



**Mid Florida Chapter #208**  
**Board of Directors Meeting Notes**  
**Tuesday, August 24, 2010**

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

The meeting was called to order at 6:30 pm by Bob Jalio

**Old Business:**

Posting of the Program Schedule on the website was completed.

**Agenda:**

- 1) Approve Strategic Plan
- 2) Approve Annual Budget
- 3) Approve Marketing Plan
- 4) Review July Scorecard Actuals
- 5) Approve Educational Plan Calendar
- 6) Finalize who we are sending to conference
- 7) Review Web-site Data Repository

**Approve Strategic Plan**

Jo noted that critical success factors for plant tours and metrics do not match, is that intentional? (question sent to Bob by email prior to the meeting)

There was a discussion about propriety of the metrics, noting that the metric goals often support and/or exceed the critical success factors

There was a discussion about adding the Second Harvest volunteer event to the metric plan (currently showing one event in January, changed to two)

In reposed to Jo’s inquiry the Strategic Plan was modified under Performance Measurements to read schedule a minimum of one plant tour per year to prevent the chapter from being set up for failure in future years

Jo’s comments regarding the instructors are addressed in the Education SOP, not the Strategic Plan

There were some questions about value added in keeping every single evaluation form, decided to maintain a spreadsheet similar to the one used by Programs for the speaker



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ratings

Decision was made to leave strategic plan in regards to instructors as is, as these will be handled within Education SOP

Bob motioned to approve Strategic Plan with the one change to the Performance Measurements section for Programs, Denise seconded and it passed with no opposition

### **Approve Annual Budget**

Discussion about OBJ and value....Jo had recommended to Bob a 3 year subscription for \$154

It was recommended that this be part of the marketing plan

Denise pointed out the potential to work with EDC since change in their leadership, followed by a refocusing of their mission to one that is in line with the APICS mission of education

Board approved renewal of OBJ, Bob will notify Jo and the amount will be embedded in marketing budget

Fred observed that budget is balanced, when looking at education net vs. real expenses not including extras such as conference or T&L expenses

There was a discussion about the makeup of the education income and expenses, the information for these items is contained in comments in excel budget spreadsheet

There was a discussion about the number of unemployed and discounted guests that come to the PDEs and how they impacted the PDE revenue stream, budgeting was done using number recommended by Phil for PDE income based on last year's actuals

Added a clarifying comment about the \$500 donation to the E&R Foundation in October

There was a discussion about the need to investigate merchant fee accounts and whether they were budgeted? It was noted that the budgeted bank fees were increased from \$25 to \$60/month to account for credit card merchant fees

The budget was approved unanimously

### **Approve Marketing Plan**

There was a discussion about value of postcard mailings, Denise strongly supports noting that it normally takes three contacts to leave an impression

Denise will print the postcards at home by Monday, Jean will coordinate with Dave for the mailing

Fred raised questions about value of pursuing five corporate memberships vs. five active members from currently non-participating companies

Removed the word corporate from plan, instead phrased it as "target 5 local companies to target marketing collateral to become active apics members by board year end"

Removed reference in the executive summary to marketing having been low priority in previous years

Bob asked if there were any other objections, none were noted

Changes to marketing plan will be noted in red font and Bob will send out (sent via email 8/25)

### **Review July Metric Scorecard Actuals**

Green across the board in July expect for the website up to date

The website is up to date for August and will be noted as such on the August scorecard



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January will be changed to show two PDE events to account for the Second Harvest event  
Membership baseline number will be set at 133 to match the June program year end, this makes  
the number of members for the month of July 141 due to downcounting of student  
members, Pam's email with the membership numbers had indicated 145 including 4  
student members

The agreement to make the noted changes in the Metric Scorecard was unanimous

### **Education**

There was a discussion about the potential for embedding a google calendar into the education  
page as a way to maintain and display the education schedule, Jim will review

The current public class has one member, but per Jim, the chapter will not lose money by  
maintaining the class, it will also help to reinforce the fact that the classes will be given  
regardless of the number of students

Siemens is looking to have one 8 hour class in the near future

The possibility of bringing in additional students to Northrup Grumman is being looked into by  
Jim and NG

Disney is looking at up to 15 people for a non-fast track CPIM in house class, if started they will  
likely finish the Basics of Supply Chain module by Christmas

Jim and Denise are still trying to put together inventory control workshop

Jim to make year corrections to the schedule posted on the website (had the wrong year noted for  
the classes – 2011 instead of 2010) and the Board unanimously approved

### **Finalize who we are sending to conference**

Bob asked for volunteers

Chris, Pam, Jim and Jean are all unable to attend, Dave also deferred via email prior to  
the meeting

Jim and Denise both recommended that Bob needs go

Denise then recommended that Fred and Jo be asked if they would like to attend first, and then  
ask her if they turn down

### **Review Web-Site Data Repository**

All information put out on website was approved by BOD for display

### **Other actions**

In preparation for the next PDE on September 14<sup>th</sup>:

Bob will put together a presentation for the PDE, Denise will help if Fred or Jo doesn't  
have the standard template that was used last year

Bob will send out presentation to BOD before PDE for input, and will have pertinent  
director present their section

Next Schedule BOD meeting is 9/28, next PDE is 9/14. Metrics are due at PDE  
Meeting was adjourned at 8:27