



*Changing Central Florida One Grant at a Time*

# Network News

## Elevator Speeches: Maximize Your Message With Grant Makers

Featuring Terry Knox, CFRE  
Director of Development

Father Flanagan's Girls and Boys Town of Central Florida

**November 1, 2006 General Membership Meeting**  
**Maitland Civic Center, 641 S. Maitland Ave., on Lake Lily in Maitland**  
**8:30 a.m. –10:30 a.m. Networking, Program and Meeting**

### *Special points of interest:*

- December GPN Awards Breakfast
- Terry C. Knox to speak at November meeting
- Leader Highlights
- Committee Chair Reports
- Conference Scholarships

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### **2006-07 Officers**

Jeannie Floyd  
President  
407-317-3200, ext. 2325  
Joel Henderson  
President-Elect  
407-933-0870, Ext.224  
Patrice Zahry  
Secretary  
407-522-2752, Ext. 4113  
Marilyn Hughes  
Treasurer  
321-256-0406

### **Directors**

Diane Brown  
Georgiana Tynes  
Terri Chastain  
Christine Lewis  
Fran James

An "Elevator Speech" is one of the most important ways you showcase your not-for-profit organization's uniqueness, extend your sphere of influence, make a great first impression and position your agency for success. At the Grant Professionals Network of Central Florida, Inc. (GPN) November general membership meeting, Terry Knox, CFRE, will be sharing tips about crafting this critical "ad" to promote your mission and services in just the average amount of time you spend with a stranger in an elevator.

Terry has been a fund development professional since 1984 and is currently the director of development for Father Flanagan's Girls and Boys Town of Central Florida. His background includes various key development roles with Camp Boggy Creek, Hospice of Central Florida and Winter Park Memorial Hospital. He began his career in law enforcement, which in time directed him toward public relations and 'friend' and fund raising. Terry holds a master's degree in Public Administration and a bachelor of science degree in Law Enforcement and Sociology from Jacksonville State University, Jacksonville, Alabama.

Be sure to take advantage of this opportunity to learn more about how to develop a succinct elevator speech, or fine-tune your current speech, so that its is memorable and differentiates your organization from others.

### **Mark Your Calendars**

#### **DECEMBER GPN AWARDS BREAKFAST**

Harry P. Leu Gardens, Camellia Room, at 8:30 a.m., Dec. 6, 2006

Award Presentations by

Patty DeYoung, Executive Director, Darden Restaurant Foundation  
**Drawings to be held for Lunch with Grant Makers and Experienced Grant Seekers. A special drawing will be held for all who bring their bosses or a client.** Gifts for all! Be looking for your invitation in the mail. Bring your whole grant team to join in the fun. Cost: \$28 per person.

# President's Message



Dear GPN Members,

The 2006-07 fiscal year has gotten off to a great start with excellent speakers and tremendous support from so many of you through participation on committees and planning for special member events. Thanks to each of you for your contributions to our

professional association. The training, networking opportunities and sharing of resources continues to be the focus of our activities, building on the corps of professional grant proposal experts in the Central Florida community.

Look forward to the November meeting where the Training Committee has lined up a great presenter—Terry Knox—who will help us learn how to plan for “Elevator Speeches.” These skills can be used in sharing information about the organizations we represent, funding needs and GPN.

The Training Committee has been busy planning many other professional development opportunities. Recently Training Chair Jan Tunnell presented Grant Writing 101, a wonderful opportunity for beginning grant seekers to learn the basics of proposal development. Eleven people attended the half day workshop at the Center for Independent Living. Thanks to Jan for her hard work and ongoing support of GPN.

Looking to future trainings, Jan and her active committee have plans for another half day training, three brown bag sessions and another learning opportunity at a meeting after the first of the year.

Judy Bennett and Teresa Shipley, co-chairs of the Annual Conference Committee, are busy developing the agenda for the March 15 and 16 event. The keynote speaker will be a great draw...soon to be announced when the contract is finalized. If you would like to join in the planning for the event or to contribute door prizes, please contact Judy or Teresa.

