

Tentative Agenda

FAMIS Board meeting Agenda

April 19, 2023 Daytona Hilton 8:30 am- Coquina F

Lunch @11:35

1. Call to Order – 8:36 a.m.
2. Roll Call

Name	Position	County	Term
Russell Cheatham	Chair	Brevard	1 year, ends 2023
Michael Pinnella	Co-Chair	Walton	1 year, ends 2023
Jim Dunn	Secretary	St. Lucie	Annual Reappointment
Brian Boyd	Treasurer	Leon	Annual Reappointment
Peter Thorne	Past Chair	Osceola	1 year, ends 2023
Dorian Bennett	Member-At-Large	Orange	1 year, ends 2023
Doug Dillard	Member-At-Large	Escambia	2 years, ends 2024
Katie Foley	Past Chair	PAEC	1 year, ends 2024
Candy Garcia	Member-At-Large	Clay	2 years, ends 2023
Margo Gunnarsson	Member-At-Large	Duval	2 years, ends 2024
Bill Nimmons	Member-At-Large	Leon	1 year, ends 2023
Glenda Rivera Santos	Member-At-Large	Palm Beach	1 year, ends 2023
Tracey Wilkerson	Member-At-Large	NEFEC	2 years, ends 2024
DJ Dynes	Ex-Officio Member		1 year, ends 2023
Julie Jernigan	Ex-Officio Member	Leon	Annual Reappointment
Rick Laneau	Ex-Officio Member – FAEDS Liaison	Hillsborough	Annual Reappointment
Philip Lindsey	Ex-Officio Member		1 year, ends 2023
Thomas Weeks	Ex-Officio Member		1 year, ends 2023
Andre Smith	Ex-Officio Member-At-Large	FLDOE	Annual Reappointment
Stephen Bowen	Ex-Officio Member-At-Large	FLDOE	Annual Reappointment

Welcome

1. Financial updates
 - a. See Fin. Report
 - b. \$277,20
 - c. Income \$67,767

- d. Exp. \$42, 680
 - e. Ending \$302,787
 - f. See Conference Report – Looking at +\$30,000 after conference
 - g. We need to ask DOE for Conference funds to help with Conference.
 - h. DeadBeats
 - i. PowerSchool, Gadsden & Levy
 - ii. How do we handle these situations?
 - i. Refund Policy – Vendor April 1st & Attendees April 15th
 - i. Send a reminder in the future on Deadlines.
 - j. CVENT – QR Codes – Set-up with 2 Printer and 4 I-Pads
 - i. Send QR Code to Attendees
 - ii. The day before the Conference All Board Members will test the system/process.
 - iii. Bridgette with manually Register New Attendees.
 - iv. Ask Attendee to print their QR Code and bring with them to Conference.
 - v. The Vendors with not get a QR Code.
 - vi. The Attendees will receive 2 emails 1 week and 2 days prior to the Conference.
 - vii. FAMIS will be receiving 15% of CVENT cost to Vendors for the subscription.
 - viii. CVENT will charge \$450 to Vendors for their subscriptions.
 - ix. Katie and Julie will put in a process for the Registration.
2. Registration Update
 3. Attendee
 - a. 306 Attendees
 - b. 40 Vendors
 - c. Goggle Paid a Gold Sponsorship no both
 - d. 57 Counties in Attendance
 - e. Increase in Room Counts
 - f.
 4. Vendor
 - a. See list in hand-out
 - b. Platinum – 5
 - c. Gold – 10
 - d. Silver -13
 - e. Bronze – 12
 - f. Conference layout will be sent to Vendors on Monday (4/24/2023)
 - g. See PowerPoint
 5. Badges (Demo) On Arrival
 6. Hotel/Conference discussion
 7. Sponsorship opportunities
 - a. Breakfast Sponsorship (\$1,000) (Co-Sponsor)
 - b. Acknowledgement on Sponsorship – Website, Mobile App., Signage, Opening/Closing Session & Beginning of Lunch.
 - c. Motioned by Katie: Adopt the Sponsorship opportunities for Vendors with a cut-off date. Seconded Candy – Unanimous
 8. Room Counts (account for FLDOE)
 - a. 964 Room Counts
 - b. Add 20 more rooms
 - c. Room Block closes in May
 9. Encore – A/V

