



## Mid Florida Chapter #208

# Board of Directors Meeting Notes Tuesday, November 18, 2008 – *Final*

### **In Attendance:**

Denise Gillespie, Secretary\*  
Jo Fickes, Chapter President\*  
Jim Pullin, Director of Education Director  
Philip Van Dusen, Treasurer\*  
Troy Enz, Director at Large

### **Absent:**

Fred Griffith, Director of Membership  
Christina White, Marketing  
Jean Krupinski, Director at Large  
Jessica Kinker, Director at Large

\* 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 6:30 p.m. by Jo Fickes but was delayed until after dinner due to late arrival of several members (due to traffic).

## **Old Business**

1. Meeting notes from the *October* meeting were sent to all BOD members; these were approved virtually previous to our meeting and have been posted to the website.
2. 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 2/21 and 2/22
  - Jo is planning on attending Fri. & Sat.
  - Others to advise if they can attend
  - Denise reported that she will be presenting at the Six-Pack in February (6<sup>th</sup> & 7<sup>th</sup>)

### **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 January BOD meeting.
2. Phil reported
  - Cash has almost \$29k in account; several outstanding expenses are pending for the Lean Workshop, SE District Meeting and other miscellaneous chapter
  - Income is up \$5k over plan
  - Bottom line is that we are on solid financial footing.
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 to publish on the website, in the future.

### **Membership Report/Update:**

1. Fred published the membership numbers in an email previous to the meeting. The results are as follows:
  - We ended **Oct** with a Membership Count of **115**.
  - We gained **3**, but lost **9** members (5 from Covidian) for a net change of **-6**.
  - *Membership charts are on the last page of these notes.*
  - Fred is concerned with the impact this may have on planned revenue.
2. 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.

**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
**Tuesday, November 18, 2008 – *Final***

**Programs:**

1. Jo reviewed the PDM schedule for the 2008 -2009 program year.
  - Bios for the January presentations are still pending Kathy Henry's – Paul's was received and it posted on the website.
2. Company Coordinators have been updated and sent information.
3. Dubstread pricing going up by \$1 per person for the dinners (plus tax & gratuity); our price will be close to \$30.
  - Appetizer price will not change.
  - Only have one more dinner in this program year and that is Top Management Night.
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 is working with Troy on this
5. Still working on finalizing arrangements for the Mitsubishi Plant tour in April.
  - Troy is working on this.
6. Jo reported that the FL West Coast chapter is extending an invitation for us to join them on a large Multi-organizational Joint meeting on Dec. 8<sup>th</sup>.
  - Jo to provide more information once known via email.
7. The board discussed an incentive plan for PDM attendance and agreed to the following:
  - Any member who attends all 5 PDE's from Jan – May will be entered into a drawing.
  - \$150 check for the winner.

**Marketing:**

1. Christina was not present so no updates were provided.
2. Jo reported that Malaina will be putting out the next newsletter by this weekend (11/21)
3. 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. Website it slowly being updated little by little, with more changes coming. There is no scheduled completion date at this time; it is constantly evolving.
2. 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 at our next regular BOD meeting.

**Education**

1. CPIM classes Fast Track – January 10 – BSCM location to be determined.
  - 2 8-hour sessions
  - 2 students currently interested
2. CSCP -
  - 2 sessions; 1 starts January for March Test date – second for the June test date.
3. In-house classes:
  - Faro - completed the ECO class this week (Nov) and SMR in Dec.
  - Covidian - SMR scheduled for January
4. Potential:
  - Faro is interested in another round of BSCM sometime in January
  - May also want another full round of CPIM after the CSCP
  - Lockheed Martin
    - i. CPIM and CSCP for Orlando and Ocala

**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
**Tuesday, November 18, 2008 – *Final***

- MTron/PTI for CSCP and possible CPIM
  - Chep for a BSCM course
  - CPIM class in Daytona Beach area (Coronado Paint and Tara Technologies) with some potential to request attendees from others like Ocean Design.
5. 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.
6. Lean Manufacturing Workshop
- We have completed our first offering at TracStar.
  - 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
  - It is recommended that we push for in-house classes on this as it lends itself better for a company approach.
7. Learning Dynamics Information – Jim still trying to get information on this with Jerry Kilty.
8. 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](#)
9. 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.](#)
10. New Course materials will be out in December; Jim to get an advance copy for January Prep
11. Course Materials Update schedule was communicated by Jim:
- i. DSP
  - ii. BSCM
  - CPIM Instructor kit for the BSM will be at \$350 and the other instructor kit modules will be at \$150 each with new cd and pages only.
  - CSCP - New kit

## **New Business**

- Review of bylaws will take place at our next meeting which is our annual BOD dinner meeting.

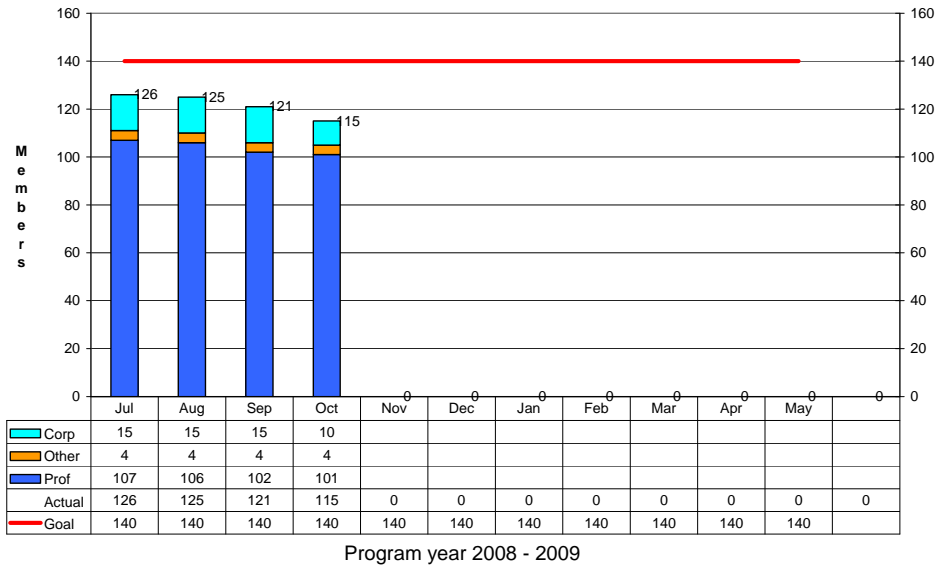
Jo adjourned the meeting at 8:35 p.m.

***Our next BOD meeting will be on Tuesday, December 16, 2008.***

**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
 Tuesday, November 18, 2008 – *Final*

**Membership Numbers**

**APICS Mid-Florida Chapter Membership**



**Membership Renewal Dates**

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