Lunch \$30 per person
 - Wednesday Lunch \$14,000 – Box \$6,000 – VISA Gift Card \$3,200
 - Standard Breakfast
 - Julie will come up with a Menu for the Conference.
 - Vendor Social – Yes/No?????
- Prizes Update – Doug
 - Give out Prize throughout the Conference.
 - 67 Door Prizes – End of Conference type prizes
 - Get some \$35 gift cards to hand out during the Conference
 - Post numbers in the back of the Vendor Hall.
 - We have tickets to put in the Name Badge holders and the Name Badge holders are on order.
 - Games for Vendor session (Bingo)
 - What other thing can we do the have Attendees and Vendors interact?
- Vendor interactions- Doug
 - We need to regroup on the subject.
 - Message Chairs??????
 - Place the food in the back of the room.

- Discount Update – Doug
 - Discounts at Sea World and Universal
- Charging Stations- Doug
 - Battery sticks
 - FOCUS will be purchasing the Battery sticks and universal charging cords.
 - Recharge at the Registration Desk
- Other Topics
 - Posters 24X36 Session Closed – Tracy
 - Doug will e-mail Template to Tracy
 - Tracy will be working on the Logo.
 - What other things to we want to accomplish in the future other than the Conference?
 - Website to show what software each District is utilizing.
 - Keep the Vendors happy – Create a Green Room for the Vendors with drinks.
- **2023 Conference Update – Julie**
 - Review Contract from Daytona – It is half the price.
 - Where do we have the 2024 Conference?
 - I-4 Corridor (Tampa to Daytona)
- Mike Motion to Adjourn and Bill Seconded at 12:34 p.m.

Name	Position	County	Attendance	Term
Katie Foley	Chair	PAEC	Yes	1 year, ends 2021
Peter Thorne	Vice-Chair	Osceola	Yes	1 year, ends 2021
Jim Dunn	Secretary	St. Lucie	Yes	1 year, ends 2021
Brian Boyd	Treasurer	Leon	Yes	Annual Reappointment
Bill Nimmons	Past Chair	Leon	Yes	1 year, ends 2021
Russell Cheatham	Member-At-Large	Brevard	Yes	2 years, ends 2022
Candy Derbecker	Member-At-Large	Duval	Yes	2 years, ends 2021

Doug Dillard	Member-At-Large	Escambia	Yes	2 years, ends 2022
Candy Garcia	Member-At-Large	Clay	Yes	2 years, ends 2021
Rick Laneau	Member-At-Large	Hillsborough	Yes	2 years, ends 2022
Michael Pinnella	Member-At-Large	Walton	Yes	2 years, ends 2021
Mike Via	Member-At-Large	Palm Beach	Yes	2 years, ends 2021
Tracey Wilkerson	Member-At-Large	NEFEC	Yes	2 years, ends 2022
Margo Gunnarsson	Webmaster	Duval	Yes	Annual reappointment
Andre Smith	Ex-Officio Member-At-Large	FLDOE		
Stephen Bowen	Ex-Officio Member-At-Large	FLDOE		
Julie Jernigan	Ex-Officio Member-At-Large	Leon	Yes	