



Mid Florida Chapter #208
Board of Directors Meeting Notes
 Tuesday, July 21, 2009 – *Final*

In Attendance:	Absent:
Fred Griffith, <i>President*</i>	Stephen Lamb - <i>Marketing Director</i>
Jean Krupinski, <i>Co-Director - Programs</i>	Paul Bragg – <i>Secretary*</i>
Denise Gillespie, <i>Acting Secretary* - Dir at Large</i>	Roy Peters – <i>Co-Director - Programs</i>
Jo Fickes, <i>Director at Large – Past President</i>	Sachin Ghatol – <i>Webmaster</i>
Philip Van Dusen, <i>Treasurer*</i>	
Pam Kane, <i>Director of Membership</i>	
Malaina Hudson, <i>Director of Education</i>	
* Quorum = ½ of elected 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 from the *June 19 BOD meeting* were approved.
2. CBAR Update
 - Membership number and metrics are the only missing items
 - i. expect to have these by the end of the week for timely submission to District Rep
 - [At the meeting Phil provided the Letter of Assertion from one of his company accountants and the IRS Form 990](#)
3. Malaina has touched based with Jerry Kilty to make sure that she is receiving updates on education
4. Paypal to be added to website to enable payment for classes & PDMs.
 - Denise to discuss with and put on Sachin's to do list.
5. Use of Disney Entrepreneur Center for classes
 - Jo emailed Jerry Ross's contact info to Fred who will contact him
6. Joint Meetings for Sept. with ISM and CSCMP
 - Speaker has been lined up.
 - Attendees will be charged whatever is the normal fee for each of the participating organizations; each organization will be charged the Dubstead fee based on number of attendees
 - ISM is the hosting organization
7. Identify additional locations for holding future classes.
 - Malaina reported that CHEP has volunteered space
 - i. List of attendees to be reviewed by CHEP in attendance
 - ii. No competitors allowed
 - iii. They are asking if it is possible to get a free space for the location and the BOD agreed this has been part of the practice in the past.
 - Other suggestions have included TracStar, and ODI
 - i. Pam reiterated ODI's screening requirements as well.

Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, July 21, 2009 – *Final*

8. Jo contacted Sherry Reeves regarding any Marketing information; she was unable to provide any information. This issue is now closed.
 - Denise suggested we use the information databases accessible via the public library system (if you have a library card) as suggested in an officer ListServe posting last year.
 - i. Denise to send out information to the rest of the board.
9. Jim emailed Phil the information for the 17 education classes conducted this year

Director's Reports

District/National Update:

1. Next district meeting will be in Charleston, SC – Oct 23 & 24th.
 - Pam, Malaina, & Jean expressed a desire to attend but need to check schedules
 - Fred wants at least two to attend for CBar points, all 3 are approved to attend
 - i. BOD agreed to finalize at the August BOD meeting
2. SE District is looking for someone to do a trial on a Webinar software product
 - Denise agreed to do it and will contact KC directly

Financial Report/Update:

1. Phil reported:
 - Ending the Fiscal Year Annual Report (July 08 – June 09)
 - i. Cash in account increased by \$12,365 to equal \$39,005.14
 - ii. Revenue exceeded budget by \$30,000
 - iii. Cost of Service was \$8900 above budget
 - iv. Total profit for the year of \$19,420
 - July information to date (only ½ way through the month)
 - i. Cash in account has increased to \$51,355.68 as of today.
 - ii. Outstanding expenses still to be recorded but are minor
2. Phil is missing information to finalize the 2008/2009 metrics report.
 - Jo to get with Phil ASAP to update
 - Phil to re-send spreadsheet for review and send to Denise for CBar and posting to the web. – *Need this by the weekend to hit the CBar deadline.*
3. The 2009/2010 preliminary budget was prepared and Phil will send out for all review
 - The board agreed to [vote](#) virtually after receiving Fred's email

Education

1. Malaina will meet with Jim on Thursday and will provide an update on:
 - CPIM & CSCP Course Schedule
 - Lean MFG and Global Sourcing offerings
 - Train the Trainer and Instructor Certification process
2. [Learning Dynamics](#) (LDI) training will take place in August in Atlanta Aug 28 & 29th.
 - Denise requested to attend if no one else is willing
 - Malaina to review and send out an email to the board of after her meeting with Jim.
3. Instructor Fees and Education SOP
 - Malaina to review with all the instructors in a separate meeting and make a suggestion to the BOD.
4. Other Education opportunities pending:
 - Perpetual Inventory management workshop class – company unknown
 - CPIM series at Northrop Grumman

Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, July 21, 2009 – *Final*

- Raydon – possible CSCP course – they purchased 8 membership and 8 Learning Systems
 - i. Malaina to investigate and advise the board on these

Membership Report/Update:

1. Pam reported that he published the June membership numbers before the meeting. The results are as follows:
 - We ended **June** with a Membership Count of **124**.
 - We lost 4 and gained 11 for a net gain of **7**.
 - *Membership charts are on the last page of these notes.*

Website:

1. Denise is scheduled to meet with Sachin for the transfer this Saturday.
2. Denise explained the email accounts available via the apicsorlando domain name.
 - All expressed an interest to have it pop automatically to their respective email accounts rather than have a separate webmail box to go to.
 - Denise to set up and send out instructions to each of the board members.

