



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
 Tuesday, March 23, 2010 – *Final*

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

The meeting was called to order at 6:30 p.m. by Fred Griffith

### Old Business

1. Meeting notes from the *February BOD meeting* were approved.
2. SE District Meeting in Charlotte, NC on Feb 19 & 20<sup>th</sup>
  - Denise & Jim commented and will provide notes to the Board.
3. Nominating Committee and slate of new officers
  - Jean reported that there is a tentative slate with most positions filled. The suggested slate is as follows:
    - i. President – Bob Jalio
    - ii. President Elect – Jean Krupinski
    - iii. Secretary – Chris Noble
    - iv. Membership – Pam Kane (*unconfirmed*)
    - v. Marketing – Open
    - vi. Education – Jim Pullin
    - vii. Programs – Jean Krupinski
    - viii. Finance – Phil VanDusen
    - ix. Past President – Fred Griffith
    - x. Directors at Large – Jo Fickes and Denise Gillespie

### Director's Reports

#### District/National Update:

1. Info on upcoming District meeting in San Juan, Puerto Rico (June 4 - 5, 2010).
  - Tentative attendees will be Jean, Phil, Jim and Denise, but only if Jim's trip is paid for by the SE District for his role as the Nominating Chair of the District Elections
    - i. If not, then Denise will not attend
2. APICS Southeast District Chapter Officer Webinar Series (March 17<sup>th</sup>)
  - No one from our chapter participated so there are no updates to report.
3. Student Scholar Program
  - The Board agreed that at this point the chapter will support the Student Scholars via the contribution to the E&R Foundation and that any of the Board members attending on the Chapter's gratis will be mentors.
4. Distressed Chapter Assistance

**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
**Tuesday, March 23, 2010 – *Final***

- Denise reported that she has communicated with Jerry Kilty and provided him with additional contact information on those from the Ocala chapter.
- No other support request has been requested so we will consider this issue closed unless the SE District requests additional assistance.

**Financial Report/Update:**

1. Phil provided the detail financial reports. Summary is as follows:
  - Current bank account balance is \$49,363.64
  - Our finances as of February 28, 2010 were as follows:
    - i. YTD Income is favorable \$9860
    - ii. YTD Costs of Services is under by \$6998 and Overhead Expenses are slightly over by \$484.
    - iii. YTD through January our overall profit was \$16,374 favorable to the plan.
2. Phil to create a PDF of the financial statement and send to Sachin for posting on the website
3. The Dubstead expenditures are higher than expected and there is concern that we are being billed for items that are not in the contract (Screen, etc.).
  - Jean and Phil to review the actual bills against the contract and advise if there are issues.
4. We still need an SOP for PO / Invoicing and Acceptable Payment Methods
  - Phil still to provide a draft for the next Board meeting.
5. Phil still needs to give Sachin the credit card information to direct bill for the website hosting and domain name fees. – **Needs to be done by April 1<sup>st</sup>.**
6. Annual report with the state for the Corporate filing will be due in May; Phil to file

**Education**

1. Malaina has resigned from the Board and Jim has agreed to step in. The Board approved.
2. Email blast on CSCP
  - Chapters willing to participate include Space Coast and Jacksonville; however FLWC and South Florida did not wish to participate. Gulf coast did not commit.
  - 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
3. CPIM and CSCP schedule:
  - CPIM – MPR class in process with 3 students (no additional from Trac Star); Instructor disbursement based on the previous agreement (\$240 out of the \$400 up until 6 students).
  - It was suggested that we incorporate the idea into the future SOP that if the class is less than 4 people, the instructor will get the whole amount.
    - i. The Board approved
4. CSCP Course will start in April (for June test date) for the Orlando area.
  - One person (CHEP) is interested in the class, in addition with Sachin
    - i. Denise & Jim to coordinate schedules to teach
    - ii. Can we do an email blast for the class to get two more people interested
    - iii. Locations still to be determined – Jim to determine
  - We have since had a request for the Daytona area (Tara & Teledyne) with a full class (4 people) in April.
    - i. Half-day Mon & Wed, for 4 weeks and then the Tues. & Thurs. the final week.
    - ii. Jim to teach this class
  - Jim to order 6 sets of Learning systems at \$595 and charge the students \$1495
    - i. (charging the students \$100 less if they buy from us)

