



Mid Florida Chapter #208
Board of Directors Meeting Notes
Wednesday, July 21, 2010

In Attendance:	On Phone:
Bob Jalio, <i>President*</i>	Pam Kane, <i>Director of Membership</i>
Jean Krupinski, <i>Co-Director - Programs</i>	Fred Griffith– <i>Past President</i>
Jim Pullin – <i>Director of Education</i>	Sachin Ghatol – <i>Webmaster</i>
Denise Gillespie, - <i>Dir at Large</i>	
Philip Van Dusen, <i>Treasurer*</i>	
David Cornelison – <i>Director of Marketing</i>	Absent:
Chris Noble – <i>Secretary*</i>	Jo Fickes, <i>Director at Large</i>
* Quorum = ½ of elected members of the BOD = 1.5, or 2 people	

The meeting was called to order at 5:02 p.m. by Bob Jalio

Old Business

1. Meeting notes for the June 2010 BOD meeting were approved.
 - Discussion took place about the approval of the board minutes. Preliminary notes should be sent via email within 2 weeks of the meeting for review and/or approval. Approval may be virtual or at the next meeting. Discussion ensued about putting a deadline for approval on the preliminary email, but no decision on this was made.
 - Discussion took place about the date for the board meetings, whether Tuesday or Wednesday was the better day. Also discussed the timing of the board meeting as it relates to the PDE schedule. Since the PDEs moved to the 2nd Tuesday of the month, a decision was made to move the board meeting to the 4th Tuesday, with the exception of November and December when the meetings will be on November 16 and December 7. The new schedule can be found at the end of these minutes.

Agenda

The primary purpose for this meeting was to review the Chapter’s strategic plan, so the agenda differs from the traditional one. The four agenda items were:

1. PDM and Board Meeting Schedule
2. Current Action Items
3. File Repository Area
4. Strategic Plan
 - Current Plan
 - 2010-2011 metric spreadsheet
 - Marketing Plan
 - 2010-2011 budget plan (added during meeting)

PDM & Board Meeting Schedule:

1. The Board meeting schedule was discussed and decided upon during the discussion around the approval of the June minutes.
2. Discussed the possibility of a plant tour at Disney, either in the manufacturing area or the merchandizing warehouse. Dave is going to check into the possibility of it happening.

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3. Discussed the need to have 6 months of PDEs scheduled, currently only September is done. The list needs to be firmed up by mid-August. Denise and Jean will work on a list before the next August board meeting to present for approval.
 - Discussed the possibility of paying travel expenses to bring in speakers. Jim and Denise spoke in favor of doing so for quality speakers. No decision was made.

Current Action Items:

1. Reviewed metric scorecard for 2009-2010 program year to highlight items that still need to be finalized.
 - Jim, Pam and Fred still owe Denise items for C-Bar and metric scorecard
 - Need to verify number of new companies contacted
 - i. Jean to check email list
 - ii. Discussion ensued about whether this metric supported C-bar. Companies contacted supports the strategic plan, but is not a C-bar metric.
 - Need to finalize metric scorecard in support of C-bar section H, #4.
 - i. Jim to provide education results to Denise by 7/22/10
 - ii. Pam to email membership numbers to Denise as soon as available
 1. Due to reporting differences, the membership numbers for the metric scorecard may differ from the numbers submitted for C-bar
 - Denise will send a draft letter of assertion to Fred by 7/22
2. It was brought up that inputs need to be provided to Phil for establishing the budget. It was decided to review the strategic plan first.

File Repository Area

1. Bob wanted to establish a central file repository area for the Chapter to use. Denise pointed out the amount of information that is already available on the www.apicsorlando.com website

Strategic Plan:

1. For the updates to the strategic plan thus far, please see the attached file



APICS Mid-Florida
Strategic Plan 2010.d

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2. Each area director will review their Performance Measurements and report back to the Board any changes they wish to make.
3. Sachin was asked to update the instructor's information on the website.
4. Bob will establish 2010/2011 metric scorecard and present to Board for input
5. A follow on meeting to complete the strategic plan review was established for July 27 at 5 pm.

Bob adjourned the meeting at 9:15 pm



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2010/2011 scheduled BOD meeting dates are listed below:

2010	2011
Wednesday, July 21 {2009/2010 annual plan}	Tuesday, January 25 {finalize changes to bylaws}
Tuesday, July 27 {2010/2011 planning continuation}	Tuesday, February 22 {nominating committee}
Tuesday, August 24 {final plan/budget}	Tuesday, March 22 {finalize BOD nominees}
Tuesday, September 28 {review survey questions}	Tuesday, April 26
Tuesday, October 26	Tuesday, May 24
Tuesday, November 16 {finalize survey questions}	Tuesday, June 28 (transition/strategy)
Tuesday, December 7 {review bylaws}	