



Grant Professionals Network of Central Florida, Inc.

# Network News



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## President's Message

Dear Fellow GPN Members,

We are about to enter the festive...and usually busy...holiday season. What better way to start than with our Annual Awards Breakfast on December 1<sup>st</sup>.

The Annual Awards Breakfast is an opportunity for us to recognize our peers and show our appreciation for what they have done to improve GPN. It provides us an opportunity to share with our CEO's, supervisors, and other invited guests the professionalism and enthusiasm that we as grant writers bring to fundraising and our organizations.

The breakfast is also a celebration of what each of us has accomplished for our community. We have spent the past year bringing dollars into our organizations to be used to help the people we serve. The announcement of the total grant dollars raised in 2004 by GPN members will remind us that all our hard work is truly benefiting the men, women, and children of Central Florida.

At this time of year we tend to look back and reflect on what has happened. For many of us, both personally and professionally, the names Charley, Frances, and Jeanne will enter our thoughts. Although some of us may still be recovering from these storms, we can be thankful we have come as far as we have. And we can look forward to 2005...and how long we can keep our New Year's resolutions!

Please accept my personal wishes for a joyous and peaceful holiday season!



**Judy Crawford, GPN President**

# GRANT PROFESSIONALS NETWORK OF CENTRAL FLORIDA

Board of Directors Meeting  
Wednesday, October 6, 2004

**Present:**

President Judy Crawford  
President Elect Judy Bennett  
Secretary Natalie Mullett  
Treasurer: Katharine Zimmerman

**Directors:** Teresa Gronski  
Jan Tunnell  
Lee Bailey  
Jill Demeter

**Treasure:** Judy Crawford shared that Katharine could no longer work as the treasurer and that she needed to be replaced. She suggested that their might need to be a bookkeeper hired at some point in order to keep the records for GPN. The treasurer at this time must sign and reconcile bank statements, reimburse checks, document and maintain records for membership dues and prepare financial statements for the organization and the IRS. GPN currently uses QuickBooks for non profits to generate reports. Discussion ensued with regard to how difficult we have made the accounting structure for such a small amount of money. Currently we are using an excel spreadsheet because no one has access to Quickbooks and while it is a nice software program it is not necessary at this time. We need to review the financial needs and simplify the process. Hugo will continue to help with the IRS reports needed. Need to fill the vacant treasurer position. Judy Crawford is currently doing what she can to keep up with all of the financial statements and needs with help from others.

Government Affairs Chair: Susan Dorries also is stepping down from the position. She has two individuals willing to take over her post if the board will approve the position be split into two co-chair positions. Jill Demeter moved to accept the recommendation, Lee

Bailey seconded the motion. A call for vote carried.

**Membership:** Membership and meeting attendance has not been as high as in the past. We are considering doing a membership drive but need people who are willing to take this on. Teresa Gronski stated that there are thirty to forty members on the member list but not all attend. Katharine suggested that we develop GPN business cards so that we can do member recruitment. We currently have the money to do extra things and may want to move forward with a full drive. We need to go back to members who no longer attend and find out why they no longer come, what they feel would be more beneficial to see if there are ways we should be growing. We also need to review membership and find out if people realize that their agencies have not renewed their membership. We can kick off the membership drive after the breakfast as part of the press release and move forward with a membership task force in January.

GPN used to have member agency presentations and they no longer do this. May need to revisit this. We need to find out what people want and what we need to do to encourage growth in membership.

Terry Gronski moved that we establish a fund of \$500 from operating reserve for the use by a membership task force.

Judy Bennett provided the second. A call to vote was taken and the motion carried. Membership task force will begin to meet and do its work after the breakfast.

**Budget:** The budget will be reviewed at the January Board meeting. At this time, Judy Crawford has not seen a check for board insurance. She will follow up with Hugo to ensure that board insurance is paid for. Two years ago the board voted to keep 29K in reserve. The budget is currently 15K. There is concern being brought up by the membership that too much money is held in reserve and that the money is not doing anything for the members. The board needs to review the actual needs of GPN and make decisions with how much should now be in reserve to cover expenses should something happen so that dollars are freed up.

**No board meeting next month.**

## **GPN Meeting Minutes**

General Membership Meeting  
Wednesday, October 6, 2004

### **Call to Order:**

Judy Crawford called the meeting to order at 8:50 AM. She welcomed all current members and guests.

