

# FAMIS Board Meeting Agenda

## Thursday 03/31/2022 9:00am

**Welcome – Pete / Russell**

**Welcome – Pete / Russell Call to Order – 9:20 a.m.**

<b>Name</b>	<b>Position</b>	<b>County</b>
<a href="#">Katie Foley</a>	Y-Chair	PAEC
<a href="#">Peter Thorne</a>	Y-Vice-Chair	Osceola
<a href="#">Jim Dunn</a>	Y-Secretary	St. Lucie
<a href="#">Brian Boyd</a>	Y-Treasurer	Leon
<a href="#">Bill Nimmons</a>	Y-Past Chair	Leon
<a href="#">Russell Cheatham</a>	Y-Member-At-Large	Brevard
<a href="#">Candy Derbecker</a>	Y-Member-At-Large	Duval
<a href="#">Doug Dillard</a>	Y-Member-At-Large	Escambia
<a href="#">Candy Garcia</a>	Y-Member-At-Large	Clay
<a href="#">Rick Laneau</a>	Y-Member-At-Large	Hillsborough
<a href="#">Michael Pinnella</a>	Y-Member-At-Large	Walton
<a href="#">Mike Via</a>	Y-Member-At-Large	Palm Beach
<a href="#">Tracey Wilkerson</a>	Y-Member-At-Large	NEFEC
<a href="#">Margo Gunnarsson</a>	Y-Webmaster	Duval
Andre Smith	Ex-Officio Member-At-Large	FLDOE
Stephen Bowen	Y-Ex-Officio Member-At-Large	FLDOE
Julie Jernigan	Y-Ex-Officio Member-At-Large	Leon

### **Minutes – Jim**

Approve Prior Meeting Minutes – The minutes from the last meeting on Teams was set have Teams record the meeting. The recording did not work correctly, No minutes.

### **Financial Reports - Brian**

Treasurer Report

Nov 29-March 5, 2022 See Report

Income \$108,000

Receivables

Oldest Rec Power School and Google (65 Days to pay bill)

All Vendors paid last year.

Conference Report – See Report

Paid \$25,000

Our estimated lost if no one else registered for the 2022 Conference will be \$64,000.

Additional Funds from DOE – Stephen Bowen - FAMIS is working with Stephen to determine if FAMIS will receive funds from the DOE.

\$88,000 at the open of Registration

1. Vendor Speaking Spots – 22 Hours of speaking time – Current speaking time is 25 Hours.
2. Do we provide lunch on Mon, Tue & Wed?
3. Higher Ed registrations for the FAMIS Conference.

### **2021-2022 Conference Prep – Pete / Julie**

Cvent – Update

1. The invoice for year 2 - \$11,000
2. We paid about \$6,000
3. Year 2 of the contract paid - \$11,000 + \$4,000
4. We will receive a line item bill going forward from Cvent.
5. FAMIS is looking at a 5-Year Contract which will be \$6,900 per year.
- 6.

### **2022 Conference Updates**

Create Version 1 of Sessions and time

1. 85% of Rooms are booked – The Hotel will add rooms
  2. 174 – Attendees as of Today
  3. FAMIS received 16 free room nights from last year
  4. Mock Agenda for the 2022 Conference will be sent out soon.
  5. Hotel will have additional Employees available at Registration Desk.
- Vendor and Attendee Updates (Julie / Pete)
1. FAMIS has 25 Vendors registered as of 3/31/2022
  2. Vendor – E-Glass is asking for a double both (not up front) – Yes
  3. All Platinum Vendors will get a speaking slot????????????????
  4. Put a message on the Website that we a limited number of Speaking Sessions for Vendors – Please register early
  5. Crown Castle – Will receive a free Registration – We have not heard from the company.
  6. Accept the all Vendor registration and refund if there are any issues with speaking sessions.
  7. See Conference lay-out 0 FAMS Board Members receive a tour of the Conference area to discuss set-up,
  8. FAMIS will have 50 8X10 Booths.
  9. We will get a mock drawing from Gulf Coast of the Vendor area (Take off 10%-20% of space)
  10. We are looking at 34 Booths.
  11. No Vendors in the Hallway

