

## AGENDA

**Conference Call Date:** Thursday, September 20, 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	
Sheriff Al Lamberti, Secretary	Lucy Gee	
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 August 16, 2012 meeting minutes	Chairman	
2	Treasurer's Report <ul style="list-style-type: none"> <li>Receipts</li> <li>Disbursements</li> <li>Budget Approval</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	10/1/12	In progress
2	Update PDMP Foundation website	Chairman and Becki Poston (Sachs)	10/1/12	In progress
3	Prepare PowerPoint presentation to post on website	Becki Poston and Director Kahan/Kelley	10/1/12	In progress
4	Update brochure	Becki Poston	10/1/12	In progress
5	Mail potential donor letters	Becki Poston and Chairman	10/1/12	In progress
6	Schedule sustainability meeting in Tallahassee- late summer	Becki Poston	10/1/12	In progress
7	Solicit pro-bono financial audit	Becki Poston and Treasurer	10/1/12	In progress
8	Press release	Sharon Kelley	10/1/12	In progress