### **Introduction of Board of Directors:**

President	Judy Crawford
Pres. Elect	Judy Bennett
Secretary	Natalie Mullett
Treasurer	Kathleen Pirozzoli will be stepping down and needs to be replaced.
Past Pres.	Alice Weinberg

### **Directors:**

April Boykin  
Lee Bailey  
Teresa Gronski  
Katharine Zimmerman  
Jill Demeter  
Joel Henderson

### **Introduction of Guests:**

Three guests attended through invitations of others on the board.

### **Guest Speaker:**

Judy Bennett: Activities Chair introduced the presenters for this week, our very own, Katharine Zimmerman and Karen Cole, who discussed, "the art of storytelling."

Both women shared the importance that story telling plays in writing successful grants. Storytelling provides a framework for crafting the entire grant from the narrative through the budget and in to evaluation. As we write grants we need to carry evaluators through the process of meeting our characters, understanding the conflict, identifying and planning for the conflict resolution to that happy ending...or evaluation.

There are many techniques that can be borrowed from story telling to engage readers. Our work can transform lives and it is important that we invite the reader in to our world and welcome them to join us in our work.

Karen and Katharine provided a detailed handout which is available to all members as an overview to the discussion.

**GPN Business Meeting:** Judy Crawford

Review and Approval of the Minutes of the September Meeting:

**Action:** Kathleen Green forwarded the motion for the approval of the minutes, Jill Demeter provided the second. Call to vote, carried, and minutes were approved.

**Treasurer's Report:** Provided at the meeting. Jill Demeter motioned for acceptance of the Treasurer's Report. Marilyn Hughes offered the second. Call to vote, motion carried.

### **Committee Reports:**

There were sign up sheets available for all committees at the side of the room. Volunteers are needed in all areas.

- **Activities Chair: Judy Bennett**

December's meeting is the awards banquet therefore there will be no presenter at the event. The Calendar is currently planned through May.

- January is the Philanthropy Center and 211 elder help.
- Feb. 2 is Rick Dillard RWJ
- March: GPN conference
- April 6 is Ann Manly.
- May 4 is Patty DeYoung
- June 1 – Tentative – Identifying Resources.

Please submit program ideas to Judy Bennett at [jbennett@stcloud.org](mailto:jbennett@stcloud.org)

Note: Kresge Foundation will not make presentations. Referred us to their web site.

- **Awards Chair: Jan Tunnell**

The Awards Breakfast will be held at the Maitland Civic Center on December 1, 2004. The space will be decorated and catered. At this time the invitation will be available on the website and will be sent through the mail. Please make sure that you encourage as many executives to come to the breakfast as possible.

Agencies who have an executive director and grant writer present will be eligible to win a \$1,000 certificate for use in their businesses training fund. Members attending will be able to enter to win lunch with identified leaders and allies of non profits. The lunch is an opportunity to network and learn from each other. Some of the possible lunch and learn guests include: Mark Brewer, Pam Peters, Cindy Williams, Jan Ritner, and Rick Dillard. There are many more.

Concerns were raised about who qualifies as an "executive" and who is recognized as a grant writer. Grants writers are any of us who write grants for a given agency. Executives can be board members or a supervisor if they are of high enough standing at the agency. If an agency wins they must be a member of GPN. They can join at the event.

Nominations for the GPN awards are being collected. Ballots are available and all members are encouraged to go online and complete the ballots by the end of the week.

**Action:** Ballots will be available online. There will be 4 awards. You must be a member of GPN to receive an award or to vote. When it is time to vote an e-blast will be sent to all members. Current GPN members can nominate other GPN members for the awards.

If you do not get an invitation to the breakfast in the mail, please ensure that you go to the website and fill out the form, inviting your executive director and others from your office.

- **Conference Chair: Barbara Howell**

Information about the 9<sup>th</sup> annual conference is available in the newsletter on the GPN website: [www.GPNInc.org](http://www.GPNInc.org). The conference is scheduled for March 16<sup>th</sup> and 17<sup>th</sup> at the UCF Student Union. Please note that the conference falls on a Wednesday and Thursday this year to accommodate the UCF Spring Break schedule. Parking passes will be provided for those who are attending.

The theme for this years conference is, "Solving the Puzzle of Grant Writing." The conference will have tracks designed to meet the needs of beginning, intermediate, and advanced grant writers. The conference can be registered for online and payment through *Pay-Pal*® will be made available. The cost of the conference is \$169 prior to January 15 and \$189 post January 15<sup>th</sup>.

Scholarships will be available through the "*in memory of Sandy Henderson*" scholarship fund. To be eligible for a scholarship an individual must be an active member of GPN. The scholarship will help with partial or full payment depending upon the individual need and board decision. One full and one half scholarship will be provided.