Newsletter:

1. August 4th is the deadline for the next newsletter
 - Discussed the possibility of allowing advertising
 - i. Malaina agreed to investigate and bring something back to the BOD
 - Malaina is requesting articles, information for this publication

Programs:

1. PDE schedule for 2009 -2010:
 - Need to do a post card mailing of the schedule in August
 - Marketing Director would normally do this
 - Denise to send the template to Jean and Malaina and agreed to help if they need it.
 - September - Volunteer award – Denise will be there.
 - Still need details for Sept. meeting with Raj Deswani at Work Force Central FL.
 - October – Meeting moved due to the International Conference; now a Wednesday the 14th.
 - We will have a Certification maintenance Q&A session before the meeting (5:00 – 6:00 pm) and company coordinator recognition
 - November – recognition for Jim for 20 years service and a joint meeting with IMA
 - All who have information on Jim's past students to send to Jo who will put out an email to them requesting their attendance
 - January – Two speakers were lined up but one has canceled (Recycling Service of FL), and Progress Energy is the other.
 - February – Chet Kagel is the speaker
 - March – Top Management
 - April 6th – Correct Craft – Denise to send Jean the information for a plant tour
 - May – Fred to contact Abe Eschanazi about speaking with us



Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, July 21, 2009 – *Final*

Marketing:

1. Jo will update the Company coordinators list and will send out for posting on the website and for use the recognition event in October.
2. Need to coordinate marketing efforts with MACF and CSCMP
 - a. Stephen to address this
3. Jo got our upcoming PDE schedule in the APICS magazine for October & November
4. PDE announcements in the BizJournal is required two weeks before event – Jo to help with this
5. Fred requested Stephen put our new board in the “Progressions” section in the CFB and the News Journal (Volusia).
6. Transition meetings still to take place:
 - a. Education – Jim to Malaina - scheduled for 7/23
 - b. Website – Denise to Sachin - scheduled for 7/25
 - c. Secretary – Denise to Paul - scheduled for 7/22

New Business:

1. CBAR – Fred reviewed the metrics and his expectations for each board member to report on them at each meeting.
 - Paul and Denise to update the Planning section of the CBar workbook and publish to the BOD that can be used for this.
2. Award Presentation – given to Jo for her service over the last few years
3. Manufacturing Simulation Exchange – Thursday 7/23
 - Fred reported that we will be able to attend per discussion with Sherry Reeves, but we don't have our act together enough to have a display table.
 - Fred to attend and anyone else interested to let him know
 - This was planned and budgeted for
4. APICS career center opportunity was discussed. The BOD felt that we did not have the bandwidth at this time to address this opportunity for our chapter.
5. SE District would like to have all the training in the district listed on their website
 - Malaina to send our education schedule to them or post on the MyChapter website (they can pull from this to put on their website per Jo)
6. Fred proposed a “Bring 3-Get one free” promotional idea to get people to attend PDMs. The idea is for people who bring 3 guests to a single meeting will get their PDE free.
 - All agreed to pursue this for the start of the program year
 - Denise to post on website and Malaina to put in newsletter

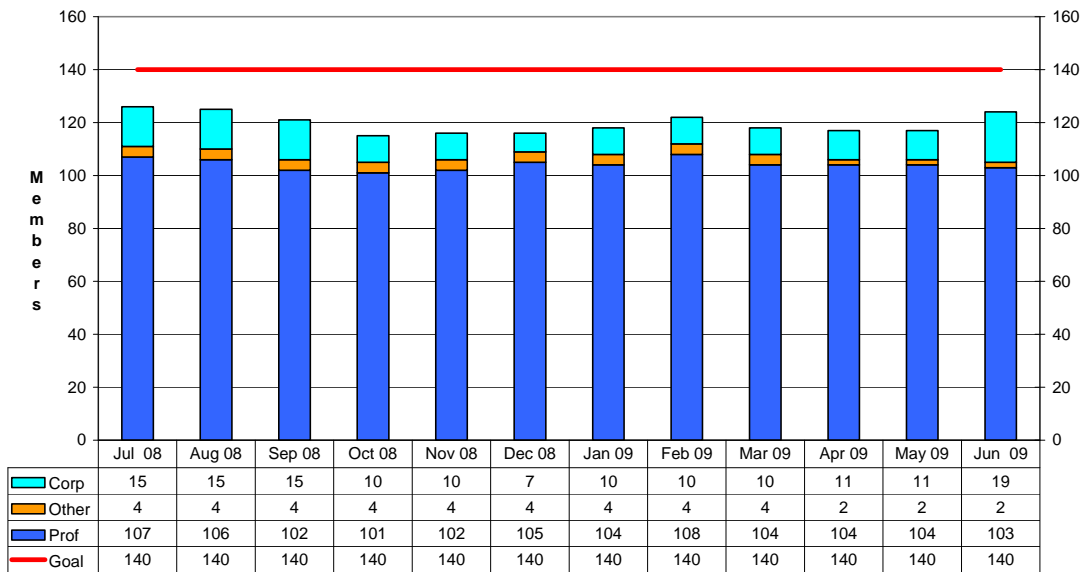
Fred adjourned the meeting at 8:35 p.m.

Our next BOD meeting will be on Tuesday, August 18, 2009.

Mid Florida Chapter #208
Board of Directors Meeting Notes
 Tuesday, July 21, 2009 – *Final*

Membership Numbers

APICS Mid-Florida Chapter Membership



Membership Renewal Dates

