



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
 Tuesday, October 27, 2009 – *Final*

<b>In Attendance:</b>	<b>Absent:</b>
Fred Griffith, <i>President*</i>	Malaina Hudson, <i>Director of Education</i>
Pam Kane, <i>Director of Membership</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>	Jo Fickes, <i>Director at Large – Past President</i>
Denise Gillespie, <i>Secretary* - Dir at Large</i>	
Sachin Ghatol – <i>Webmaster</i>	
* Quorum = ½ of <b>elected</b> members of the BOD = 1.5, or 2 people	

The meeting was called to order at 6:06 p.m. by Fred Griffith

### Old Business

1. Meeting notes from the *September BOD meeting* were approved.

### Director’s Reports

#### District/National Update:

1. Denise & Pam attended the SE District Meeting in Charleston, SC this past weekend.
  - Denise reported on the results; see her notes published separately.
2. SE District request for co-sponsor of the Train the Trainer in Orlando.
  - Pam suggested that ODI may be able to host the event at their facilities.
  - Dates would be 12/4<sup>th</sup> & 12/5<sup>th</sup> or 12/11<sup>th</sup> & 12/12<sup>th</sup>.
  - Board discussed with insufficient information known
    - i. Denise agreed to gather the appropriate information and get back with the Board via email communication as this needs to be decided soon.

#### Financial Report/Update:

1. Phil reported:
  - Current bank account balance is **\$40,982.68**
  - Bank Statements and metrics were published previous to meeting and have been posted to the website.
  - Budget to actual: Income \$2095 above budget and Cost of Services Expense is \$3232 below plan. But when combined with the favorable Overhead expenses (\$1,959) we are ahead by \$7277.
    - i. Difference is attributed to timing issues.
  - Phil requested the outstanding expense reports get approved and that Jim Pullin cash his outstanding checks.
    - i. Fred to approve the reports.
      1. *Subsequent to the meeting this was done.*

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**Education**

1. Malaina was unavailable and no updates were available. Outstanding items include:
  - CPIM, CSCP, Lean and Global Sourcing Course schedules are currently being worked on by Malaina.
    - i. Malaina put out a desired calendar; no other information on courses/instructors/locations are known.
  - Instructor Fees and Education SOP
    - i. 9/15/09 Jo offered to assist Malaina with the SOP and asked Malaina to send her the latest file.
  - Perpetual Inventory management workshop class
    - i. Everything was ready to go pending approval from Entertainment Resources (the client company). Malaina to follow-up and advise.
  - Other educational opportunities
    - i. Northrop Grumman - Malaina playing phone tag with person
    - ii. Raydon – possible CSCP course – they purchased 8 membership and 8 Learning Systems - Malaina to investigate and advise
      1. Pam knows CEO and will call.
    - iii. Lockheed Martin will do another class with 15 students
  - Use of Disney Entrepreneur Center for classes
    - i. Fred has not yet met with Jerry Ross, but has begun checking this out.
    - ii. Will discuss at October's meeting.

**Newsletter:**

1. Advertising in Newsletter
  - Malaina still talking with other advertising folks and will advise on status.
    - i. No progress.

**Membership Report/Update:**

1. Pam published the September membership numbers before the meeting. The results are as follows:
  - We ended **Sept** with a Membership Count of **132**.
  - We lost **5** and gained **1** for a net gain of **3**.
  - *Lost due to dues issue; no response due on other 4.*
  - 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.
  - Jean mentioned that some of the newly interested CPIMs from Lockheed Martin may be interested in joining the board and will take the lead on trying to integrate them in the next few months and target for early next year.
  - Survey questions – annual membership survey to be published in February or March and Fred asked Pam to take the lead.
  - ***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.
  - Denise to discuss with and put on Sachin's to do list.
  - Phil has paperwork for the account that was set up, but it might not be active since it has not been used in a while.

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2. Ability to put photo slideshow, recorded video, pictures & flash will have to be investigated; this will be Sachin's next adventure.
3. Annual hosting fee and renewal of domain name bill to now be sent to Phil directly.
  - Denise to show Sachin how to do this; will happen when they meet
4. Still need to build the link to the SE District website; Denise & Sachin to accomplish.