I am chairing the 2006 Annual GPN Awards Breakfast this year and look forward to honoring YOU as a dedicated member and supporter of GPN. I hope that each of you will take the time to

vote on those who you feel deserve the major awards, including the Professional Excellence Award, the Outstanding Mentor Award, the GPN Service Award and the GPN Up and Coming Award. There are many worthy grant developers who have worked hard over the last calendar year to support GPN efforts, as well as generating new grant dollars for our Central Florida community. Please take this opportunity to recognize their efforts on behalf of GPN and our community service organizations by returning the ballot.

Our October speaker, Deborah Hessler of the Edyth Bush Charitable Foundation, was highly informative, reminding each of us of our responsibilities after the grant is funded and the importance of this, not only in meeting our commitments, but in support of the outcomes of the project. My notes on her helpful tips and valuable handout are now a chapter in my grant reference/resource book.

Thanks again to our Hospitality Committee Co-Chairs, Susan Mitchell and Diane Brown, for always making sure that our meetings have coffee and delicious refreshments. They also have provided our excellent door prizes, available to all who attend our GPN meetings.

See you at the next GPN meeting on Nov. 1.

With Appreciation,

GPN President

**We're on the Web!**

**Visit us at**

**[www.gpninc.org](http://www.gpninc.org)**



This photo, taken from a recent family trip to Napa Valley, features Joel's family, including wife Teri and daughter Emma Grace. Joel shares, "If you look real close, a monarch butterfly landed on my daughter's flowers. We were telling her, 'Look at the camera, honey, and smile.' However, Emma Grace captured the real moment with 'O-o-o-oh, look Daddy, a pretty butterfly!'"

## Leader Highlight: Joel Henderson, President Elect

### Where were you born?

Hagerstown, Maryland

### What is your education background?

B.A. in Communications from Southern Adventist University in Collegedale, Tennessee

### How long have you worked for Community Vision?

Five years

### What do you like most about your work?

I believe that community building is not a spectator sport – and this is why I have given my professional commitment in non-profit work, to continue to help make the community in which I serve a better place. I have the pleasure of helping make a difference in the quality of life for Osceola residents, specifically in the area of increasing healthcare access.

### How long have you been a GPN member?

Four years

### Tell me something that no one else knows about you.

I am a descendent of Francis Scott Key, American lawyer & amateur poet who wrote the words to the United States National anthem, "The Star-Spangled Banner."

### Tell me about your family?

I believe family, faith and friends should always be first and foremost. I have been happily married for a little over 12 years to my lovely wife and best-friend Teri, a health-care professional with Florida Hospital. We live in Windermere, Florida and are enjoying life together with a "very busy" three-year old daughter, Emma Grace.

### What is your top outside interest, hobby or sport.

I love traveling, good food and am an Atlanta Braves fan!

### Where do you want to be in five years?

Continuing to do my small part through works in the community, with hopes to make a difference each new day-- for a better tomorrow.

### Mission Statement

*The mission of the  
Grant Professionals Network  
of Central Florida, Inc.  
is to provide a collegial forum  
to facilitate training and  
resource development  
for grant professionals.*

## Deborah Hessler: After You Sign the Check: What Does the Funder Expect?

Deborah Hessler, Program Officer and Corporate Secretary for the Edyth Bush Charitable Foundation, Inc. was the featured presenter at the Oct. 4 GPN general membership meeting on the topic of "After You Sign the Check: What Does the Funder Expect?"

Deborah shared valuable information on the Edyth Bush Charitable Foundation, Inc. grantee conferences, an opportunity for the grant maker and the grant recipient to fully address any questions about a funded grant, its administration and post-grant reporting requirements. The grantee's CEO, a member of their Board of Directors and anyone responsible for the administration of the grant will be able to meet the foundation staff in the grantee conference. In addition to outlining the purposes and benefits of the grant meeting, Deborah shared information on progress and final reports and emphasized how important it is to follow through on these commitments.

The Edyth Bush Charitable Foundation, Inc. of Orlando and Winter Park, Florida, was founded in 1966 by the late Edyth Bush of Winter Park. Since 1973, about a year after her death, the Foundation has disbursed or appropriated over \$81.33 million to organizations, of which more than \$73.6 million has been awarded in Central Florida and Florida.



