



Mid Florida Chapter #208

Board of Directors Meeting Notes
Tuesday, November 17, 2009 – *Final*

In Attendance (phone conference):	Absent:
Fred Griffith, <i>President*</i>	Denise Gillespie, <i>Secretary* - Dir at Large</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>
Malaina Hudson, <i>Director of Education</i>	Sachin Ghatol – <i>Webmaster</i>
* Quorum = ½ of elected 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 *October BOD meeting* were approved.

Director’s Reports

District/National Update:

1. SE District Train the Trainer course
 - The BOD approved the funds to support the TTT in Daytona Beach.
 - Denise & Pam agreed to coordinate

Financial Report/Update:

1. Phil reported:
 - Current bank account balance was not reported, but we have money; lots of money.
 - Income is over plan by \$8165; Costs under by \$5542’ and Expenses over \$1790 = \$11,817 positive to the yearly plan.
2. We received a P.O. from CHEP for CSCP Learning System / Class
 - Refundable for class portion Cost \$1595, instruction \$700, learning system \$895
 - Anticipate four others taking the class
 - -Need SOP for PO / Invoicing – Acceptable Payment Methods
 - Need chapter billing info to Malaina for Holmes so she can order the updated educational materials for 2010.
 - Anticipate four others taking the class.

Education

1. Use of Disney Entrepreneur Center for classes
 - Malaina still to check out working with them
2. Too soon for Pay Pal payments yet, but we are working on getting the access up for credit cards.
3. Classes in process include the following:
 - Siemens – looking for class – Jo possible instructor – 10-15 people.
 - Lockheed – Jan / August 18 people for fast track CPIM. Jim to teach. *Board needs to approve instructor pay.*
 - CSCP January – Wed afternoons or evening, 3 hour class.
 - i. Who to teach?? Denise / Jim ??
 - ii. Location to be determined.

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- iii. Denise to publish on Website.
- iv. Malaina to manage ordering of learning systems.
4. Instructor Fees and Education SOP
 - Jo offered to assist Malaina with the SOP – *Now due in November.*
5. Other educational opportunities need status:
 - Northrop Grumman - Malaina playing phone tag with person
 - Raydon – possible CSCP course – they purchased 8 membership and 8 Learning Systems - Malaina to investigate and advise
 - i. Pam knows CEO and will call.
6. Jerry Kiltie / QSM would like to make proposal for outsourcing classes
 - Board agreed that this is a closed issue for now since we have our own group of instructors.
7. Angela Rosaria from Jobbing can use Federal Grant to help us publicize education opportunities / Job postings.
 - Board agreed to consider once there is a summarization of what is in it for us.

Newsletter:

1. Nothing has been presented for the newsletter with a plan to distribute over Thanksgiving.
 - Requests out for help with Newsletters – Will share any takers
2. Advertising in Newsletter
 - Malaina still talking with other advertising folks and still to advise on status.

Membership Report/Update:

1. Pam published the September membership numbers before the meeting. The results are as follows:
 - We ended **Oct** with a Membership Count of **130**.
 - We lost **7** and gained **5** for a net loss of **2**.
 - There is still some confusion at about enterprise members at Raydon
 - Emails were sent to those that were lost with no replies
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
4. Pam fielded an inquiry about joining – responded, but have not heard back from prospect
5. Unemployed membership – Society responded within an hour
 - **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.
 - Fred suggested we get some pictures for a slide show
 - Also some discussion about buying a simple camera / video device
3. Need to clean up old job postings



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Programs:

1. ISM / APICS on going joint meeting
 - Jean is going to meet up with Michael and see if we can reach preliminary agreement
 - Speaker will need to have universal impact
 - Need to determine how we include business meeting
 - How to we maintain branding?
 - Contract issues with Dubstead need to be worked out
 - All agreed to maintain membership recognition night as separate
2. Program calendar for the rest of the year is mostly set except for May
 - Abe is saying schedule will to determined by year end – so he is still a solid possibility
3. Future Program ideas:
 - 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. Stephen has had volatility at work that has sidelined him somewhat, but he still is committed to helping in the future.
2. Denise got access to a database that includes local mfg. co. contact info.
3. Distressed chapter – Ocala – Jerry Kiltie is district rep
 - Denise offered to help
4. Contacted FLWC for best practice on their marketing survey

New Business:

1. Christmas celebration Board event – dinner or possibly brunch
 - Florida West Coast has event on eighth – multi-organizational
 - The seventh or the fourteenth are possible dates
 - i. Fred will send out an email.

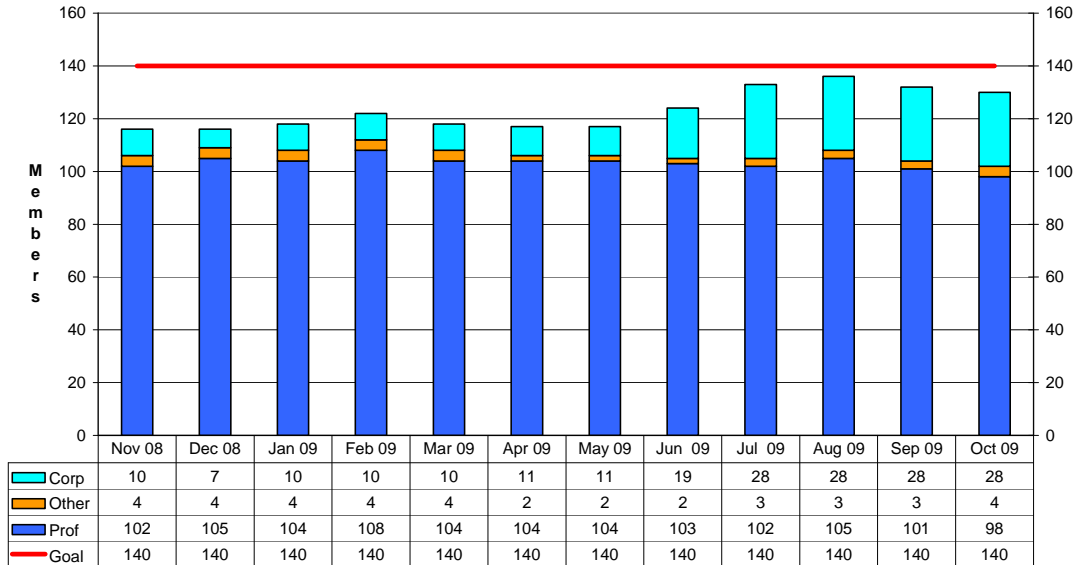
Fred adjourned the meeting

Our next BOD meeting will be on Tuesday, January 19, 2009.

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Membership Numbers

APICS Mid-Florida Chapter Membership



Membership Renewal Dates

