



Mid Florida Chapter #208

Board of Directors Meeting Notes
 Tuesday, January 20, 2009 – *Final*

In Attendance:	Absent:
Denise Gillespie, Secretary*	Jessica Kinker, Director at Large
Jo Fickes, Chapter President* ¹	Christina White, Marketing
Fred Griffith, Director of Membership ¹	Jean Krupinski, Director at Large
Philip Van Dusen, Treasurer* ¹	Jim Pullin, Director of Education Director
Tawana Collins – APICS HQ SE Rep¹	Troy Enz, Director at Large ¹
* Quorum = ½ of elected members of the BOD = 1.5, or 2 people ¹ Via telephone	

The meeting was called to order at 6:05 p.m. by Denise Gillespie - Jo joined later.

Old Business

1. Meeting notes from the *November* meeting were sent to all BOD members; these were approved at this meeting.
2. Review of Bylaws was discussed at the December Christmas Board Dinner.
 - It was agreed that Denise will review for suggested changes and send out to all for approval.
 - This will be done by the end of this week (1/23)
3. Survey questions were sent out and Jo is still awaiting input from the rest of the BOD.
 - Agreed to wait until after the holidays to send out
 - Jo requested any comments or feedback be sent to her by the middle of Dec.

Director’s Reports

District/National Update:

1. Jo reported on the next SE District meeting to be held in Jacksonville 2/20 and 2/21
 - Jo is planning on attending Fri. & Sat.
 - Board approved Fred & Denise to also attend both days and to pay the hotel and travel expenses (driving).

Financial Report/Update:

1. The PayPal information (sent under separate email) and all agreed in concept with the idea and the fees. We still need to work to get this put together.
 - [Denise has begun looking at the Pay Pal account info; new docs obtained.](#)
2. Phil reported
 - Cash in account = \$27,072
 - Deposit not showing of \$250 from the PDM last week.
 - Bottom line is that we are on solid financial footing – Revenue is well above plan and we are expected to exceed our goal for the year.
3. Metrics for the 2008 - 2009 year were reviewed and the “Actual Results were updated by all.
 - Metrics were published under separate email previous to the meeting.
 - Denise has now put these on the website.

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Membership Report/Update:

1. Fred published the membership numbers in an email previous to the meeting. The results are as follows:
 - We ended **Dec** with a Membership Count of **116**.
 - We gained **8**, but lost **8** members for a net change of **0**.
 - *Membership charts are on the last page of these notes.*
2. Fred voiced concern over the membership retention – we gained 8 new members, but didn't gain any traction because we also lost 8 members. We are able to get new members (usually through education classes), but they don't stick with APICS.
 - Tawana suggested that this sustainability of the membership be taken to district meeting for discussion purposes.
3. Fred reported that since November he has been sending out a mini survey to all new members about what they would like from the chapter; he has had limited response (1 person).
4. Fred presented his "investing in people who invest in people" idea for top management night.
 - Idea is to recognize those managers who support our current members & education participants.
 - Management invited would be those whom we have had their staff in training classes
 - How to handle other companies we want to invite?
 - i. Fred to discuss with Jo offline and suggest solution to the Board.
5. Tawana suggested making a push to sell the member benefits to our members, especially now during the tough economy. Reminding us that what may not be a benefit for us, may be one for someone else.

Programs:

1. The Second Harvest event on January 17th – well attended by Space Coast Chapter
 - Denise has posted pictures on the website.
2. Jo reviewed the PDM schedule for the 2008 -2009 program year.
 - Certification Recognition night will be Feb. and Jo needs the list of names
 - i. Fred to provide Jo with the list.
 - Mitsubishi Plant tour has been moved to 3:30 pm to allow more people to attend.
 - Having difficulty getting Debbie Raton to confirm if not, then we will get a substitute presenter.
 - i. Fred mentioned he had a possibility.
3. Programs for 2000 -2010 – suggest making the January meeting a joint meeting with IMA or ISM and set up the meeting using one of their dates.
4. Program to have a representative from Workforce FI provide a grant-opportunity session - now targeting for September meeting.
5. Jo put out the announcement about the incentive plan for PDM attendance and agreed to the following:
 - Any member who attends all PDE's from Feb – May will be entered into a drawing.
 - \$150 check for the winner.
 - One person came back with feedback that if they can't attend the plant tour during work hours, then that may not be fair.
 - i. Issue has been mitigated since the tour was moved to 3:30 pm, so the Board agreed to review based on any other feedback, if received.

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Marketing:

1. Christina was not present so no updates were provided.
2. Still outstanding:
 - Christina will review the Marketing plan and make suggestions for changes to the BOD;
 - i. BOD to review at the next meeting.
 - Christina to work to put the next PDM announcement in the CFB - for January.