**Action:** Watch for scholarship applications to be available at the next few meetings and online.

• **Training Chair: Joni Meyers**

The training committee will be sending out a survey with regard to training needs. If you get it please take the time to participate. If you are not receiving emails please ensure that you alert staff so that email addresses can be updated.

• **Awards Accounting Chair: Jean Hartsaw**

The member agencies of GPN continue to raise money successfully to support the work of the community.

**Action:** Please remember to add grants received to the list. In the future the list will circulate and be located at the membership table. If you have something to add please email Jean Hartsaw at [Hartsaw49@aol.com](mailto:Hartsaw49@aol.com). The deadline for this years list will be Friday November 26<sup>th</sup>.

**Old Business:**

- **WEBSITE: Judy Crawford**  
Melanie Campbell will research the cost to expand the website to include a members only link. Members were very clear that there was a desire to improve our ability to communicate and utilize each other through the website.

**New Business:**

- **Barbara Howell** shared that a sister GPN just folded due to lack of new members and people helping out. There is a current need for individual members of GPN to step up and take a leadership role in our group. We currently have no membership committee, no treasurer, and little help with hospitality. We need members to step up and get more active. If we don't take ownership of GPN we can lose this network. The conference committee needs your help as well. Three people cannot pull together a

conference for two hundred attendees.

**Action: Members must get involved.** We need to evaluate what we do and what people want from us so that we can continue to grow as an organization. **Need a treasurer and need help on the membership committee.**

- **Door Prize:**  
Barnes and Noble bookmark and gift certificate.

**Announcements:**

- **Job announcements:**
  - **Florida Hospital** has an open internship position. The internship position is to do prospect research and help with some of the smaller grants. Contact Pat Conklin
  - **Foundation Osceola Ed:**  
Bookkeeper position available
  - **Take stock in Children Administrator**







## **WIN LUNCH WITH A COMMUNITY LEADER AT THE GPN AWARDS BREAKFAST DECEMBER 1!!**

How many times have you wished you could just have one hour of time to learn one-on-one from some of our area's community leaders in philanthropy? This year's 8<sup>th</sup> Annual Holiday Awards Breakfast will offer an awesome opportunity to get your wish. The festive event will be held Wednesday, December 1, from 8:30-10 a.m. at the Maitland Civic Center.

In addition to honoring our peers and announcing how much GPN members have raised over the past year, attendees at the 8<sup>th</sup> Annual Holiday Awards Breakfast will have a chance to win door prizes that include lunches with community leaders. The Community Foundation of Central Florida also is donating as a door prize a \$1,000 scholarship for classes offered by The Philanthropy & Nonprofit Leadership Center. For your agency to be eligible, the executive director/supervisor and the grant professional must both attend the breakfast.

The following community leaders have graciously agreed to take the winner of their door prize to lunch. Everyone at the breakfast will get three tickets/chances to win! Lunch will be provided by the community leaders. You just bring the questions.

Mark Brewer, Community Foundation of Central Florida  
Patty deYoung, Darden Restaurants Foundation  
Dr. Ann Manley, Dr. P. Phillips Foundation  
David Odahowski, Edyth Bush Charitable Foundation  
Pamela Peters, Florida Philanthropic Network  
Cindy Williams, The Orlando Sentinel  
Jan Richmer, CPA, MBA  
Rick Dillard, Robert Wood Johnson Foundation  
Margaret Linnane, The Philanthropy & Nonprofit Leadership Center at Rollins College  
Nancy Ellis, Winter Park Health Foundation

To secure a spot at the breakfast, make sure you mail your reservation check in time to be received by Monday, November 29. A flyer on the breakfast, including a reply card, is included as an attachment to this newsletter. The cost of the breakfast is \$25 per person and includes a buffet breakfast. You need not be a member to attend and GPN members are encouraged to invite their chief executive officer, executive director or other supervisor to attend with them.

RIC KELLER  
8TH DISTRICT, FLORIDA

COMMITTEE:  
EDUCATION AND THE WORKFORCE

SUBCOMMITTEES:  
EDUCATION REFORM  
WORKFORCE PROTECTIONS

COMMITTEE:  
JUDICIARY

SUBCOMMITTEES:  
CRIME  
COURTS, THE INTERNET AND  
INTELLECTUAL PROPERTY

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DISTRICT OFFICE:  
605 EAST ROBINSON STREET  
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(407) 872-1962  
FAX: (407) 872-1944

## The Grant Workshop Has Been Rescheduled

*This event was originally scheduled for August 13, 2004, but was postponed due to Hurricane Charley*

As a member of Congress, I understand that there are many federal funding opportunities within each federal agency. Unfortunately, securing grants within these agencies can sometimes be a daunting task.

