



Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, January 19, 2010 – Final

| In Attendance (phone conference): | Absent: |
|--|--|
| Fred Griffith, <i>President*</i> | |
| Denise Gillespie, <i>Secretary* - Dir at Large</i> | Roy Peters – <i>Co-Director - Programs</i> |
| Philip Van Dusen, <i>Treasurer*</i> | Stephen Lamb - <i>Marketing Director</i> |
| Jean Krupinski, <i>Co-Director - Programs</i> | Sachin Ghatol – <i>Webmaster</i> |
| Malaina Hudson, <i>Director of Education</i> | |
| Pam Kane, <i>Director of Membership– via phone</i> | |
| Jo Fickes, <i>Director at Large – Past President – via phone</i> | |
| * Quorum = ½ of elected members of the BOD = 1.5, or 2 people | |

The meeting was called to order at 6:24 p.m. by Fred Griffith

Old Business

1. Meeting notes from the *November BOD meeting* were approved.
2. Reviewed the Pros & Cons of the Joint Meeting with ISM at the December BOD meeting.
 - We agreed that we would table this for the next (February) Meeting.

Director’s Reports

District/National Update:

1. SE District Train the Trainer course
 - Scheduled for this Friday & Saturday with 6 scheduled participants.
 - Malaina and Pam are scheduled to attend.
2. SE District Meeting in Charlotte, NC on Feb 19 & 20th
 - Denise, Jim & Malaina have requested to attend this item
 - The board approved this action.
3. The next meeting is scheduled for May and the location has not been finalized.

Financial Report/Update:

1. Phil reported:
 - Current bank account balance is \$45,634.96
 - Our finances as of December 31, 2009 were as follows:
 - i. Year to Date Income is over plan by \$11,500
 - ii. Costs under by \$5,734 and Overhead Expenses are over by \$2,200 due to travel and conferences.
 - iii. However, YTD through December our profit is \$12,790, but overall we are \$15,105 positive to the yearly plan.
 - iv. December budget was planned to be a (\$2,315), but we didn’t spend on bank fees, educational issues (timing) and postage (Malaina hasn’t put the expense in yet) as planned.
2. We still need an SOP for PO / Invoicing and Acceptable Payment Methods
 - Phil to provide a draft for the next Board meeting.

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3. Phil still needs to give Sachin the credit card information to direct bill for the website hosting and domain name fees.
4. Annual report with the state for the Corporate filing will be due in May; Phil to file

Education

1. Jim has requested a fee for the LM class that is beyond the scope of the SOP.
 - Jim is requested \$4000 for the 18 paying students (19 possibly) which is almost the equivalent of 2 sessions.
 - The Board agreed to compensate Jim for this class at \$3,000 per module for this series.
 - The board discussed many aspects of the instructor and education SOP and the implications of the Instructor Development Program.
 - The LM is an exception to the rule and required Board approval (see above).
2. Use of Disney Entrepreneur Center for classes
 - Due to their qualifying requirements (\$100 per hour fee & desire to approve materials), the Board has elected not to pursue this avenue.
3. Other educational opportunities are as follows:
 - Siemens – looking for class – Would like to start with BSCM in February timeframe
 - i. Malaina to coordinate with Max Borsene at Siemens
 - ii. Malaina to coordinate the appropriate instructor
 - WestCo Aircraft sales rep is working with Malaina to determine which class is appropriate for him personally (CPIM or CSCP) and what might be available
 - CPIM Fast Track Series format will start in February to be held at TracStar - 9 people will be attending.
 - CSCP classes will start in March (for June test date).
 - i. Location to be determined
 - ii. Debby Brooks is looking for a class and Pam is going to canvass others at ODI/Teledyne.
 - iii. Malaina to manage ordering of learning systems
 - Raydon – possible CSCP course – they purchased 8 membership and 8 Learning Systems - Malaina to investigate and advise
 - i. Pam has called and there is concern about the pre-requisites
4. Angela Rosaria from Jobbing can use Federal Grant to help us publicize education opportunities / Job postings.
 - Due to no summarization of what is in it for us the Board has agreed to no longer consider this option.

Newsletter:

1. Chris Noble has agreed to do the newsletter
2. In the meantime we have one that will be due out by this weekend (Jan)
3. Advertising in Newsletter
 - Chris to address.

Membership Report/Update:

1. Pam published the September membership numbers before the meeting. The results are as follows:
 - We ended **Dec** with a Membership Count of **130**.
 - We lost **4** and gained **4** for a net loss of **0**.
 - i. However, with the 4 that came off did renew their membership after receiving Pam's email.

