



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes - Final**  
**Tuesday, June 15, 2010**

<b>In Attendance:</b>	<b>Absent:</b>
Fred Griffith, <i>President*</i>	Denise Gillespie, <i>Secretary* - Dir at Large</i>
Jean Krupinski, <i>Co-Director - Programs</i>	Jo Fickes, <i>Director at Large – Past President</i>
Jim Pullin – <i>Director of Education</i>	Sachin Ghatol – <i>Webmaster</i>
Pam Kane, <i>Director of Membership</i>	
Philip Van Dusen, <i>Treasurer*</i>	
Bob Jailo – 2010-2011 President	
Chris Noble – 2010-2011 Secretary	
David Cornelison – 2010-2011 Director of Marketing	
* Quorum = ½ of <b>elected</b> 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 (corrected) for the *May 2010 BOD meeting* were approved.
2. CVEnt –
  - Did not really talk about this as it was not on the agenda for “Old Business”
  - 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 still needs to get the invoice to pay it, Jo did not send so Phil will follow up with Jo and get the invoice.
4. Transition Planning Meeting – this will be next month’s meeting focusing on Director checklists and the update of the Strategic Plan
  - Discussed 2 items that needed to be taken care of right away before the next meeting and these were the Insurance renewal (Phil took care of last week) and setting up new Directors/Board Members on the APICS.org website to allow them Board Member access (Fred to complete by 6/30/10)

## Director’s Reports

### District/National Update:

1. Report on District meeting in San Juan, Puerto Rico (June 4 - 5, 2010).
  - a. 1<sup>st</sup> day – Strategic Planning and the importance of it to the chapters
  - b. 2<sup>nd</sup> day – Communication Points
  - c. Jean discussed Re-certification opportunity
  - d. Phil provided the BOD with notes for the 2 days (refer to them for details of the meeting)
2. APICS Channel Partner Agreement – Jim will pursue participation for our chapter
  - a. These were mostly for Int’l areas, but now APICS wants to have one of these agreements with each Chapter
3. The Annual International Conference has been moved to Las Vegas and dates have changed.



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**Financial Report/Update:**

1. Phil provided the detail financial reports. Summary is as follows:
  - Current bank account balance is \$61,772.77
  - Our finances as of May 31, 2010 were as follows:
    - i. YTD Income is favorable \$31,640
    - ii. YTD Costs of Services is under by \$56 and on a % basis looks great.
    - iii. Overhead Expenses are slightly over by \$1660 (due to travel as approved by the board.)
    - iv. YTD through the beginning of June our overall profit was \$ 30,037 favorable to the plan.
2. We still need an SOP for PO / Invoicing and Acceptable Payment Methods
  - Phil still to provide a draft for the next Board meeting.
    - i. Not completed – carry forward to next 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.
  - Not sure if the website was updated.

**Education**

1. 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
  - 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.
      1. This SOP will be ready by the transition board meeting.
2. CSCP Course has been scheduled.
  - Targeting Dec exam.
  - From the class at Teledyne ODI, Inc. in Daytona Beach there are 2 sets of Learning Materials left to sell for the fall class.
3. CPIM Fast Trac starting in August 2010 – 3 days versus 2 days.
4. Siemens class was a BSCM; group is very senior group and will most likely want to have additional CPIM classes. They do want another class, but not for certification purposes.
5. Jim has investigated and was able to coordinate the use of the Mount Vernon Motel in Winter Park for a new location
  - \$87.50 total room charge for the bigger room (holds 30)
  - \$75 for the smaller Board Room
  - Can accommodate Saturday, as well as weekday class.
6. Other courseware still investigating include:
  - Tara Technologies is interested in Lean; Jim still to pursue
  - Jim would like for the Chapter to sponsor an LDI session and he will include in the education budget.
7. Exam vouchers donated by Ascent, but they expire on 7/22.
  - There are 5 vouchers available and no one took advantage of this offering.
  - Fred mentioned he had 2 people that would like to use these.
8. 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.
  - Jim is working on this.



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**Membership Report/Update:**

1. Pam published the May 2010 membership numbers before the meeting. The results are as follows:
  - We ended **May** with a Membership Count of **139**.
  - We lost **3** and gained **4** for a net gain of **1**.
    - i. We really had only 1 new member and 3 were renewals, with 1 actually belonging to the Jacksonville chapter.
      1. Pam to notify APICS of the error.
    - ii. Of the 3 that left, all were ones who were suspended.
    - iii. Emails were sent to those who dropped off.
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.
    - i. Did not get that completed prior to the meeting, will send out by end of week or early next week.
  - Results confirmed some of the direction that the Programs are headed

**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.
  - a. Denise to work with Sachin and have it updated (See Financial section above).
3. No update provided on these items will carry forward to next meeting.

**Programs:**

1. Jean met with Dubstead 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.
  - Jean to spend time with Denise to help put this all together.

**Marketing:**

1. David Cornelison attended the meeting and will be the new Director of Marketing.
2. He will be sending a list of the new board members to CFB.

**Newsletter:**

1. Chris Noble will be doing the next one for the new program year.
  - a. Targeting the end of July 2010 for this.



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**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. July 20<sup>th</sup> Transition Board meeting –
  - Fred explained the board meeting process as we went along for the new board members in attendance.
  - At this meeting
    - i. The Strategic Plan will be transitioned.
    - ii. The Marketing Plan will be transitioned.
    - iii. The C-Bar will be reviewed to make sure it is complete.
      1. Make sure any key metrics have been updated.
    - iv. Set direction for the next meeting.

Fred adjourned the meeting at 7:41 pm

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

<b>2010</b>	<b>2011</b>
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)