



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
 Tuesday, June 1, 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 6:15 p.m. by Fred Griffith

## Old Business

1. Meeting notes from the corrected *April BOD meeting* were approved.
2. CVEnt –
  - Despite the information lacking from Phil on the bank transaction fees; the board voted to approve the two year plan with Cvent.
  - Denise will coordinate the setup with Jean and anyone else who will need training on it.
3. MACF invoice \$500 – Phil needs to get the invoice to pay it – Jo please send to Phil

## Director’s Reports

### District/National Update:

1. Info on upcoming District meeting in San Juan, Puerto Rico (June 4 - 5, 2010).
  - District Manager & Director votes – Jean will be our chapter voice
2. APICS Channel Partner Agreement – Jim will pursue participation for our chapter

### Financial Report/Update:

1. Phil provided the detail financial reports. Summary is as follows:
  - Current bank account balance is \$60,925.59
  - Our finances as of April 30, 2010 were as follows:
    - i. YTD Income is favorable \$30,490
    - ii. YTD Costs of Services is under by \$56 and on a % basis looks great.
    - iii. Overhead Expenses are slightly over by \$1620 (due to travel as approved by the board.)
    - iv. YTD through January our overall profit was \$ 28,925 favorable to the plan.
2. We still need an SOP for PO / Invoicing and Acceptable Payment Methods
  - Phil still provide a draft for the next Board meeting.
3. Phil provided the credit card information to direct bill for the website hosting and domain name fees. Denise to update the website information and add Phil’s information for the billing.

### Education

1. Email blast on CSCP
  - Denise still waiting on electronic copy of the CSCP schedule to send to the participating chapters.
    - i. *Subsequent to the meeting this was received and published.*
2. Jim proposed a new Fee schedule to be incorporated into the new SOP.
  - BSM is going to a 3-day class and will be charged at \$525 per person

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- Other CPIM are 2-day at \$450
  - CSCP is \$1595 for member; \$1795 for non-member
  - The Board approved this increase and Jim will finalize in San Juan.
    - i. Will also increase the Instructor SOP.
3. CSCP Course at Daytona Beach is Teledyne has been completed.
    - Learning Systems were ordered 6 and sold 4 systems so we have 2 for the fall class
  4. Lockheed Martin still has ECO and SCM to go for the completion at this round of CPIM
  5. Siemens class was a BSCM; group is very senior group and will most likely want to have additional CPIM classes. Jim is pursuing.
  6. Jim has investigated the use of the Mount Vernon Motel in Winter Park for the new location
    - \$87.50 total room charge for the bigger room (holds 18)
    - \$75 for the smaller Board Room
    - Can accommodate Saturday, as well as weekday class.
    - In House classes at Siemens and Lockheed Martin are funding the profitability of the chapter and can help offset any negative from the open class and room rental.
  7. Other courseware still investigating include:
    - Denise doing the Inventory Control Workshop Series
    - Course offering for the end of 2010 year to include CPIM and CSCP
    - Tara Technologies is interested in Lean; Jim still to pursue
  8. Exam vouchers donated by Ascent, but they expire on 7/22.
    - There are 5 vouchers available and no one took advantage of this offering.
  9. We still need to get our classes posted on the APICS.org link. Jim reported the CSCP has been on the Holmes link, but will investigate how to build the schedule in the APICS Corporate Link for all other classes.

**Membership Report/Update:**

1. Pam published the April membership numbers before the meeting. The results are as follows:
  - We ended **April** with a Membership Count of **138**.
  - We lost **7** and gained **8** for a net gain of **1**.
    - i. We really had only 3 new members and 5 were renewals
    - ii. Of the 7 that left were ones who were suspended.
    - iii. Emails were sent to those who dropped off and some of them (Raydon) are a big mess, but Pam is working to help this get corrected.
2. Survey results were combined and forwarded by Pam in a separate email.
  - There were 11 returned with suggestions for PDMS, and 7 companies that are interested in participating in the Company Spotlight
  - Pam is also trying to coordinate the results of the new member surveys to share at the next Board meeting.
  - Results confirmed some of the direction that the Programs are headed
3. Jo Fickes reported in an email today that Jerry Hempstead will be renewing his membership.

**Website:**

1. PayPal will not be considered now that our CVent offering includes VeriSign. Denise to work with Sachin to set up once the contract and bank information has been done.
2. Phil's credit card information is now provided for the website services charges.
  - Denise to work with Sachin and have it updated (See Financial section above).

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**Programs:**

1. Jean met with Dubstreet as scheduled
  - They are investigating the overcharges and she should hear something this week.
  - They are working on the dates for the next program year
  - We are set to go with our meeting to the 2<sup>nd</sup> Tuesday of every month.
2. ISM has agreed to 6 joint meetings in 2010 - 2011
  - Begin this in January and fall of 2011 (Sept, Oct. & Nov).
3. IMA still wants to have a joint meeting with us and Jean to investigate.
4. Jean still investigating partnering some meetings with ASQ
5. Future programs for 2010-2011 calendars Jean is working on.
  - Marcus McGriff (Walgreens) will be the speaker for September.

**Marketing:**

1. Still need to fill this position – David Cornelison maybe interested (Atlanta transplant)

**Newsletter:**

1. Chris Noble got the newsletter out. Great Job!
  - Will be doing the next one for the new program year.
    - i. Include new board.

**CBAR Outstanding**

1. Denise to prepare the outstanding items in advance of the next BOD meeting.
  - Fred to send a letter to recognize ODI/Teledyne
2. Form 990, Audit and Letter of Assertion will be needed in early July
  - Phil to provide all of the above.
3. Membership numbers
  - Pam to provide in early July.
4. Chapter Metrics need to be updated; it appears it was never updated for the 2009/2010 program year. Each director is asked to update their areas and get the information to Phil as soon as possible.
  - We usually do this as part of CBAR so it needs to be done NOW!

**New Business:**

1. June 15<sup>th</sup> Transition Board meeting – Fred would like to have it then; we already have conflicts and need to reschedule the dates. – Fred to advise on new dates.

Fred adjourned the meeting at 8:25 pm

**2010/2011 scheduled BOD meeting dates are listed below:**

2010	2011
Tuesday, July 20 {2009/2010 annual plan}	Tuesday, January 18 {finalize changes to bylaws}
Tuesday, August 17 {final plan/budget}	Tuesday, February 15 {nominating committee}
Tuesday, September 21 {review survey questions}	Tuesday, March 15 {finalize BOD nominees}
Tuesday, October 19	Tuesday, April 19
Tuesday, November 15 {finalize survey questions}	Tuesday, May 17
Tuesday, December 7 {review bylaws}	Tuesday, June 21 (transition/strategy)