Mid Florida Chapter #208  
Board of Directors Meeting Notes  
Tuesday, March 23, 2010 – *Final*

5. Other educational opportunities still pending, for which Jim could not comment on include the following:
  - Siemens – Contact is Max Borsene
  - WestCo Aircraft who was trying to determine which class is appropriate (CPIM or CSCP)
  - Raydon – possible CSCP course – they purchased 8 membership and 8 Learning Systems – Still unknown
  - Tera Technologies is interested in Lean
6. **Instructor SOP still pending** - Jim Pullin now has the action item (again).

**Membership Report/Update:**

1. Pam published the February membership numbers before the meeting. The results are as follows:
  - We ended **Feb** with a Membership Count of **133**.
  - We lost **5** and gained **8** for a net gain of **3**.
    - i. Emails went out to everyone whose membership had expired.
    - ii. Lockheed Martin needs to get some of their folks signed up as members
2. Jo Fickes suggested that our Chapter buy Jerry Hempstead's membership so we can get the C-Bar points for his publications.
  - *The Board discussed this and the implications for other members and agreed not to do this. However, Jo agreed to pursue membership with him.*
3. Survey questions - Pam reported prior to the meeting that she would be sending out the questions by the weekend. All are to review and get back to Pam as soon as possible.
  - Once it is put together; Jo agreed to use Survey Monkey to put it out.
  - *Subsequent to the meeting, both of these activities were completed.*

**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. Add the Membership Charts to the website. Sachin still to do.
3. Video from HQ - Denise was given a long video from HQ; and asked for feedback; told it was too long and has heard nothing else.

**Programs:**

1. Need attendance records from past PDMs needs to be updated; Jean to send to Sachin for website.
2. Post card mailings for balance of last meeting is not going to be done due to lateness in program year; will do this for the fall schedule.
3. Program calendar for the rest of the year is mostly set except for May
  - April is the Plant Tour at Correct Craft and joint meeting with MACF
    - i. Cap is 60, but we said only 45
  - May is still open
    - i. Denise to provide a potential speaker name to Jean; from the SE District meeting.
      - ii. *Subsequent to the meeting, Debby Raton (Darden) has committed.*
4. Discussed the Pros & Cons of the Joint Meeting with ISM
  - Mike Keaton from ISM did not attend the March meeting; Jean to follow-up
5. Jo reported that IMA wants to have a joint meeting with us in November
6. May also be able to partner some meetings with ASQ –Fred to provide the information to Jean and see if it is worth pursuing.



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
**Tuesday, March 23, 2010 – *Final***

7. We discussed some opportunities for creative PDM programs for the coming year.
  - Definition cards
  - Roundtable discussions
  - Trivia Night/Jeopardy
8. The Board is investigating to the possibility of moving our meeting to the 2<sup>nd</sup> Tuesday of every month.
  - Jean to investigate the contract at Dubstead
9. Future programs for 2010-2011 calendars Jean is working on.
  - Marcus McGriff cannot do the May program but may be available for the next program year.

**Marketing:**

1. Jo was successful at getting our meetings and chapter publicity in the CFB, MACF newsletter, and the APICS magazine once again.

**Newsletter:**

1. Chris Noble has agreed to do the newsletter
  - Chris did a great job of putting together the newsletter
  - Jean to publish for him and send him distribution list for the blast
  - Fred requested everyone put an item together

**CBAR Outstanding**

1. Fred reported that there is not a need to update the Strategic Plan, so it will not be done this year.
2. Need to know if having Jim be the Chair of Nominating Committee for SE District counts for anything in CBar.
  - Denise to investigate and advise.

**New Business:**

1. Malaina's email regarding Brambles (parent company of CHEP) offering was discussed, however the Board voted unanimously to that due to resource constraints we would not pursue.

.Fred adjourned the meeting at 8:20 pm

***Our next BOD meeting will be on Tuesday, April 20, 2009.***