*Many GPN members and organizations have been the beneficiaries of grant funding by the Edyth Bush Charitable Foundation, Inc. Deborah Hessler reminds grantees to keep the foundation informed about the progress of their grant-funded programs.*

***Be sure to save these dates....***

**10th Annual Grant Professionals Network Conference  
Enhancing Excellence in Grantsmanship—Pathways to Excellence  
March 15 and 16, 2007  
UCF Rosen College of Hospitality Management**

The 10th Annual Grant Professional Network Conference—*Enhancing Excellence in Grantsmanship—Pathways to Excellence*—will be held March 15 and 16, 2007 at the UCF Rosen College of Hospitality Management. As with prior conferences, our featured speakers will be top-notch and we will have many training opportunities, state and federal grant program representatives and foundation speakers. Please plan to attend this professional development along your pathway to successful grant seeking.

The Conference Committee is busy recruiting presenters to provide workshops for grant writers at all levels – beginners, intermediate, and advanced. If you have a suggestion for a workshop, please contact a member of the conference committee – Co-Chairpersons Judy Bennett and Teresa Shipley, John O'Connor, Marilyn Crotty, Jana Parpart, Khadija Pirzadeh, or Lee Bailey.

We need volunteers to acquire door prizes. Please contact Judy Bennett if you can assist the committee in this effort. She can be reached at 407-957-7352 or [jbennett@stcloud.org](mailto:jbennett@stcloud.org).

## Grant Application Components: The Need Statement

The need statement is one of the most important components of your grant proposal. Your need statement is an opportunity to clarify the issues and concerns you will be addressing in your proposed project. It represents the reason why you are seeking grant funding and focuses on the conditions that you wish to change.

To gain the competitive edge in grant applications, learn to distinguish between needs and wants. Often a newcomer to the grant application process will begin identifying a list of wants: funds for computers, salaries for more staff, facilities, food, etc. Join the crowd!

Grant funds are limited, thus you need to focus in on documented needs. This is your opportunity to identify what will set your proposal apart from others who may be competing for the same funds.

A need statement should:

- Clearly relate to the purpose and goals of your project or program.
- Be supported by evidence drawn from hard data and information provided by reliable sources.
- Provide perspective to the reviewer.
- Be of reasonable dimensions---a concern that you can realistically address over the course of the grant.
- Design a logical pathway from identified needs to the purpose of your application. Include a purpose statement.

*Future topics: Goals, Objectives and Outcomes, Plan of Action, Management Plan, Evaluation Plan, and Budgets.*

### ***Friendly Reminder***

Please remember to pay your GPN dues if you have not already done so.

Individual Members—\$50 per year

Agency Membership—\$100 per year

Student Membership—\$25 per year

Payable to GPN.



## Inspiration

“The real measure of a person’s wealth is how much he would be worth if he lost all his money.” (Bernard Meltzer)

“People who say it can’t be done should not interrupt those who are doing it.” (Author Unknown)

“The best and most beautiful things in the world cannot be seen nor touched, but are felt in the heart.” (Helen Keller)

“Responsibility does not only lie with the leaders of our countries or with those who have been appointed or elected to do a particular job. It lies with each of us individually. Peace, for example, starts within each one of us. When we have inner peace, we can be at peace with those around us.” (Dalai Lama)

### **Networking Opportunities: GPN Committee Chairpersons**

**Activities Committee**—Terri Chastain  
tchastain@rollins.edu

**Membership Committee**—Cara Freedman  
cfreedman@communityvision.org

**Training Committee**—Jan Tunnell & Fran James  
jantunn@cfl.rr.com  
franjames@cfl.rr.com

**Conference Committee**—Judy Bennett & Teresa Shipley  
jbennett@stcloud.org  
shiple1@ocps.net

**Hospitality Committee**—Susan Mitchell & Diane Brown  
susan@holocaustedu.org  
thinksmart1@aol.com

**Legislative Committee**—Lisa Kaston  
lkaston@hopeandhelp.org

**Communications Committee**—Melanie Campbell  
m.campbell@CHCFL.com



## Grant Professionals Network Membership Meeting Minutes Wednesday, October 4, 2006

The Grant Professionals Network met Wednesday, October 4, 2006 in the Maitland Civic Center. Jeannie Floyd, president, called the meeting to order at 8:45 a.m.

