



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
 Tuesday, April 27, 2010 – *FINAL*

<b>In Attendance</b> (phone conference):	<b>Absent:</b>
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>	
Jim Pullin – <i>Director of Education</i>	
Pam Kane, <i>Director of Membership</i>	
* Quorum = ½ of <b>elected</b> members of the BOD = 1.5, or 2 people	

The meeting was called to order at 6:18 p.m. by Fred Griffith

### Old Business

1. Meeting notes from the corrected *March BOD meeting* were approved.
2. Question on CBar credit for Jim
  - We can get points under two different sections (E3 – 10 points or E6 5 points), depending on how we classify it. Denise will cover in the CBar submission.
3. Nominating Committee and slate of new officers is finalized and will be presented at the meeting next Tuesday.
  - Still pending is Sandra Bloom for the Marketing Director, but since it is not an elected position the slate can still be presented and voted on.

### Director’s Reports

#### District/National Update:

1. Info on upcoming District meeting in San Juan, Puerto Rico (June 4 - 5, 2010).
  - Attendees will be Jean, Phil, & Jim will be in attendance
    - i. Make reservations now via SE District Website. ([www.apicssoutheast.org](http://www.apicssoutheast.org))
  - APICS Southeast District Webinar (April 21<sup>st</sup>)
    - i. Denise participated and reported as follows:
      1. Conference Promotional Materials still available
      2. Channel Partner agreement for chapters to be put in place by Dec. 2012; still many questions.
      3. Distance Learning – still being developed; right now only Fox Valley program is sanctioned by APICS.

#### Financial Report/Update:

1. Phil provided the detail financial reports. Summary is as follows:
  - Current bank account balance is \$53,205.02
  - Our finances as of March 30, 2010 were as follows:
    - i. YTD Income is favorable \$13,450
    - ii. YTD Costs of Services is under by \$5340 and Overhead Expenses are slightly over by \$1469 (due to travel to SE District meetings)
    - iii. YTD through January our overall profit was \$17,321 favorable to the plan.
2. Phil sent the financial statements out in advance of the meeting; Sachin to post on the website.
3. We still need an SOP for PO / Invoicing and Acceptable Payment Methods
  - Phil still to provide a draft for the next Board meeting.

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4. 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!!!**
5. The 2010 Annual report for the State of Florida was done.

### Education

1. Email blast on CSCP
  - Chapters willing to participate include Space Coast and Jacksonville, Gulf coast did not commit but sent us there's and we published it.
    - i. Jim to give Denise the schedule and she will PDF it to the participating chapter
2. CSCP Course at Daytona Beach is completing.
  - Learning Systems were ordered 6 and sold 4 systems so we have 2 for the fall class
3. Siemens
  - Fast Track CPIM – 15 students quotes \$590 per person to include the participant guides (purchased at chapter's discounted price).
  - BSCM will be held May 11<sup>th</sup> and May 18<sup>th</sup> – Jim to teach.
4. Instructor SOP still pending - Jim has agreed to have a draft **by 5/15**.
5. Jim suggested including into the policy allowance for a premium Instructor fee if more than 15 students are in a class. The Instructor's will be paid a flat fee for the day (\$1500), like was done for Lockheed Martin.
  - The Board agreed that it is ok to do this for the upcoming Siemens class.
    - i. Jim to incorporate this into the SOP and will include a staggered amount depending on the Instructor's level in the LDI.
  - WestCo Aircraft – Jim has no contact person so this will be dropped.
  - Tara Technologies is interested in Lean; Jim still to pursue
6. New schedule for the fall and ongoing is being developed now.
  - Looking for locations to hold open classes.
7. Exam vouchers being donated by Ascent, but they expire on 7/22. There are 5 vouchers available.
  - Fred to make the announcement at the next Tuesday's PDE.

### Membership Report/Update:

1. Pam published the March membership numbers before the meeting. The results are as follows:
  - We ended **March** with a Membership Count of **136**.
  - We lost **5** and gained **8** for a net gain of **3**.
    - i. 3 of the new members were actually renewals.
    - ii. Emails were sent to those who dropped off and one responded that she had moved to NC.
2. Jo Fickes reported that she has talked with Jerry Hempstead regarding renewing his membership and he is considering it.
3. Pam just received the survey results and will report results at the next Board meeting
4. Pam has the recognition meeting all worked out
  - RSVP will go to Jeanne
  - Invites for key anniversary dates are going out tomorrow
  - Reward items still to be obtained, but Pam is handling

### Website:

1. PayPal to be added to website - Sachin is working on this and needs the bank account info. However the Board has put a hold on this pending the CVENT decision (see below).
2. Sachin added the Membership Charts to the website – Great Job Sachin.

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**Programs:**

1. Contract issues with 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.
  - Jean to meet with Dubstead on 5/12 at 5:15 pm to cover this and several other issues including:
    - i. Investigating to the possibility of moving our meeting to the 2<sup>nd</sup> Tuesday of every month. – Sept. Oct. & Nov is available. Our Contract ends in May.
2. Jean sent the attendance records from past PDMs to Sachin for website.
3. May 's meeting will be Debby Raton at Darden and our Membership Recognition event
4. ISM has agreed to 6 joint meetings in 2010 - 2011
  - Mike Keaton is still handling for ISM – but he changed jobs – now at Mitsubishi
5. IMA still wants to have a joint meeting with us in November
6. Jean still investigating partnering some meetings with ASQ
7. Future programs for 2010-2011 calendars Jean is working on.
  - Marcus McGriff (Walgreens) may be available for the next program year.

**Marketing:**

1. Nothing new to report.

**Newsletter:**

1. Chris Noble got the newsletter out. Great Job!
  - Will be doing one more this year – end of year and look forward to the new program.
    - i. Include new board.

**CBAR Outstanding**

- Denise to prepare the outstanding items in advance of the next BOD meeting.

**New Business:**

1. CVEnt – Denise made a presentation to the board with the Costs and Benefits outlined.
  - The Board approved moving forward with a 2 year plan, pending acceptable references with ISM and APICS Cleveland chapter.
  - Phil to provide the bank transaction fee to Denise for cost finalization.
  - Denise to finalize and present to the Board for a virtual approval this week.
2. MACF invoice \$500 – Board agreed to renew and try to have the new Director of Marketing capitalize on their relationship.
  - Phil needs to get the invoice to pay it – Jo???
3. Fred reported he attended an APICS Webinar regarding a new educational offering: APICS introduction for non supply chain professionals
  - Offered as a single 7-hour presentation or 3 – 3-hour presentations.
  - Only available to channel partners
  - Not sold through APICS bookstore.
  - \$200 for instructor manual - \$94 for student workbook
  - Still not clear as to what is in content; Webinar on demand is available.
  - Nothing to vote on until more information is known.
4. All were asked to check their calendars for the May and June Board meetings; we already have conflicts and need to reschedule the dates. – Fred to advise on new dates.

Fred adjourned the meeting at 8:25 pm



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