

## AGENDA

**Conference Call Date:** Thursday, August 16, 2012

**Time:** 4:00 p.m. to 5:00 p.m. EST

**Dial in Number:** (888) 670-3525

**Conference Code:** 1648696226

**Facilitator:** Becki Poston, Florida Department of Health

### Participants:

Board of Directors	DOH	Others
David Bowen, Chair	Becki Poston	Danielle DiNicola
Rodman Steele, Treasurer	Erika Marshall	Melissa Goetz
Sheriff Al Lamberti, Secretary	Lucy Gee	Jennifer Maurer
Chief Tom Hunker, Director		
William Janes, Director		
Sharon Kelley, Director		
Brian A. Kahan, Director		E=Excused

### Call to Order by David Bowen, Chair

Item	Topic	Board Member	Discussion
1	Approval of the July 19, 2012 meeting minutes	Chairman	
2	Treasurer's Report <ul style="list-style-type: none"> <li>Receipts</li> <li>Disbursements</li> </ul>	Treasurer	
3	Fund Raising Update	Chairman	
7	Other Business	Chairman	
8	Meeting Adjourned	Chairman	

**Action Items:**

#	Action Item	Person Responsible	Target Date	Completion Date
1	Prepare letter to Governor and Attorney General outlining successes of the Foundation and fund raising strategy for PDMP sustainability.	Chairman and Becki Poston	8/1/12	In progress
2	Update PDMP Foundation website	Chairman and Becki Poston (Sachs)	8/1/12	In progress
3	Prepare PowerPoint presentation to post on website	Becki Poston and Director Kahan/Kelley	8/1/12	In progress
4	Complete Foundation budget	Becki Poston and Treasurer	8/1/12	In progress
5	Update brochure	Becki Poston	8/1/12	In progress
6	Mail potential donor letters	Becki Poston and Chairman	8/1/12	In progress
7	Schedule sustainability meeting in Tallahassee- late summer	Becki Poston	8/1/12	In progress
8	Solicit pro-bono financial audit	Becki Poston and Treasurer	8/1/12	In progress