12. Seating
    - a. Classroom
    - b. Theater
    - c. Hybrid – We will use this set-up in the break-out rooms
  13. We are looking at adding power strip at each table.
  14. We are looking at setting up a Phone charging station.
  15. Rooms
    - a. 9 Breakout Rooms
    - b. Working on getting both Board Rooms
    - c. Regents Board Room
    - d. Look at Rooms 4 & 5
  16. FAMIS currently has 5 District Sessions at this time.
  17. Social Distancing is still observed at the Hotel
  18. 63 – 45-minute sessions
  19. Start Time - Bill motioned and Rick second – Motion to Start sessions at 9:00 a.m. – Unanimous
  20. Food – Motion to eliminate the Lunch on Wednesday – Russell – Seconded by Bill – Unanimous
- Vendor Sponsorships Update (Julie)
1. Coffee Sponsorship???? Ask Vendors who want to sponsor????? Break & Coffee – send the Vendor the cost for Break & Coffee. Set times for each Break & Coffee.
  2. Vendor Social???? –
  3. Sunday – we can set-up at 3:00 p.m.
  4. UPS Store is not open on Sunday.
  5. Mathew – Encore guy
  6. Menu – Turned in 30 days before the event.
    - a. Mon - Small snacks
    - b. Tue – Continental Breakfast – Lunch
    - c. Wed – Continental Breakfast
    - d. Julie will create a menu for each meal
    - e. Menu changes prior to July – Ask to lock in price. \$38 per person Continental Breakfast
    - f. Menu pricing has increased by \$1 from last year.
    - g. Add Check box in Cvent for each meal you will be attending.
    - h. Do we want to add special meals? Discuss at next meeting
  7. Board Meeting Dinner on Sunday Night.
- How to drive traffic into the vendor area? (Doug)
- o Vendor Bingo? (2018 & 2019) Is there something possible with the badge scanning? Will we have enough real time access to this data to conduct random drawings? (The more vendors you visit, the better your chances to win)
    - Must be present to win.
  - o Daily Door Prize boards? (All years since 2010) (30 gift cards @ \$35 each in 2021).

- We have 117 Door Prizes!!!!
    - The plan is to be under budget
  - Can we have more stand-up tables? That might promote attendees to stay in the vendor area during breakfast & breaks. It worked in Daytona.
    - Julie will get with Hotel on stand-up tables.
    - We have stand-up tables in storage.
    - \$3,500 in Gift Cards – Look at Amazon Gift Cards for this year.
  - Chair Massages? When we investigated it for 2020, it was around \$2,000 for 2 chairs, 8 hours per day, for 2 days This had been proposed by a vendor in 2019.
    -
  - Other Ideas?
- Do we want to offer door prizes during the Vendor Social? (Doug)
  - 2018 - We gave prizes for completed Vendor Bingo cards.
  - 2021 - Random drawings from tickets.
  - We also have a [prize wheel](#) that we purchased in 2019 but was not used. It makes a great clicking noise that helps generate excitement.
  - Number the door prizes and the winner pick a ticket with the number of the prize.
- How to encourage attendance in Vendor Sessions? (Doug)
  - Do we continue to provide a \$25 gift card per 30-minute session?
  - What else can we do?
- What can we offer to Vendors to Supply? (Doug)
  - Bags – Spinning wheel to determine the Vendor on the bags.
  - Neck Wallets
  - Battery Sticks – 130 total – 7 in storage that were returned.
  - Universal Charging Cables
  - Charging Bricks (for laptops)
  - Charging Lockers? [Courtney White](#) @ Lock n Charge offered a trade out.
    - Yes. We will put them in the hallway.
  - Do we want to have 3 TVs in the hallway displaying the Platinum sponsors? Yes
    - Then raffle of at the end. – Less than a \$1000 for 3 TVs
  -
- Device Charging
  - We will continue to have charging stations at the back of each room (Boca but probably not Caribbean because there are no outlets in the movable walls)
  - Battery Sticks - Over the past few years, most of our battery sticks were returned. Last year, many were returned during the conference for recharging but almost none of the 130 were returned at the end of the conference. Focus provided 50 last year. I'd like to ask vendors to supply these so we will not have to repurchase.
  - Many attendees asked how they could charge their laptops. Charging bricks that could recharge a laptop run about \$100. If we purchased those, we would need to only make those available via some type of check-out from the registration desk. Other options include charging lockers.
- Printer
  - Wireless printing does not work at the Caribe.
  - We can purchase a nice printer for less than \$100 to use at the FAMIS booth if it can be hard wired to a laptop.

- Wireless printing at the FAMIS Booth – Hardwired laptop/Chromebook to printer.
    -
- Lavan Dukes Award – Nominees, maybe Teresa Sancho? (Pete)
  - o Mike Via – Award (Retiring)
- District Sessions (Pete)
  - o 5 District Sessions – Bill will work on additional sessions.
  - o
- FL DOE Sessions (Pete)
  - o DOE is working on their session.
  - o
- Other Topics
  - o Snowball mics – Not needed
  - o FAMIS will not be recording sessions this year.
  - o Shirts – let Doug know
  - o Insurance
    - Liability
    - Cancelation
    - Brian will gather information
    - We have Board Insurance
  - o We may switch accountants - Not receiving call back from Chipley Accountant

### **2023/2024 Conference – Daytona Hilton**

- Storage Unit Move to Daytona Area
  - o 5X10 Storage Unit - \$1800 pre-year
  - o Stored in the unit - Dollie, Shelving Unit, Tables, Shirts, etc.
  - o Relocate to Daytona after the Conference.
  - o \$150 per month – Climate controlled.
  - o Motion – Move the Storage Unit to Daytona – Mile Via second Jim – Unanimous
  - o Doug will check on Disney/Universal discounts for Conference Attendees
- Other Topics

### **Next Board Meeting**

April - Virtual

### **Meeting End**

- Adjourn – 2:26 p.m.