



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
Tuesday, October 28, 2008 – *Final*

**In Attendance:**

Denise Gillespie, Secretary\*  
Jo Fickes, Chapter President\*  
Jim Pullin, Director of Education Director  
Christina White, Marketing  
Fred Griffith, Director of Membership  
Philip Van Dusen, Treasurer\*

**Absent:**

\* Quorum = ½ of **elected** members of the BOD = 1.5, or 2 people

<sup>1</sup> Via telephone

The meeting was called to order at 6:20 p.m. by Jo Fickes.

## Old Business

### Review of minutes from last meeting:

1. Meeting notes from the *Sept. meeting* were sent to all BOD members; these were approved at our meeting.
2. C-Bar Status – Denise provided the C-Bar Planning tool document to all with name assignments for each item.
  - a. Denise to send electronically to all – *this was done subsequent to the meeting.*
  - b. The BOD agreed to discontinue reporting on this on a monthly basis until March when more information will be relevant to report. All agreed to keep track of their areas of responsibility.

## Director's Reports

### District Update:

1. Jo reported on the SE District meeting (notes to be provided separately). Topics included:
  - Sharing of chapter practices with Space Coast Chapter
  - Education update
  - SE to create a list of Lean Manufacturing Instructors
  - Tawana Collins completed presentation on 21<sup>st</sup> Century APICS Chapters and discussed the results of a study on volunteering.
  - Succession Planning session - but we are doing most of what was suggested
  - *Additional notes are attached at the end of this document.*

### 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 to work with Phil to get this up on the website by the next BOD meeting.
2. Phil reported
  - Cash has \$25k in account; on check for \$9k just received as well as some outstanding expenses that were handed to him at the meeting.
  - Income is up \$5k and costs are up, but not by as much
  - Bottom line is that we are on solid financial footing.
3. Metrics for the 2008 - 2009 year were discussed and the "Actual Results were updated by all."
  - Phil to provide an electronic copy to Denise.
  - *Metrics spreadsheet to be posted on the website in the future.*

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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 **Sept** with a Membership Count of **121**.
  - We gained **1**, but lost **5** members for a net change of **-4**.
  - *Membership charts are on the last page of these notes.*
  - The one new member did not have any company association.
2. Next month the Group Membership for Kinetics will expire; Fred still trying to contact John Eggar.
3. Fred reported the desire to set up a web blog or bulletin board and suggested that we investigate the possibility.
  - Denise agreed to address and report back to the BOD next month.
4. Fred reported that he will start sending out a mini survey to all new members about what they would like from the chapter, as soon as we get more new members.
5. Covidian corporate membership renewal still needs to be addressed.
  - Jim reported that he is still doing classes – no charge difference for classes but it is to their benefit to keep a membership for the discount pricing on books and tests.
  - **Fred will address by next BOD Meeting.**

**Programs:**

1. Jo reviewed the PDM schedule for the 2008 -2009 program year.
  - ISM and IMA joint meeting is next week; attendance is very low currently
    - i. Christina will be sending out a reminder evite.
  - Bios for the January presentations are still pending
  - The topic for May is now finalized: “Inventory Success Story” by Debbie Raton of Darden Restaurants.
2. Company Coordinators have been updated and sent information.
3. Jo spoke with Jerry Kilty with the FWC chapter to see if we can have a joint meeting to capture the Polk County, eastern part of FWC and southwestern part of Orlando area.
  - Jo to pursue for sometime, probably in early 2009-2010 program year.
  - Suggested that perhaps Dewey Ertell might be able to assist with this since he is from the area.
4. A suggestion was made to have the Workforce person provide a grant-opportunity session as a PDE, as a seminar, or a brief presentation at Top Management Night.
  - Jo to pursue

**Marketing:**

1. Jo reported that she will get with Malaina about putting out the next newsletter.
2. Christina to work with Jim on the educational offerings
3. Christina will review the Marketing plan and make suggestions for changes to the BOD;
  - BOD to review at the next meeting.
4. Christina to work to put the next PDM announcement in the CFB- may not be able to get the November meeting in but will try. Will definitely put it in for January.

**Website:**

1. Website is slowly being updated little by little, with more changes coming. There is no scheduled completion date at this time; it is constantly evolving.

