



Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, August 26, 2008 – *Final*

In Attendance:

Denise Gillespie, Secretary*
Jim Pullin, Director of Education Director
Jo Fickes, Chapter President¹
Philip Van Dusen, Treasurer¹

Absent:

Fred Griffith, Director of Membership
Christina White, Marketing

* Quorum = ½ of **elected** members of the BOD = 1.5, or 2 people

¹ Via telephone

The meeting was called to order at 6:14 p.m. by Denise Gillespie.

Old Business

Review of minutes from last meeting:

1. Meeting notes from the *July* meeting were sent to all BOD members after the last meeting. These were approved virtually.

C-Bar Status:

1. The CMS and CBAR were submitted and we were once again awarded GOLD. Congratulations to all who made it happen for us.
 - Denise would like to use the planning tool that is part of the CBAR workbook for this year; she will update it and send to the rest of the BOD for discussion next meeting.

Director's Reports

District Update:

1. Lean Manufacturing Workshop (*Note: This item will be moved to Education in the future*)
 - Denise attended in Charlotte and Chet in Orlando; there are now 3 instructors for our chapter.
 - Two instructor manuals were authorized (Denise & Chet are sharing one); one should be free and the other our chapter should be charged for.
 - i. Fred to update on the status of the extra one that was sent.
 - ii. Jim received an invoice for one that was erroneously sent to Fred Rosenthal. Jim will get with APICS HQ about a possible corrupt database (Fred has not even been a member for 4 years).
 - Denise & Fred have developed a budget for the Lean offering for two scenarios: Open classes and an in-house program for a local company that has an interest.
 - i. Denise suggested we plan on offering the open class to be delivered by the end of this year so we can meet our obligation to HQ; all agreed.
 - ii. Jim, Fred & Denise to get together to finalize the Lean offering, including who will teach and when. We will then need a marketing campaign to launch it all.
2. Jo reported that the SE District elections need to be made and presented the slate of candidates. Our BOD agreed to vote for Fred Tolbert for District Director and KC Kasserma for District Manager again.
3. The next SE District meeting will be October 17 & 18th in Chattanooga, TN. Jo reported that she can only attend on Sat., Denise is unable to attend, and Phil and Jim could potentially attend.
 - Jo to put out an email to the BOD to see who would be interested in attending for our chapter and the decision on who to send will be made and approved via emails.

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Financial Report/Update:

1. Phil reported that he and Cindy have still been able to get together. They are scheduled to meet on Thursday and transfer the banking information.
2. The attending Board members reviewed the final version of the proposed budget and approved it unanimously. The major discussion points and assumptions were agreed to as follows:
 - Revenue plan is conservative as not all planned education classes are considered in case they do not materialize (mostly CSCP and Lean).
 - Updates of CPIM materials will cost approximately \$500 each and only 2 modules are expected to be updated in 2008/9.
3. Metrics for the 2008 - 2009 year were discussed with the following assumptions:
 - Membership Retention goal should be adjusted from 100% to 90% as it is not realistic; there are things (like people moving, economy) that chapter management cannot control.
 - New Members goal should be 5% increase.
 - A clarification was made that the “New Company memberships” was not intended to be new “Enterprise” membership, but rather an increase in the number of new companies that are represented in our chapter membership.
 - Webinars/Webcasts and Seminars are decreased to zero since there is insufficient resources to promote these effectively, and failure to do so has proven in the past to yield no interest.
 - PDM attendance of 10% was agreed to as being aggressive but doable; attendance at tours is higher and offsets the average, but we anticipate joint meetings will also bring up the average.
 - Contact with New Companies seems aggressive at 40, but includes all contacts (note cards, letters, AMCON connections, etc.). With our new database and a mailing campaign the BOD felt this could be easily attained.
 - Jo to publish the revised metrics under separate cover – *this was done subsequent to our meeting.*
4. Phil presented the PayPal information (sent under separate email) and all agreed in concept with the idea and the fees. Still to resolve and be decided on at the next BOD meeting include the following:
 - Do we allow for Education only, PDMs only, or both?
 - Do we allow for payment to a series of events (i.e. all CPIM modules at once or all PDMs for the year)?
 - i. Will a discount be allowed for such up-front payment and how much?
 - ii. Will we do this for Education only, PDMs only, or both?
 - Denise to work with Phil to get this up on the website, pending next BOD meeting decisions.
5. **Still an open issue is the return check for Stop Payment from one student in the July 2007 CPIM class for \$350.**
 - Jim suggested that we write this off as this student was caught in the DSP test issues of last July – the BOD agreed; Phil to address when he takes control of the books.