Cara Freedman, Membership Chair, introduced a number of guests.

Terri Chastain of the Philanthropy and Nonprofit Leadership Center introduced the speaker, Debora Hessler, Corporate Secretary and Program Officer of the Edyth Bush Charitable Foundation. She is the sole Program Officer for the more than \$3 million grant dollars that the foundation gave away last year.

Deborah's topic was, "After You Sign the Check: What Does the Funder Expect?" The foundation, which conducts a wide anonymous survey every five years to obtain honest feedback from the community, is currently gearing up for the third survey. Previous survey results indicated that grantees wanted more guidance from the foundation after receiving the check. As a result, the foundation now offers a "grantee conference" to all grant recipients and to all organizations that submitted a grant that was presented to the board. Deborah provided handouts containing some of the actual documents used at the grantee conference. If no grantee conference is offered by the funder, it is appropriate for the grantee to request one. Be sure to share with finance people, program staff, etc., the information learned in this conference.

Deborah advised applicants to be very clear about a grant before submitting it, and before accepting the check. She considers it very important that any request she takes to the board to be "100 percent approvable."

After a grant is approved, an hour-long meeting is held. The organization's executive director is invited, along with the person who will be reporting on it. Topics for discussion include: What was discovered during the proposal process? Have

there been any changes to the organization or the program since the site visit?

Deborah noted that funders are "outside investors" and need to be kept abreast of significant changes. For example, a change in executive directors or the simultaneous resignation of several board members should be reported to the funder.

Deborah noted that Edyth Bush Charitable Foundation defines a **new** grant as one that is more than 14 months old. Usually the Edyth Bush Charitable Foundation can process grants within three to four months. The applicant's timeline and completion dates for a project may need to be altered based on when the organization actually receives the check.

The Progress Report is the most important communication tool the grantee has after receiving the check. If instructions are not provided, the grant writer can ask how often the funder wants a report. The Edyth Bush Charitable Foundation wants a progress report at least every six months. If there has been a change in the program, reports may need to be more frequent.

It's important to keep reports simple and make sure that reports compare apples with apples and oranges with oranges. Give a detailed description of what has been accomplished. Be sure to remember the "SO WHAT" – an explanation of what difference(s) the grant made in the community or in individual lives.

When a program does not go well, most funders hope the recipient will submit an amendment. For example, a foundation may fund a development director position with benefits, and the person hired may have other insurance and not need benefits. An amendment can allow this money to be spent for something else the program needs. The actual amount of a grant usually can not be raised. It can be lowered, however.



## Grant Professionals Network Membership Meeting Minutes, Continued Wednesday, October 4, 2006

When something goes wrong with a grant, Deborah stated that the funder should be told immediately after the program staff and the executive staff. The funder wants to help the grantee bring the grant back on track while there is still time.

Final reports are a full financial accounting of how the money was spent – with check numbers, dates, to whom each check was payable, etc. The final report also provides an opportunity to tell the funder what the applicant would have done differently in the event that the project did not go exactly according to plan. Deborah noted that funders are aware that projects frequently do not go perfectly according to plan.

Deborah cautioned grant writers not to ask a funder for another grant if the funder has not yet received a final report on a previous grant that has been completed. Do not submit the report and a new grant request on the same day; allow time for the funder to process the request.

Deborah asked, “When is the last time you let your funders know what is going on with your agency except when you need money?” She appreciates brief contacts that keep her informed of what is happening in the community and/or with the agency.

When proposals are not funded, applicants need to realize that generally it is not that the agency or the program was rejected, but that the board chose to make something else a priority at that time. Last year Edyth Bush Charitable Foundation gave away \$3.2 million, yet only \$1 out of \$12 requested received funding.

Edyth Bush Charitable Foundation just ended a five year focus on children’s issues. The foundation is now doing strategic planning to develop objectives.

Deborah recommends grants professionals meet with the foundation representative before

beginning to write. Foundations want to fund your highest and best need. It is not necessary to determine all other contributing foundations before approaching the Edyth Bush Charitable Foundation. However, if the Edyth Bush Charitable Foundation is not the foundation anchor, then the foundation anchor should probably be confirmed before submitting the proposal to them.