**Education**

1. CPIM classes (in-house):
  - Faro - completed the DSP class in early October and future schedules include ECO in Nov and SMR in Dec. They could also be interested in the BSCM again in 2009.
  - Covidian - Completed the ECO class in October and have SMR scheduled for January

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2. Lean Manufacturing Workshop
  - We have completed sessions 1 & 2 at TracStar in October and have the following sessions scheduled for the next two and ½ Saturday's (11/1, 11/8 & 11/15).
  - 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.
3. Jim provided an update of the CSCP plans for 2008-2009
  - Faro technology is interested in CSCP
  - There have been no further communications with Valencia Enterprises and he is recommending we do not renew the contract for them.
4. Open Courses:
  - Will offer CSCP and CPIM classes sometime in first 6 months of 2009
    - i. Need to do an email blast for the CSCP and CPIM Fast Track (after first of year)
    - ii. 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.
5. Jim discussed the education updates and implications for the budget:
  - BSCM complete rewrite due out in January 2009 and we will need to spend \$350 for BSCM Instructor manual.
    - i. Other four manuals will need the page corrected inserts and new presentations at \$50 each for one complete set = \$200.
  - ECM's are due out (CPIM – Nov 1, 2008) and the CSCP is due out by December – we need two sets of copies at \$25 each.
  - All of these were planned & budgeted for, however the amounts may vary as the fee was not known at the time we did the budget.
6. Jim reported that he is making contact for in-house instruction at the following companies:
  - Lockheed Martin – CPIM and CSCP interest, pending available grant money.
  - Chep is interested in CPIM training for 15 people.
  - Mtron PTI – still pending communication for Lean
  - ODI – still pending communication contact for possibly CSCP
7. Jim requested the opportunity to attend the next Lean Instructor
  - BOD approved verbally; Jim to advise once scheduled and to initiate an "Unbudgeted Funds Request" if applicable.
8. Jim is 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.
9. Global Sourcing Instructor workshop next week; Fred, Denise & Jim to coordinate and virtually attend.
  - Fred to order the Instructor Manual and put through an Unbudgeted funds Request.

## **New Business**

- New survey questions were sent out and Jo is asking for feedback.

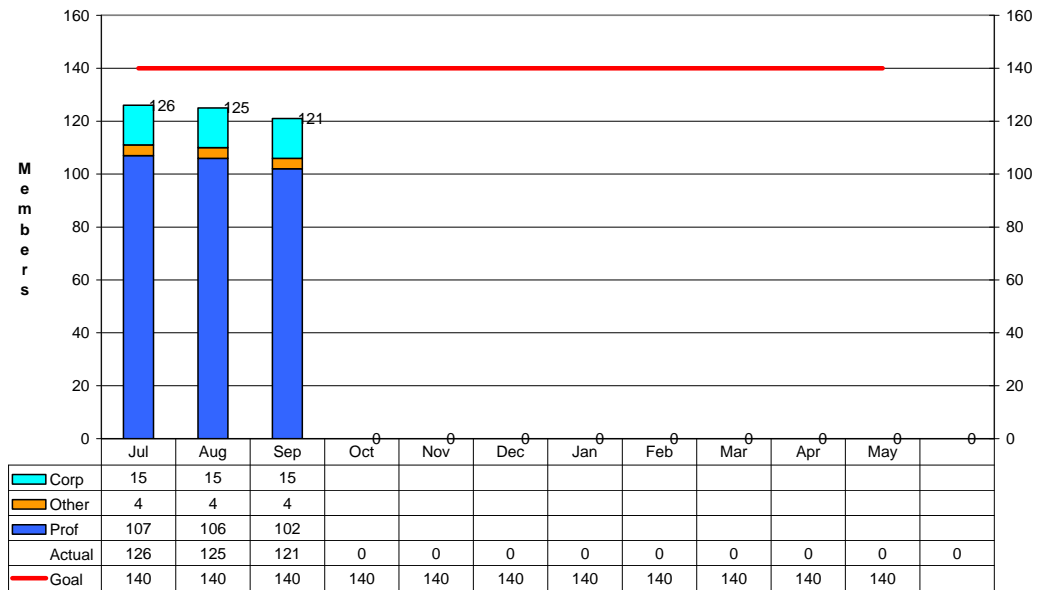
Jo adjourned the meeting at 8:30 p.m.