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Membership Report/Update:

1. Fred was unable to attend, but published the membership numbers in an email previous to the meeting. The results are as follows:
 - We ended **July** with a Membership Count of **126**.
 - We gained **3**, but lost **7** members for a net change of **4**.
 - *Membership charts are on the last page of these notes.*
2. Covidian corporate membership renewal still needs to be addressed.
 - Fred and Jim still to get together on this

Programs:

1. Jo confirmed the PDM schedule for the 2008 -2009 program year. The only outstanding item is the topic for May; Debbie Raton of Darden will be the presenter.
 - Bios and presentation summaries have been given to Denise for posting to the website.

Marketing:

1. Jo and Christina to get together and learn about using evite.
2. Malaina is working on the next newsletter this past weekend, but estimated time for publishing was not known.

Website:

1. Denise reported that the website host (Gate) has upgraded the servers and there are some technical issues with getting it updated. She is working on it and hopes to have it done by Friday 8/29, or sooner.
2. Denise also reported that she will be totally reengineering the website to incorporate the Google tools and the suggestions made by other BOD members. These are expected to be done in September.

Education

1. Jim provided an update of the CPIM and CSCP plans for 2008-2009
 - There have been no further communications with Valencia Enterprises
 - i. We agreed to leave the VE information on our website until the end of the year to meet our contractual obligations.
 - There appears to be no interest in CSCP, but continual interest in CPIM.
 - i. Jim reported he will schedule a CSCP course to coincide with the 2009 exam schedule, but not conflict with the VE obligations.
2. CPIM courseware changes are scheduled to take place sometime in 2008.
 - Jim advised that only two modules will be affected and we have budgeted for their updates.
3. On-line study options and partnering with local college/universities still needs to be pursued but are not a high priority. Due to resource constraints this will be addressed only if time permits.



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New Business

- The SOP for Education needs to be reviewed and revised:
 - Lean Courseware and corresponding Instructor Fees need to be included
 - Jim to create a revision for review and approval by the BOD at the next meeting.
- The revised SOP for Expense Management was discussed (this was published under separate email).
 - The BOD reviewed the changes and unanimously approved them.
 - Denise to post to the website with the latest update.
- The Strategic Marketing plan was briefly reviewed. While there was some discussion that it could be improved, given our limited resources the BOD agreed to leave it as is and revise as we see fit throughout the year.

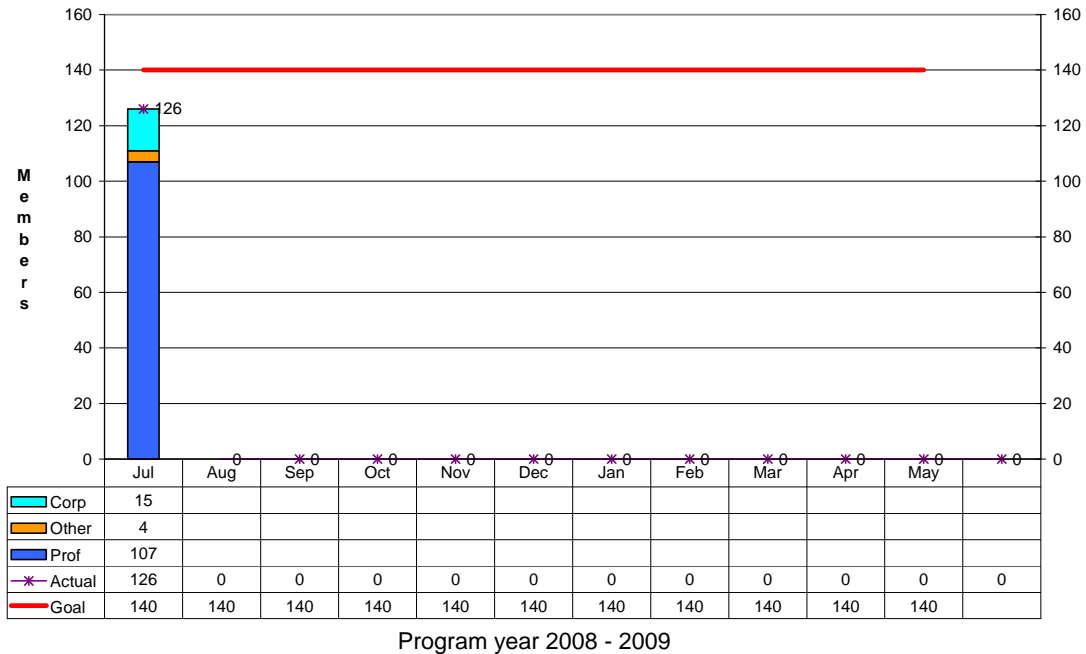
Jo adjourned the meeting at 8:15 p.m.

Our next BOD meeting will be on Tuesday, September 15, 2008.

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Membership Numbers

APICS Mid-Florida Chapter Membership



Membership Renewal Dates

Member Renewel Dates