Website:

1. Fred reported the desire to set up a web blog or bulletin board and suggested that we investigate the possibility.
 - Denise is learning how to do this, but does not have an answer yet; will update at next BOD meeting.

Education

1. Jim was unavailable to attend meeting – Denise updated as to what she knows – all other items are still outstanding.
 - CSCP - Will schedule for the June test date.
 - Course Material updates have been received and Jim has been inundated with all the corrections and additional items received to overcome the errors.
 - i. We now have one complete set of the updated CPIM items
2. In-house classes:
 - Covidian - SMR scheduled for January
 - Lockheed Martin – dates have been finalized for two sessions to run concurrently of the entire CPIM.
 - i. Classes begin in March and end in Sept.
3. Potential:
 - Ascent Healthcare
4. New Offerings
 - Global Sourcing Workshop – Jim has questions on the pricing and is looking at how we can market it.
 - i. Jim will be contacting HQ about his questions.
5. Lean Manufacturing Workshop
 - Fred is suggesting we come up with a short summary class so that we can present the content to executives.
 - i. Fred agreed to take a look at this and see what he can put together.
 - Jim needs help to put out a Marketing campaign for future offerings, and needs to find a location.
6. Learning Dynamics Information – Jim still trying to get information on this with Jerry Kilty.
7. Open Courses:
 - Jim to let Christina know of the information.
 - Finding locations to hold these classes is our biggest challenge
 - i. Christina to investigate the use of the Datamax training center and the chapter is willing to allow them one free participant as consideration.
 - ii. Still pending information on this
 - iii. Denise mentioned the Disney Entrepreneur Center
8. Jim is still in the process of updating the SOP for Education to include:
 - Lean Courseware and corresponding Instructor Fees need to be included
 - Jim to create a revision for review and approval by the BOD at the next meeting.



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New Business

- MACF Membership is not current – we never got a renewal notice, although we are still listed on the “membership” list of their website.
 - Denise to pursue with Sherry Reeves, and ask for placement on the “Resources” page of their website as well.
- Nominating Committee for the New BOD
 - Denise agreed to head up the nominating committee.
- Phil suggested we pull together several APICS chapters and have a “Mini District” meeting that focuses in on encouraging and training new board members.
 - Topics would include sharing best practices and how we could share in the marketing of our chapters.
 - Chapters involved could include FL West Coast, Gulf Coast, Space Coast, Jacksonville & North Central FL (Ocala).
 - Denise agreed to send out a preliminary email to the surrounding chapter presidents to see if there was any interest.

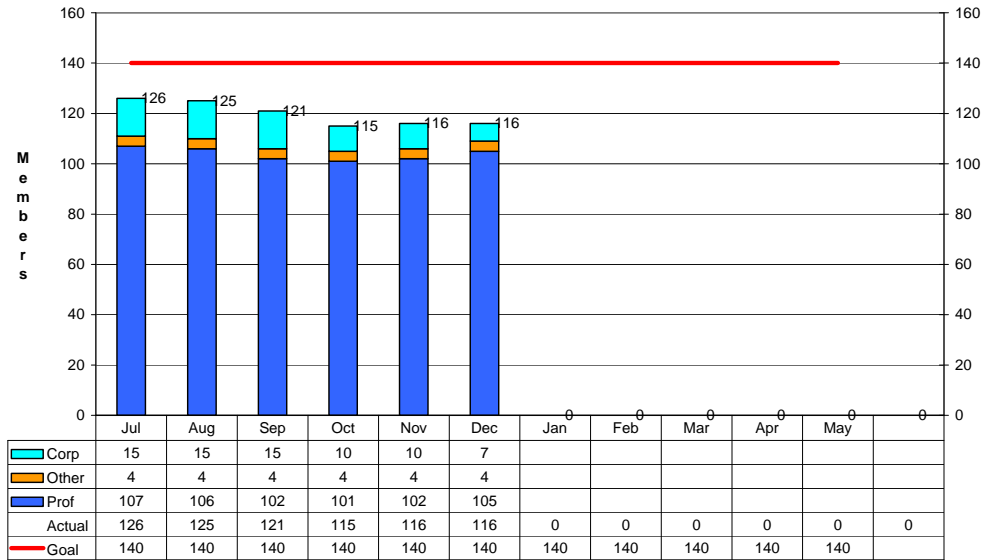
Jo adjourned the meeting at 8:00 p.m.

Our next BOD meeting will be on Tuesday, February 17, 2008.

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Membership Numbers

APICS Mid-Florida Chapter Membership



Program year 2008 - 2009

Membership Renewal Dates

Membership Renewel Dates