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2. Newly certified Lockheed Member has joined and is willing to work
 - Pam is still trying to get together with any new members that have shown an interest in being on the BOD. She is trying to set up a luncheon with them sometime in the next week or so.
3. Survey questions – annual membership survey to be published in February or March and Fred asked Pam to take the lead. Pam got the survey questions from Fred.
 - Once it is put together; Jo agreed to use Survey Monkey to put it out.**Membership charts are on the last page of these notes.**

Website:

1. PayPal to be added to website to enable payment for classes & PDMs.
 - Sachin says it is relatively simple to do and now has it as an action item.
2. Denise & Sachin got the embedded video to work; now looking for content to put in it.
 - Denise posted question on Officer ListServe; APICS HQ responded; now awaiting video.
 - Fred says we can still buy a camera if need be.

Programs:

1. Program calendar for the rest of the year is mostly set except for May
 - Abe is unavailable for May; now need to replace him
 - Bob is risky for March – *however, subsequent to the meeting he did confirm.*
 - Fred Tolbert is a possibility
 - Second Harvest Volunteer & Learn event has 10 people so far.
2. Future Program Jean is working on:
 - Jacksonville Dentist that has used lean in his practice is a possibility as a speaker next year
 - Broader appeal programs may also be a focus

Marketing:

1. Denise got access to a database that includes local mfg. co. contact info.
2. Distressed chapter – Ocala – Jerry Kilty is district rep and Denise contacted him.
 - a. Denise to follow-up and see what is going on there.
4. Fred had contacted FLWC to determine what their best practice on their marketing practices. He now has a contact and Fred will follow-up with him.
5. Board would like to pursue

New Business:

1. Motion to eliminate those from the Board who have not met their BOD meeting requirements per the bylaws (LeRoy Peters & Stephen Lamb).
 - The board approved this unanimously and Fred will contact these individuals
 - All Board members are encouraged to recruit their replacements.
2. CBar Updates:
 - Fred got the updated certificate of liability and gave to Phil.

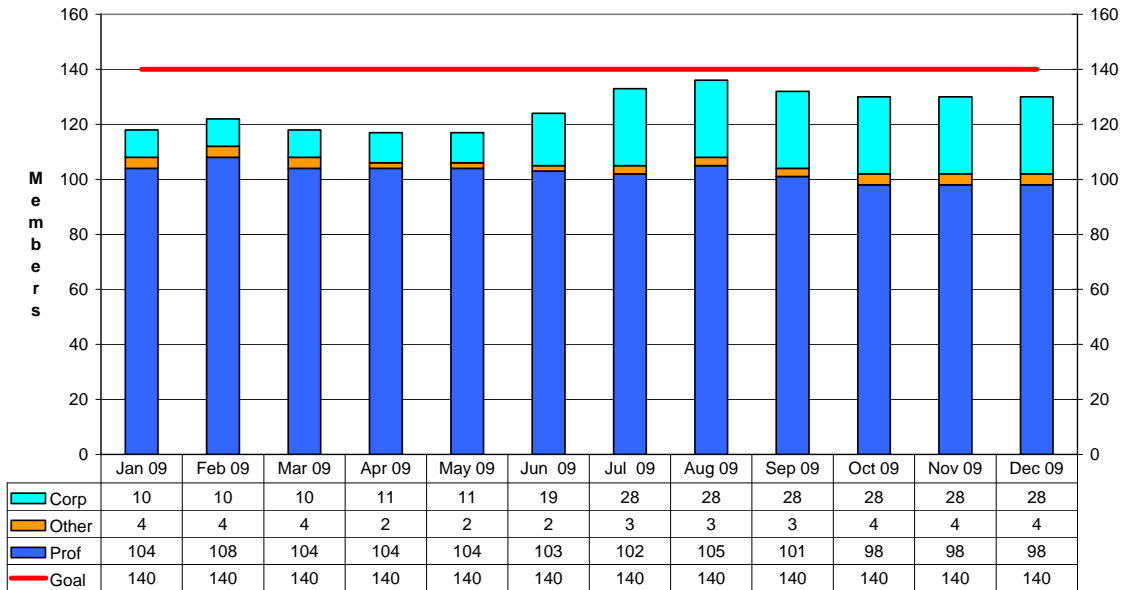
Fred adjourned the meeting at 8:15 pm

Our next BOD meeting will be on Tuesday, February 16, 2009.

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Membership Numbers

APICS Mid-Florida Chapter Membership



Membership Renewal Dates

