

Minutes

Florida PDMP Foundation

Friday, April 5, 2013

9:00 a.m.to 10:00 a.m.

Teleconference Information

Dial In Number: (888) 670-3525

Participant Code: 164 869 6226

Board of Directors:

Dave Bowen, Chair

Mike Ayotte, Director

Karen Ellis, Secretary

Honorable Mike Fasano, State Representative, Director

Brian Kahan, Treasurer

Gavin Meshad, Vice-Chair

Chief Don De Lucca, Director

DOH:

Lucy Gee, Division Director

Rebecca Poston, Program Manager

Erika Marshall, Outreach Director

| **Item** | **Topic** | **Discussion** |
| --- | --- | --- |
|  | Welcome and Opening Remarks | Chairman Bowen called the meeting to order at |
|  | Roll Call and Review of Sunshine Law | Secretary Ellis called the roll. All Directors were present except  Ms. Ellis reminded the Board that the Foundation operates under Florida’s Sunshine Law. The meeting minutes and/or audio portion of the meeting are available for review. There should be no communication or correspondence between board members related to items of business that are on the agenda or may be on future meeting agendas. |
|  | Approval of March 22, 2013 minutes | Motion by  Second by |
|  | Pending Action Items | Chairman Bowen   1. Articles of Incorporation have been corrected. 2. DOH contract is being routed for review and approval. 3. Email address and message has been established. 4. Mailing list has been prepared. |
|  | Treasurer’s Report   * Disbursements * Receipts * Wells Fargo Acct * Goal Update | Treasurer Kahan reported the following:  Wells Fargo Business- Current funds on hand  Business Checking Balance: $6,264.48  Business High Yield Savings: $60,585.03 plus interest  Total: $66,849.51  ***One Pill Can Kill- Stop Prescription Drug Abuse. Fund the PDMP 2013-2014 Campaign***  Goal | 500,000  Quarterly Goal | $125,000  Funds Currently Raised | $20,000  Funds needed for 1st  Quarter | $105,000  Last installment to DOH for FY 2012-2013: $33,223.00 |
|  | Fund Raising Goals and Opportunities  *One Pill Can Kill- Stop Prescription Drug Abuse. Fund the PDMP 2013-2014 Campaign* | Vice-Chairman Meshad |
|  | Website Update   * Review Mission * Review Goal |  |
|  | Other Business |  |
|  | Adjourn |  |

**Action Items:**

| **#** | **Action Item** | **Person Responsible** | **Target Date** | **Completion Date** |
| --- | --- | --- | --- | --- |
| 1 | Schedule Funding Campaign Strategy Training | Rebecca Poston | 3/8/2013 | On-going |
| 2 | Florida Division of Corporation Corporate Filing & IRS Filing | Rebecca Poston | 5/1/2013 | On-Going |
| 3 | Update Articles of Incorporation with Chief’s address | Rebecca Poston | 3/22/13 | 3/22/13 |
| 4 | Execute DOH Contract | Surgeon General Armstrong & David Bowen | 4/1/2013 | Routed for review and execution |
| 5 | Finalize e-mail fundraising message | Karen Ellis  Rebecca Poston | 3/29/2013 | 4/1/2013 |
| 6 | Review and send any website corrections to Ms. Poston | All Directors | 3/29/2013 | 4/4/2013 |
| 7 | Establish email address for fundraising message | Erika Marshall  Chris Aiken | 3/25/2013 | 3/25/2013 |
| 8 | Complete Foundation Website Update | Erika Marshall | 4/3/2013 | 4/4/2013 |
| 9 | Send Ms. Poston contact list of potential donors | All Directors | 3/29/2013 | On-Going |
| 10 | Finalize fundraising message to potential donors | Gavin Meshad  Rebecca Poston | 3/29/2013 | On-Going |