***Our next BOD meeting will be on Tuesday, November 18, 2008.***

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**Membership Numbers**

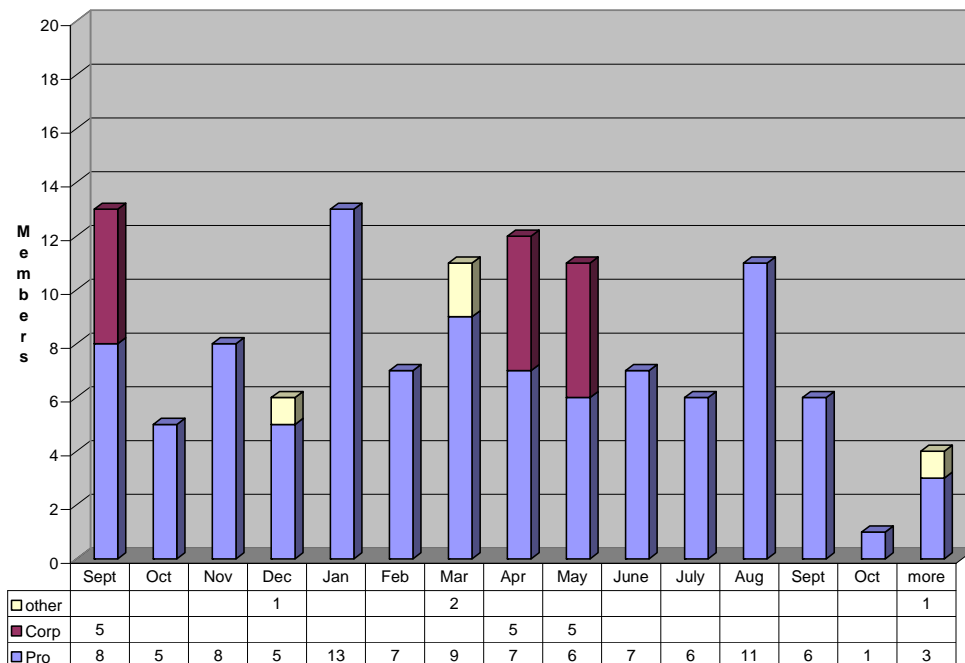
**APICS Mid-Florida Chapter Membership**



Program year 2008 - 2009

**Membership Renewal Dates**

**Membership Renewel Dates**





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**APICS Southeast District Meeting, Chattanooga, TN - 10/18/08**

**Best Practice Sharing:**

- Excell classes free via local colleges that participate in APICS
- Offer courses with local colleges.
- Help facilitate PDE's so there is more interaction between individuals
- Offer assistance to distressed chapters, several impacted by major plant closings
- PDE's held at companies with cafeterias that cover the food costs
- Become a Chamber of Commerce member
- Advertise in local business journals
- Use e-mail; e-mail information on courses and PDE's
- E-mail company coordinators regularly to advertise PDE's
- Family social event annually to recognize BOD members and their families for supporting their involvement.
- Manage website via I-Chapter; there is a cost.
- Alliances with other professional organizations to improve attendance, quality of programs, and extend knowledge of APICS. ASQ
- Make sure e-mail addresses are current.
- Market APICS to military suppliers
- Have satellite Chapters associated with larger Chapters
- Breakfast or lunch events
- Partner with large corporations
- Offer free PDE or reduced for top management night if a member brings in his/her manager.
- Performance measurements are based on C-Bar; track monthly
- Contact members prior to their membership being suspended

**Education – two sessions by Jerry Kilty:**

- E-mailed Jerry Kilty's presentation on education
  - Instructor log on line – formal process to login and add comments
- CSCP
  - Gap between courseware and exam questions
    - Holmes goal is to fix for 2009
- Creativity with scheduling courses
  - Condensing material to two 8 hour sessions; Saturday and Sunday
    - Covers high level; self study a must
  - Average time to prepare for CPIM exam is 80 to 90 hours
    - Some say 25 hours unless entry level
  - Find out the students needs and preferences
  - Lean MFG example; 4 hours over 7 days
- No plans for Lean MFG certification program
- SE district will post a list of Lean MFG instructors
- Train the Trainer updated January 2008
- Need to constantly recruit for instructors; should be on-going
- Use buddy system for training new instructors

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**21<sup>st</sup> Century APICS Chapters by Tawana Collins:**

- Survey results from a member benefit study August 2009 by ASAE
  - Lack of information about volunteer opportunities
- Student led PDE, including presentation of program

**Miscellaneous:**

- Next SE district meeting in Jacksonville, FL 2/21/09 and 2/22/09

**Follow-Up/Action Items:**

- Contact David, President of Jacksonville Chapter about presenting at Mid-FL next program year and about his presentations to colleges
- Have satellite Chapters associated with larger Chapters – would that be an option for Ocala Chapter?
- Ask Bob, if APICS membership sponsored through Ascent, that it be mandatory that attend three APICS PDE's or courses within the year.
- Jim needs to review the instructor development plan and outline plan for each instructor.
  - Train the Trainer
  - LDI {learning dynamics information}
  - Grandfathering update
  - Train the Trainer and LDI will not be combined
- CPIM new instructor guides; need plan and costs; new guides due early January
  - Jim needs to schedule courses for new material BSCM
- CPIM BSCM may have questions on the 2009 exams concerning lean and the theory of constraints

**BOD Retention/Growth by Randall Eldridge Falls Cities Chapter:**

- Succession planning [each BOD member recruit for his/her position]
- Job descriptions
- SOP's
- promote BOD benefits
  - leadership training
  - leadership institute training
  - presentations and team building skills
  - broaden knowledge and experience in small business operations
  - networking
- schedule a family event to recognize BOD members and their families' supportiveness
  - transition dinner
  - holiday dinner
  - summer event