To: Florida Chapter Executive Committee

From: Tracy Quintana, Website/Insurance Chair

Subject: Florida Chapter Website and Insurance Compliance Report

Date: August 20, 2011

The website is definitely a work in progress! With events, pictures and ever changing news, the Florida Chapter website is a great source of information from around the state.

Thank you to everyone who submitted their quarterly report for posting to the website. It would be great to have 100% of reports available on the website; something to work on for the future.

Insurance compliance is a top priority with National and should be for the Florida Chapter. Out of the eleven districts, we have 55% compliance with event postings. It needs to be 100%. With that said, I am including the Website Event Form and asking every district representative take this form, make copies of it, fill it out and send back so I can get your events posted to the website. This is for more than just letting others know about what is happening in your branch area. It is to ensure proper insurance coverage, protecting the Florida Chapter and National. While we do not anticipate anyone ever being injured or getting sick, we are required to have insurance coverage. Additionally, if any committees have meetings, these also need to be posted to the website for proper insurance coverage. Events include branch meetings, executive committee meetings, golf tournaments, award ceremonies, equipment rodeos, community involvement days, etc. If you are unsure as to whether an event qualifies, send it in anyway. Better to be safe than sorry.

On the Florida Chapter website, under LEADERSHIP/Committees, there is a list of all the current committees. Committee chairs, please visit this site and make sure your committee description and goals are accurate, or in some cases, provide the missing description or goals. I am happy to help out if you’d like.

Some of you may have heard already, but National is working on a new website template. I know….here we go again. I have been asked to serve on the National Task Force Committee to create this new template. As Florida is one of the largest in membership, it is only appropriate that our website be one of the most visible and we participate in the development. I will be attending a Kick-Off meeting at Congress, then traveling to Kansas City September 27th for meetings. From there, as a committee, we will be designing a new template. This will not be a quick process as I anticipate the committee will be thorough in its planning. I would like to receive suggestions or ideas as to what you, as website users, would like to see. If there is a website you feel is user friendly and meets the needs of
its users, please let me know in order to be included in the discussion. I will keep the Executive Committee apprised each quarter (or sooner, if needed) as to how the development is progressing.

And finally, I will not be at the November Executive Committee Meeting in San Destin as I will be sailing on the high seas on a much needed vacation. I will submit a written report prior to departure. As the time approaches, I will send out an email reminding everyone to get their reports to me for posting to the website.

Thank you for your continued support of the Florida Chapter Website.
WEBSITE EVENT LISTING REQUEST

Any event, meeting, golf or fishing tournament, fundraiser, equipment rodeo, etc. organized and sponsored by the Florida Chapter or its branches, must be listed on the Florida Chapter website in order to be covered by National’s liability insurance.

Answer the questions below and forward the form to Tracy Quintana @ tiquintana@ci.punta-gorda.fl.us or fax (941) 575-5044 at least one week prior to the event.

Event name: 

Event start date: ___________ Event end date: ___________

Event start time: ___________ Event end time: ___________

RSVP/Registration start date: ___________ RSVP/Registration end date: ___________

Description of event:

If more space is needed, please use a separate piece of paper.

Co-Sponsor? If so, name:

Event location/building name & address (include zip code):

Event cost: member $ _____ non-member $ _____
Payment options:
Accept credit cards: ___ yes ___ no
Accept checks: ___ yes ___ no
Accept purchase order: ___ yes ___ no
Accept payment at door: ___ yes ___ no

Event information contact person:
Name: __________________________________________

Email: _________________________________________

Phone: _________________________________________

Address: _______________________________________

Payment information contact person:

Name: _________________________________________

Email: _________________________________________

Phone: ______________________ Fax: _______________

Address: _______________________________________

Send the completed form to Tracy Quintana, Website Chairperson via email or fax.
tquintana@ci.punta-gorda.fl.us
941-575-5044 fax
Any questions, please call at 941-575-5066.