**Programs:**

1. October was successful meeting, but we need to work out the business meeting issues when we have joint meetings.
2. November – recognition for Jim for 20 years service and a joint meeting with IMA
  - Jean to work with IMA on details of joint meeting but will be in Sarasota
    - i. Chris to bring the projector and setup stuff
    - ii. Nancy Sawyer will work the front desk
    - iii. Gift and Certificate done
    - iv. Several students will be coming from LM.
3. ISM would very much like to do joint meetings with us until the economy picks up; starting in February.
  - Would need to work out details for business meetings.
  - The Board agreed to review this over the next month and make a decision at the November Board Meeting.
  - Jean to send out the Pros/Cons in advance of next meeting
4. Need to confirm joint meetings will all other organizations participating.
  - Still need program for May – Fred still working on this (Abe Eschanazi); wanted to give him a couple of weeks from conference.
  - Fred reported that Fred Tolbert has requested to be his backup.
5. Still need to investigate taking credit cards at the door
  - How best to do this efficiently without all the fees

**Marketing:**

1. Advertisements of upcoming events in the APICS magazine and BizJournal (2 weeks before event).
  - a. We got it in the Oct. 5<sup>th</sup> CFB – Denise
  - b. Jo to check on the Biz Journal
  - c. Advertisement was in BizJournal for September PDE.
  - d. Jo submitted request for PDE's to be advertised in the APICS magazine to new person at APICS HQ and no good response as of yet.
    - i. *Subsequent to meeting it was confirmed that we got it in the Nov/Dec issue.*
2. New board position announcement has been tabled as too much time has past and it's not worth the effort to do.

**New Business:**

1. C-Bar metrics; we will NOT make Gold if we do not do some things:
  - a. Formal Marketing Plan
  - b. Conduct a market analysis to determine needs
    - i. Denise to pursue the Marketing Dept at UCF and any other college that may be willing to work with us.
    - ii. Jean suggested we tap those who only paid \$10 for the PDM (out of work) and give them the \$ we would otherwise give to students and may be willing to do this for us.

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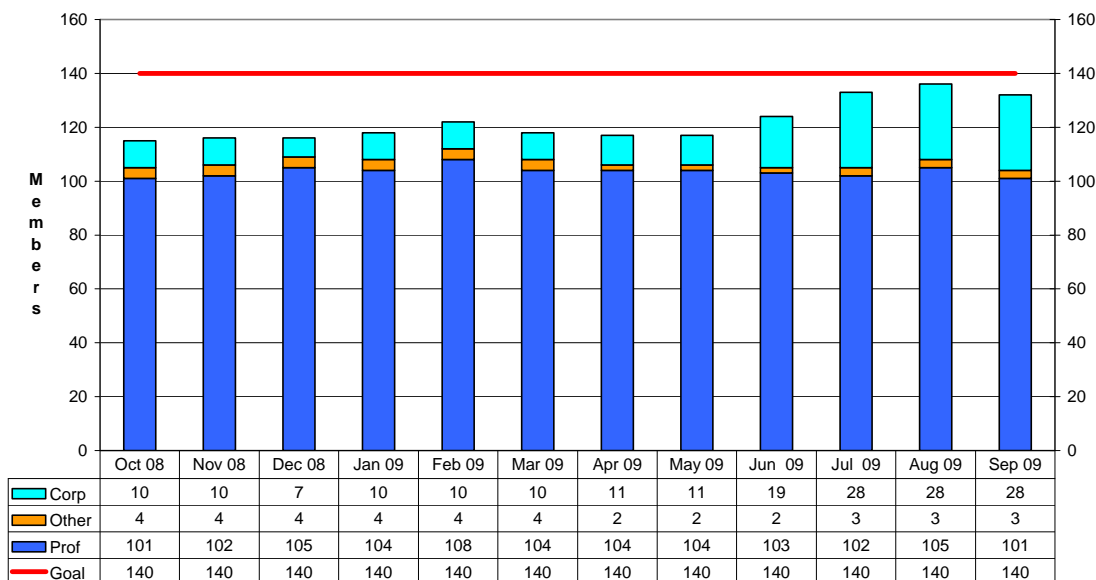
1. Phil to send list of these to Fred and Jean
2. We will have a working list to make a decision from in November.
- c. Minutes and Agenda should incorporate the C-Bar
  - i. Plan Denise to try and incorporate this.
  - ii. Pam to send Denise the one she did for herself and Denise to try and incorporate.
- d. Distressed Chapter assistance – Denise to pursue with SE District to determine who is on the Distressed List.
- e. E&R Foundation - \$500 contribution in November
  - i. Fred moved to do this; Denise seconded and all approved.
- f. Denise to send the C-Bar to the Board.
- g. Articles – Chris Noble will be submitting an article which will be published in May 2011.
2. Copyright webinar will be webinar on November 12<sup>th</sup> – Denise sent request to Tawana that the announcement be republished; Tawana advised to the APICS Marketing Dept.
3. Christmas celebration Board event – dinner or possibly brunch
  - a. Fred will send out an email.

Fred adjourned the meeting at 8:02 p.m.

***Our next BOD meeting will be on Tuesday, November 17, 2009.***

**Membership Numbers**

**APICS Mid-Florida Chapter Membership**



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**Membership Renewal Dates**