Deborah noted that the foundation does not want to tell agencies how to manage the grant. In the grant report, state how the progress of the grant will be measured.

The medium grant funded by the Edyth Bush Charitable Foundation is about \$60,000-\$120,000. Few grants are given under \$25,000. The foundation has only six staff, including three in finance. The foundation is required to distribute at least 5% of the foundation’s total worth each year. Deborah advised grants professionals to look at the 990’s from the last couple of years to see what a foundation is funding and to see the foundation’s median grant size.

The Edyth Bush Charitable Foundation policy is that a grantee’s budget can not have more than 50% of their total revenue from government sources, unless the grant is a reimbursement of an entitlement to the individual. Like most of the foundation’s policies, this was a policy Mrs. Bush followed during her lifetime. Also, in terms of cultural funding, the Edyth Bush Charitable Foundation would only give to something such as very defined curricula for K-12.

The Edyth Bush Charitable Foundation serves Orange, Osceola and Seminole counties. The foundation does fund new positions. In the first year of funding for a new position, the foundation generally funds all expenses of the position, as well as the cost of the computer, the wiring, etc., prepared for the position. The second year, the foundation generally funds 50% of the money on a match basis. By the third year, the position should be absorbed into the agency budget.



## Grant Professionals Network Membership Meeting Minutes, Continued Wednesday, October 4, 2006

Responding to a question about the foundation's role in helping to attract national funders to the area, Deborah stated that the foundation currently is "re-granting" \$1 million from the Ford Foundation. The distribution has been done according to Ford Foundation guidelines with a consultant deciding who would be approved to apply. The availability of the money was not publicized, and agencies basically had to be invited to apply.

Deborah helped create the Common Grant Application but now prefers not to use it. She found that too often applicants did not provide the additional information that had been requested, requiring her to do telephone follow-up to get the needed items to be sent in.

The Edyth Bush Charitable Foundation application guidelines are online. Deborah can also e-mail them upon request.

### **Business Meeting**

Jeannie Floyd spoke about the 2006 GPN Member Awards Ballots. There are four awards. Those selected will be honored at the Awards Breakfast to be held December 6 at Leu Gardens. Members were encouraged to complete their ballots at the meeting or fax them to the attention of Jeannie Floyd at (407) 317-3373.

### **Old Business**

Joel Henderson moved that the minutes of the September membership meeting be approved. Michael Slaymaker seconded. The motion passed unanimously.

Marilyn Hughes presented treasurer's reports for the 2005-2006 year as well as the months of July, August, and September 2006. She noted that 15 months ago she agreed to serve as GPN's treasurer and to learn Quick Books, a new accounting program that GPN wanted to use. A

problem with the method of membership entry resulted in some entries going into columns where they were not intended to be placed. For that reason, several treasurer's reports were held for further review and final reconciliation. Marilyn and her assistant, who is experienced with Quick Books, spent two days going over the books and reconciling everything. A small correction in the Chart of Accounts took care of the membership entry problems. All of the back accounting for July, August, and September has been reconciled, and Marilyn presented the correctly completed reports for a vote. All were approved.

Dawn Steward moved that the balance sheet for 2005-2006 be approved as revised. Judy Bennett seconded. The motion carried unanimously.

Terri Chastain moved that the July treasurer's report be approved. Christine Lewis seconded. The motion carried unanimously.

Judy Bennett moved that the August treasurer's report be approved. Rose Ellen Kraus [spelling?] seconded. The motion carried unanimously.

Becky Farmerie moved that the September treasurer's report be approved. Joel Henderson seconded. The motion carried unanimously.

Marilyn noted that Accounts Receivable contains \$15. This is because a member submitted a check with the lower membership dues that appeared on the old membership form. Also, \$50 in membership dues remains undeposited. Marilyn will deposit this along with additional membership dues that will be received.

### **New Business**

Jeannie is serving as the Awards Breakfast chair. The event will be held on Wednesday, December 6 at Leu Gardens. Patty De Young will serve as emcee. Other funders who have presented at GPN meetings will also attend, providing networking opportunities.



## Grant Professionals Network Membership Meeting Minutes, Continued Wednesday, October 4, 2006

Jan Tunnell, Training Co-Chair, announced that a training on elevator speeches will be given at the November meeting.

