

Mid Florida Chapter #208
Board of Directors Meeting Notes
 Tuesday, February 16, 2010 – *Final*

In Attendance (phone conference):	Absent:
Fred Griffith, <i>President*</i>	Jo Fickes, <i>Director at Large – Past President</i>
Denise Gillespie, <i>Secretary* - Dir at Large</i>	Sachin Ghatol – <i>Webmaster</i>
Philip Van Dusen, <i>Treasurer*</i>	
Jean Krupinski, <i>Co-Director - Programs</i>	
Malaina Hudson, <i>Director of Education</i>	
Pam Kane, <i>Director of Membership</i>	
Jim Pullin – <i>attending member</i>	
* Quorum = ½ of elected members of the BOD = 1.5, or 2 people	

The meeting was called to order at 6:25 p.m. by Fred Griffith

Old Business

1. Meeting notes from the *January BOD meeting* were approved.
2. Results of the TTT workshop: 6 attendees with 4 paying.
 - The feedback for the SE District was very positive by all participants
 - Our chapter lost less money than expected
 - Special thanks to ODI for supporting us by picking up the meals

Director’s Reports

District/National Update:

1. SE District Meeting in Charlotte, NC on Feb 19 & 20th
 - Denise & Jim will be attending this weekend; Malaina is unable to attend
2. Jim reported that there is a new document that was put out to all officers and instructors today regarding the student scholar program.
 - Denise emailed to all and we can discuss this at the next meeting.

Financial Report/Update:

1. Phil provided the detail financial reports. Summary is as follows:
 - Current bank account balance is \$45,593.42 (less \$115 correction)
 - Our finances as of January 31, 2009 were as follows:
 - i. YTD Income is favorable by \$8695, mostly due to education
 - ii. YTD Costs of Services is under by \$8779 and Overhead Expenses are slightly over by due to timing issues associated with expenditures from the fall conference.
 - iii. YTD through January our overall profit was \$16, 969 favorable to the plan.
2. We still need an SOP for PO / Invoicing and Acceptable Payment Methods
 - Phil to provide a draft for the next Board meeting.
3. Phil still needs to give Sachin the credit card information to direct bill for the website hosting and domain name fees.
4. Annual report with the state for the Corporate filing will be due in May; Phil to file

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Education

1. Jim and Malaina will be splitting up the activities to cover all tasks and to cover the schedule.
 - Will keep in mind the LDI plan for all the instructors
 - Includes getting the class schedule to HQ for posting the on the APICS.org website
2. Getting inquiries from Tallahassee and South Florida for the CSCP offerings
 - Need to have a marketing campaign to address these needs from other chapter (and non affiliated chapter members)
 - i. Denise agreed to ask Tawana or someone on the SE staff to provide us a mailing list of all the FL chapter members.
 - CSCP classes will start in April (for June test date) for the Orlando area.
 - i. Another class is being considered for the Daytona area and that will be in April during the week.
 1. Jim to send all the information to Pam regarding classes
3. Other educational opportunities are as follows:
 - Siemens – has been on hold because Max Borsene has been out with pneumonia
 - i. Malaina to coordinate with him and the appropriate instructor
 - WestCo Aircraft sales rep is still working with Malaina to determine which class is appropriate for him personally (CPIM or CSCP) and what might be available
 - Raydon – possible CSCP course – they purchased 8 membership and 8 Learning Systems – Still unknown
 - Tera Technologies is interested in Lean; Fred has sent them the information on the class
 - i. Denise expressed a desire to teach this if it materializes.
4. Instructor SOP still pending getting to the file to Jim Pullin so he can edit and begin a draft.

Membership Report/Update:

1. Pam published the January membership numbers before the meeting. The results are as follows:
 - We ended **Jan** with a Membership Count of **130**.
 - We lost **5** and gained **5** for a net loss of **0**.
 - i. One was do to a name correction
 - ii. Emails went out to everyone who's membership had expired.
 1. One woman responded who is unemployed; had done the membership extension program and thought it was done; Pam to get with her regarding the form.
2. Pam is still trying to get together with any new members that have shown an interest in being on the BOD.
3. Survey questions – annual membership survey to be published in February or March. Pam to take the lead on this one.
 - Once it is put together; Jo agreed to use Survey Monkey to put it out.
4. Denise suggested we remove the membership charts from the meeting notes and instead publish the membership count chart on the website. The Board agreed.
 - Denise to work with Sachin to locate on the website.

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. Still to do.
2. Denise still awaiting the video from HQ; now due by end of this week.
3. Add the Membership Charts to the website. Denise to coordinate with Sachin (see above).



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Programs:

1. Last meeting was great; attendance was 27 with 24 guaranteed.
2. Second Harvest was well attended; we had 17 people from our APICS chapter
3. Program calendar for the rest of the year is mostly set except for May
 - March is set for the SAP Simulation at UCF and its Top Management Night
 - April is the Plant Tour at Correct Craft and joint meeting with MACF
 - May is still open
4. Discussed the Pros & Cons of the Joint Meeting with ISM
 - Mike Keaton from ISM will be attending March meeting; the ISM has no more meetings scheduled for this year.
 - The Board agreed to support joint meeting with ISM, but not to exceed more than 6 in a program year.
5. May also be able to partner some meetings with ASQ –Fred to provide the information to Jean and see if it is worth pursuing.
6. We discussed some opportunities for creative PDM programs for the coming year.
 - Definition cards
 - Roundtable discussions
 - Trivia Night/Jeopardy
7. The Board is investigating to the possibility of moving our meeting to the 2nd Tuesday of every month.
 - Jean to investigate the contract at Dubstead
8. Future programs for 2010-2011 calendar Jean is working on:

Marketing:

1. Distressed chapter – Ocala – Jerry Kilty is district rep and Denise contacted him.
 - Denise to follow-up and see what is going on there.
2. Still need a marketing person
 - a. Malaina may have someone at Scholastic Book Fairs (Cara Pressell)

Newsletter:

1. Chris Noble has agreed to do the newsletter
 - Need files from Malaina; will be done tomorrow
 - Need to have 3 more published by 6/30.
2. Advertising in Newsletter option.
 - Chris to address.

New Business:

1. Need to appoint the Nominating Committee or person to determine the slate of officers for next year.
 - Jean agreed to head this up effort, with Jim Pullin assisting.
2. The board agreed the Bylaws were fine and did not need to be changed this year.
3. Malaina and Jim suggested that we consider buying the CSCP Learning Systems in advance of the class to enable the students to have the material right away and to get them to come to the class and prevent them from buying from Holmes. The BOD approved, given the current state of the chapter finances.
 - Malaina to manage ordering of these

.Fred adjourned the meeting at 8:55 pm

Our next BOD meeting will be on Tuesday, March 16, 2009.