Please join us for my Fourth Annual Grant Workshop.

Several agency representatives will be present to answer your questions and give you more information regarding federal grants.

Here are the details of my upcoming workshop:

**Date:** Friday, December 3, 2004

**Time:** 9:00 am until 3:00 pm

**Location:** Pegasus Ballroom, Student Union  
University of Central Florida

**Purpose:** Develop strategies to obtain federal grants

The event is free, but parking at UCF is \$3.00 per day. Daily parking passes may be purchased on December 3rd at the gold automated ticket machines located in all Green Campus Parking Lots. The machines take cash and credit cards.

**Please R.S.V.P. by faxing** the enclosed Response Sheet to Natalie Tanner, Grants Manager, at (407) 872-1944 no later than **December 2, 2004**. Please call Natalie at (407) 872-1962 with any questions.

Hope you can make it!



Ric Keller  
Member of Congress

*Congressman Ric Keller's Fourth Annual Grant Workshop*

*December 3, 2004*

*Pegasus Grand Ballroom, Student Union, University of Central Florida*

# *Response Sheet*

**Please RSVP by Dec.2, 2004 by faxing this completed sheet to (407) 872-1944.** Please contact Natalie Tanner, Grants Manager, at (407) 872-1962 with further questions. Natalie may be reached toll-free at (888) 642-1211 from Lake and Marion County.

Tentative Agenda

9:00	am	Registration/Coffee, Pastries
9:30	am	Welcome/Opening Remarks
9:45	am	Morning Keynote Speaker <i>Mark Brewer, The Community Foundation of Central Florida</i>
11:00	am	Session I
12:00	pm	Lunch (on your own)
1:00	pm	Session II
2:00	pm	Session III

Name of attendee(s) \_\_\_\_\_

\_\_\_\_\_

Name of Organization, if applicable \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number, Fax Number \_\_\_\_\_

\*Email Address \_\_\_\_\_

Grant specialists from the following federal agencies have been invited to speak at our Fourth Annual Grant Workshop. Please check ***no more than three*** of the sessions that you would be interested in attending. Our office will do our best to accommodate your preferences.

\_\_\_ Department of Commerce

\_\_\_ Department of Justice

\_\_\_ Department of Education

\_\_\_ Department of Transportation

\_\_\_ Department of Health & Human Services

\_\_\_ Environmental Protection Agency

\_\_\_ Department of Housing & Urban Development

\_\_\_ Department of Homeland Security

\_\_\_ Department of Interior

\_\_\_ NASA

\_\_\_ National Endowment for the Arts

**General Training Sessions by Jan Tunnell:**

\_\_\_ Grants 101 for Beginners

\_\_\_ National Endowment for the Humanities

\_\_\_ Grant Writing (Concept Papers)



## Treasurer's Report:

		Budget	Remaining
Awards Breakfast	Awards	250	250
	Catering	1250	600
	Decorations	150	150
	Misc.	150	37
	Postage	50	50
	Printing	150	123.43
	Room Rnt	162	162
		2162	1372.43

		Budget	Remaining
Communications	Photogry	35	35
	Postage	25	25
	Printing	25	25
	Website	125	110
		210	195

		Budget	Remaining
Executive	Awards	150	150
	Bank Chg	40	40
	Bd Ins	600	600
	Logo Items	1000	1000
	Misc.	1000	358.38
	Org. Dev.	0	0
	Printing	200	133.9
	Sp. Proj	0	0
	Supplies	150	150
	Telephone	175	175
	3315	2607.28	

		Budget	Remaining
Hospitality	Door Prize	350	285
	Room Rnt	1620	810
	Misc.	100	100
	Refreshmt	500	337.37
		2570	1532.37

		Budget	Remaining
Membership	Postage	100	100
	Printing	450	370.73
	Supplies	50	50

	600	500.73
	Budget	Remaining
Activities	575	575
Conference	5150	5150
Governmental Relations	550	550
Professional Development	490	490
Professional Fees	100	100
<b>Total</b>	<b>Budget 15,722</b>	<b>Remaining 13072.81</b>

**... From The Editor**

Many thanks to everyone who contributed to this month's issue of *Network News*! If you have an article or news item for publication in the next issue, please forward the information to me at [janaparpart@hotmail.com](mailto:janaparpart@hotmail.com) no later than **December 15th**.

Wishing you the very best of the holiday season!

**Jana Parpart**

GPN *Network News* Editor