On October 12 from 8:30 to 11:30 a.m. at the Center for Independent Living, Winter Park, there will be a Grant Writing 101 training. A number of topics, including evaluation methods and concept papers, will be covered. Information on Internet searches will be given, but the location does not accommodate demonstrating these techniques.

Jan noted that she and Becky Farmerie, who brought in 30 to 50 members through brown bag trainings when she was training chair a few years ago, are engaged in a "challenge", trying to bring in more members this year than Becky brought in during her chairmanship.

Fliers concerning the upcoming training were on the tables. Those who wish to attend may pay the day of the event by cash or check. Credit cards will not be accepted.

Judy Bennett, Annual Conference Chair, stated that the conference will be Thursday and Friday, March 15 and 16 at the Rosen College of Hospitality Management, University of Central Florida. Judy would like to have the author of the book *Grant Writing for Dummies* as the keynote speaker, but the cost is \$3,000. Mark Brewer of the Community Foundation of Central Florida offered to provide \$1200 toward the cost of this speaker. She will be soliciting other support as well. Judy needs volunteers to solicit door prizes for the conference.

On behalf of Jean Hartsaw, Joel Henderson invited those present to share recently received grants.

Four tickets to the Regional Hob Nob in the Park were given as door prizes.

### Announcements

Jeannie Floyd noted that CD's from [myregion.org](http://myregion.org) containing information from the recent survey of Central Florida were at the registration table for members who had not yet received their copy.

Jeannie noted that the American Association of Grant Professionals is hosting a conference in Nashville, Tenn. Nov. 8-11. Information is on the AAGP website, [www.grantprofessionals.org](http://www.grantprofessionals.org).

A 2006 Orlando Repertory Theater event was announced. This will be October 21-November 12. Tickets are \$12 in advance or \$15 at the door.

Judy Bennett announced that Grant Resource Network of Osceola County will host a one-day conference October 26 from 8:30 a.m. to 3:00 p.m. Jacob Stewart will be the keynote speaker. The theme will be passing the audit and closing the grant for foundation and government grants. It will be useful for new grant writers, as well as those in grant development and grants management.

It was noted that the members-only section of the GPN website recently crashed. Webmaster Melanie Campbell is working on the problem and expects to have it up and running in the near future.

*Respectfully submitted by Patrice Zahry,  
GPN Secretary*

### *Editor's Corner*

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 **November 10th**. Many thanks to everyone who contributed to this month's issue of *Network News*!

Jana Parpart  
GPN Network News Editor

## Grant Professionals Network of Central Florida, Inc. (GPN) 2007 Sandra Hinson Memorial Scholarship Application

**Background:** Each year, GPN awards full scholarships to the GPN Annual Conference to deserving GPN members. The scholarship fund is named after Sandra Hinson, one of GPN's founding members who passed away several years ago. Sandra has held many positions in GPN, including secretary, membership and mentor to all.

**Eligibility Requirements:**

- Be an active member of GPN and in good standing
  - Qualify as a tax-exempt organization under section 501(c )(3), or be an independent grant writer
- Have an annual operation budget under \$3 million

Please provide thorough answers to the following questions that focus on your responsibilities at your institution and professional goals. Incomplete applications will not be considered. Send the information below (or on a separate piece of paper) no later than January 15 to this year's Scholarship Chairman by mail, fax or email:

Khadija Pirzadeh, Research and Planning Specialist  
 Orange County Head Start Division  
 2100 East Michigan Street, 2<sup>nd</sup> Floor  
 Orlando, FL 32806  
 Fax: (407) 836-7420 e-mail: [Khadija2000@yahoo.com](mailto:Khadija2000@yahoo.com)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Agency Name: \_\_\_\_\_

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

Agency annual budget: \_\_\_\_\_

Please list areas in which you have provided service to GPN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe how you think your attendance at the conference will benefit your professional goals and/or service to your organization \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any further comments that you feel should be considered: \_\_\_\_\_

\_\_\_\_\_

Please contact the Scholarship Chairman with any questions/input: Khadija Pirzadeh at (407) 836-8912 or [Khadija2000@yahoo.com](mailto:Khadija2000@yahoo.com). Thank you.