



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
 Tuesday, February 17, 2009 – *Final*

<b>In Attendance:</b>	<b>Absent:</b>
Denise Gillespie, Secretary*	Troy Enz, Director at Large
Jo Fickes, Chapter President* <sup>1</sup>	Christina White, Marketing
Fred Griffith, Director of Membership <sup>1</sup>	
Philip Van Dusen, Treasurer* <sup>1</sup>	Jean Krupinski, Director at Large ( <i>attempted</i> )
Jim Pullin, Director of Education Director	
* Quorum = ½ of <b>elected</b> members of the BOD = 1.5, or 2 people <sup>1</sup> Via telephone	

The meeting was called to order at 6:10 p.m. by Jo Fickes.

### Old Business

1. Meeting notes from the *January* meeting were sent to all BOD members; these were approved via email previous to this meeting.
2. Draft revision of the Bylaws was published before the meeting
  - Any edits to be sent to Denise
  - All to review and we will vote on at the next BOD meeting.
3. Survey questions were sent out and everyone seemed to be o.k. with it.
  - Jo will be publishing in March to the membership.
4. Nominating Committee
  - By Laws changes required so an officer can be on the Nominating Committee
    - i. Denise to include changes
  - Denise to work on a slate that can be presented in March to the BOD.

### Director's Reports

#### District/National Update:

1. Jo reported on the next SE District meeting to be held in Jacksonville 2/20 and 2/21
  - Jo is planning on attending Fri. & Sat., as are Denise & Fred.
  - Lisa Ross is the new SE District Representative who will approve our CBAR. She replaces Wilson Grabb.
  - Tawana Collins is a paid APICS Employee to support the SE District

#### Financial Report/Update:

1. The PayPal information (sent under separate email) and all agreed in concept with the idea and the fees.
  - Denise discussed the Pay Pal account info – it will come to \$1.30 per PDM; more if we are to use it for PDMs.
  - Denise to get with Phil on the bank routing information and learn how to build it in our website.
2. Phil reported:
  - Cash in account = \$36,073
  - All expected Deposits are all showing
  - Bottom line is that we are on solid financial footing – Revenue is well above plan and we are expected to exceed our goal for the year.
  - January we are running favorable \$995 to budget and **our projected year-end is favorable.**

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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.

**Membership Report/Update:**

1. Fred published the membership numbers in an email previous to the meeting. The results are as follows:
  - We ended **Jan** with a Membership Count of **118** – three straight months of non-negative numbers.
  - We had 7 new members and 5 who left for a net addition of **2**.
    - i. 3 of the new members were fall-offs from last month
    - ii. 1 member was a reclassification from Enterprise to Professional Member
    - iii. The other 3 are new members.
  - *Membership charts are on the last page of these notes.*
2. Fred discussed the paper he sent to APICS HQ asking for access to more information on membership, particularly those that move between chapters.
  - He would like to be able to see when someone moves to or comes from another chapter.
  - Tawana is working with him on this.
  - Fred to take this issue to the District meeting next weekend.

**Programs:**

1. Jo reviewed the PDM schedule for the 2008 -2009 program year.
  - March - Top Management Night - Alan Milliken – There are 24 reservations so far, of which 7 are guests.
  - April – Plant Tour at Mitsubishi – Jo still trying to connect with Bob Provitola
    - i. There will be a cap on the attendance to 30.
  - May – David Buker will be presenting on Total Supply Chain.
2. Programs schedule for 2000 -2010: Jo has received input from others and will help develop the schedule, but will not be able to be Program Director.

**Marketing:**

1. Still outstanding:
  - Per our By Laws, Christina White has missed the last 4 Board Meetings and can no longer serve on the BOD.
    - i. Jo to contact her and advise
  - Letter and emails sent to Top Management in several companies.
    - i. Fred and Jo put out and will put together a listing of those companies contacted
      1. *This was emailed to all subsequent to the meeting.*
  - Jo suggested that we look at other companies to contact and use some of the BOD to contact for our CBAR requirements.
    - i. Will determine what is needed based on CBAR and discuss next meeting.

**Website:**

1. Denise reported that we can have blogs and podcasts, but hasn't had time to research how to do this yet.
  - Denise will update at next BOD meeting.