- a. \$29,640 Cost
 - b. Last \$32,122.50 - \$2482.94 Less
 - c. See Powerpoint
10. Gulf coast Expo
- a. Set-up Booths
 - b. \$65.00 per Booth
 - c. \$3010. Estimate for this year
 - d. \$2,680 (\$55 Per Booth)
 - e. Difference from last year \$330
 - f. Sends a Vendor Kit to all Vendors
11. Vendor social
- a. North tower Terrance (outside)
 - b. Hotel offered the North Tower Terrace at no cost.
 - c. Held outside with round tables.
 - d. Place for vendors to sit and talk.
 - e. Vote after Tour.
12. Prizes?
13. Food Services Update
- a. See handout
 - b. Continental Breakfast \$26 per person
 - c. All-American Breakfast \$29 per person
 - d. Coffee \$70 per gallon
 - e. Lunch \$32 per person
 - f. Lunch 2nd - \$28 per person
 - i. Ravioli (6)
 - ii. Caesar Salad
 - iii. *Petite NY Strip (7)
 - g. Reception
 - i. See Handout
 - h. Afternoon Break
 - i. See Handout
 - ii. Motion Katie: "Sweet Sensations" and "Sundae Afternoon" each day at a count of the number of attendees. Seconded Candy – Unanimous
 - i. \$27,407 Less than last year.
14. Other Items
- a. Vendor Swag Bags – Julie will have stuffed at her office.
 - b. Working on Food for Monday night Board meeting.
 - c. Monday – Gulf Coast Expo 1:00 p.m. and Vendors (3:00 p.m.)
 - d. What time meeting to unpack? Monday noon at Storage Unit to load items and Unload at 1:00 p.m.
 - e. Board Meeting Monday night 5:30 p.m. at the Hilton.
15. Caribe Royale Contract \$229 per room
- a. Minimum food \$100,000 must sign by May 5th
 - b. Have all questions in on the contract by April 28, 2023.
 - c. Look at other option for future conferences.
16. Opening Session Agenda
17. Laptops (Tracie) - Yes
18. Plan for prize giveaway

- a. Daily Prizes – Have Prize Boards at multiple locations
 - b. Door Prizes at Vendor Social
 - c. Door Prizes at Closing Session
 - d. Schedule for Vendors to
 - e. Create cards with the winning numbers and post in Vendor Booths.
 - f. Yeti Mugs for Conference – Blue 30 oz Cup –
19. Completed a Tour of the facilitates and where different sessions/receptions
 20. Social – Motion Katie to have Social outside. – Seconded by Doug – Unanimous
 21. Ponce Room is available on Tuesday only
 22. Outside Receptions is available.
 23. Vendor Session are in Conference Rooms
 24. DOE Session
 - a. Trying to set-up an Audit Session
 - b. See PowerPoint
 - c. Waiting on DOE Sessions
 25. The Green are DOE Sessions
 26. Travel time between sessions is 15 minutes
 27. The APP will have where the Vendors are located.
 28. Publish the Agenda by May 5th (Depending on the DOE)
 29. May 26th APP goes “Live”
 30. Angles for Education – How do we handle these organizations?
 31. Look Round-table with the DOE
 32. Do we need any signs?
 33. Board Members need to walk around in between sessions to help direct attendees
 34. Create a Theme for the Reception.
 35. Do we setup a Photo Booth like Skyward and put pictures on the website?
 36. Are we doing a Welcome Letter to the Vendors?
 37. Tracy will bring a print for the Conference.
 38. Create a process to collaborate with the DOE

Lunch @11:35

Vendor Space (tour)

Session/ Meeting space (tour)

Agenda/ Layout Update

FLDOE Sessions

Districts Sessions

Conference App Update

App launch

Board Business

Unpacking and Unloading of supplies (Board)

Board member arrival times

Bags

Opening Session Agenda

Laptops (Tracie)

Plan for prize giveaway

Pre-conference Monday Night Board meeting and Food

Vacancies, Chairman and Vice Chairman... board needs

Motion to Adjourn Peter and Seconded DJ – Unanimous

Adjourn 2:06 p.m.