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### **Education**

1. Jim reported on the ongoing classes.
  - CPIM Classes were split between TracStar and Coronado Point
    - i. TracStar will be a Fast Track class taught by Jim. Sandra Bloom from Datamax will also be joining the class.
    - ii. Coronado Point is not Fast Track and will be taught by Fred.
  - CSCP - Now scheduled to meet the June test date; second session to be scheduled in fall depending on “Beta” online test in December, and based on demand.
  - CPIM at Lockheed Martin – Classes begin in March for two sessions to run concurrently.
2. Potential:
  - Ascent Healthcare is still an option for CPIM.
3. New Offerings still to be marketed
  - 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.
  - Lean Manufacturing Workshop
  - Jim needs help to put out a Marketing campaign for future offerings.
4. Learning Dynamics Information – Jim still trying to get information on this with Jerry Kilty.
5. Jim still needs to find a location to hold open classes.
  - Denise mentioned the Disney Entrepreneur Center
6. 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.
    - i. WE NEED THIS FOR CBAR!!!

### **Other**

1. MACF Membership is not current – we never got a renewal notice, although we are still listed on the “membership” list of their website.
  - Denise to pursue with Sherry Reeves, and ask for placement on the “Resources” page of their website as well.
  - *We ran out of time to discuss at the meeting – Denise to cover in separate emails.*
2. Phil suggested we pull together several APICS chapters and have a “Mini District” meeting that focuses in on encouraging and training new board members.
  - Topics would include sharing best practices and how we could share in the marketing of our chapters.
  - Chapters involved could include FL West Coast, Gulf Coast, Space Coast, Jacksonville & North Central FL (Ocala).
  - Denise agreed to send out a preliminary email to the surrounding chapter presidents to see if there was any interest. – *Still to do.*

### **New Business**

1. Student Chapter
  - Denise has met with professors at UCF and will be presenting APICS in classes over the next few weeks. Depending on surveyed interest, we will pursue
  - Denise to advise at next BOD or via email

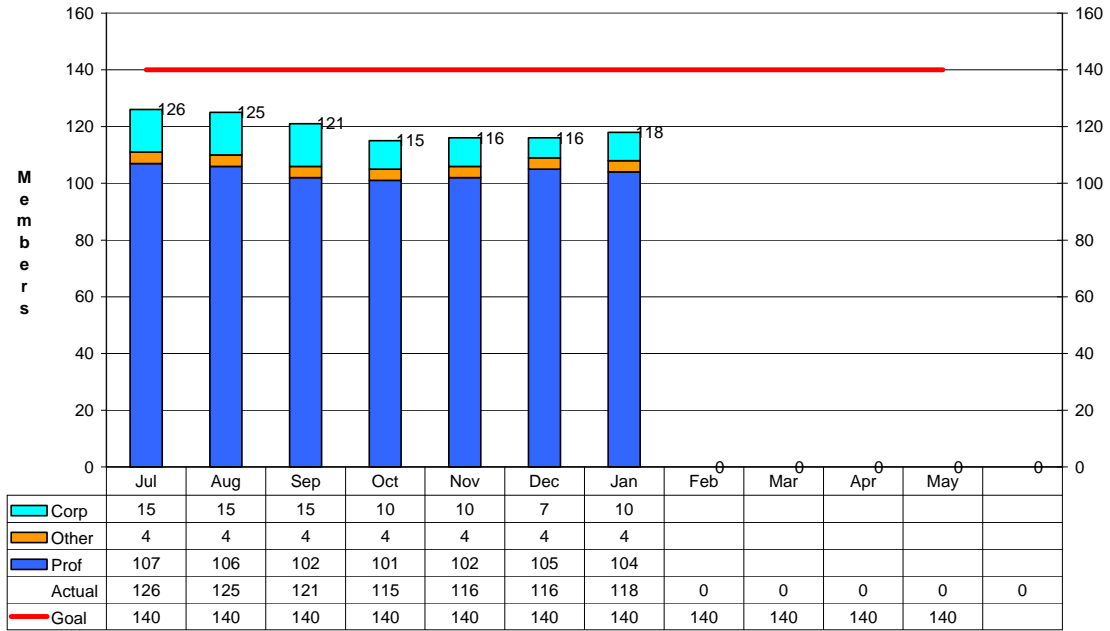
Jo adjourned the meeting at 7:40 p.m.

***Our next BOD meeting will be on Tuesday, March 17, 2008.***

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**Membership Numbers**

**APICS Mid-Florida Chapter Membership**



Program year 2008 - 2009

**Membership Renewal Dates**

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