



Mid Florida Chapter #208
Board of Directors Meeting Notes
 Tuesday, September 15, 2009 – *Final*

In Attendance:	Absent:
Fred Griffith, <i>President*</i>	Denise Gillespie, <i>Acting Secretary* - Dir at Large</i>
Pam Kane, <i>Director of Membership</i>	Roy Peters – <i>Co-Director - Programs</i>
Philip Van Dusen, <i>Treasurer*</i>	Stephen Lamb - <i>Marketing Director</i>
Malaina Hudson, <i>Director of Education</i>	
Jo Fickes, <i>Director at Large – Past President</i>	
Sachin Ghatol – <i>Webmaster</i>	
Jean Krupinski, <i>Co-Director - Programs</i>	
* Quorum = ½ of elected members of the BOD = 1.5, or 2 people	

The meeting was called to order at 7:10 p.m. by Fred Griffith

Old Business

1. Meeting notes from the *August BOD meeting* were approved.
2. CBAR Update
 - Fred reviewed the metrics in August and his expectations for each board member to report on them at each meeting.
 - Fred sent out and is requesting all to review their areas and report on metrics each month
 - i. Pam reported.
 - ii. Fred requested that each Director report during the Directors portion of the meeting and provide metrics where applicable.
3. Next district meeting will be in Charleston, SC – Oct 23 & 24th.
 - The BOD approved for Pam and Denise to go
 - Denise will be making a presentation on the Member Recognition Night that is held by our chapter every year.
 - Pam and Denise to attend.
4. LDI Training to be held in Atlanta August 28th & 29th.
 - Jim, Fred & Denise attended
5. The 2009/2010 budget was approved in August.

Director's Reports

District/National Update:

1. Use of Disney Entrepreneur Center for classes
 - Fred has not yet met with Jerry Ross, but has begun checking this out.
 - Will discuss at October's meeting.
2. Fred and Denise representing the Chapter at the October International Conference.
 - Jean and Jo attending via their companies. Jo also attending the LDI training.

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Financial Report/Update:

1. Phil reported:
 - Current bank account balance is **\$47,000**.
 - Bank Statements and metrics were not available to share.
 - Metrics and financial information will be e-mailed by Phil later this week; e-mailed 9/17/09

Education

1. CPIM, CSCP, Lean and Global Sourcing Course schedules are currently being worked on by Malaina.
 - Malaina sent to instructors to review schedule and finalize by end of next week.
 - Once confirmed, will post on the website.
 - Possible new instructor who recently joined our chapter.
2. Instructor Fees and Education SOP
 - Malaina is still working on this to make sure that instructors are being paid fairly.
 - 9/15/09 Jo offered to assist Malaina with the SOP and asked Malaina to send her the latest file.
3. Perpetual Inventory management workshop class
 - Everything was ready to go pending approval from Entertainment Resources (the client company). Malaina to follow-up and advise.
4. Other educational opportunities
 - Northrop Grumman - Malaina playing phone tag with person
 - Raydon – possible CSCP course – they purchased 8 membership and 8 Learning Systems - Malaina to investigate and advise
 - i. Pam knows CEO and will call.
 - Lockheed Martin will do another class with 15 students
5. Post cards completed by Malaina for PDE schedule and will be mailed this week.
6. October PDE pre-meeting 5 to 6 on certification maintenance points.
 - Malaina will assist.

Newsletter:

1. August newsletter sent – another excellent job by Malaina.
2. Advertising in Newsletter
 - Malaina still talking with other advertising folks and will advise on status.
 - i. No progress.

Membership Report/Update:

1. Pam published the August membership numbers before the meeting. The results are as follows:
 - We ended **August** with a Membership Count of **136**.
 - We lost **3** and gained **6** for a net gain of **3**.
 - Pam is e-mailing the results of the new member surveys as she receives them.
 - Raydon associate may be interested in joining the BOD.
 - Susan Payne is interested in helping with BOD starting in January.
 - Pam will follow up with members that have shown an interest in being on the BOD.
 - **Membership charts are on the last page of these notes.**

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Website:

1. Transition: Denise & Sachin have met and will be co-managing the site until such time as Sachin is confident he can handle it.
 - Sachin is learning on how to improve and making some changes.
2. Paypal to be added to website to enable payment for classes & PDMs.
 - Denise to discuss with and put on Sachin's to do list.
3. Annual hosting fee and renewal of domain name to be paid by checking account via auto deduct.
 - Phil's concern is that chapter could get charged if/when hosting company is changed.
 - Malaina mentioned that paying via credit card is optimal to get the security/fraud protection along with having proper documentation for potential disputes.
 - Phil offered to pay website bills via his credit card if bills is sent to him and Sachin and BOD agreed to send Phil the bill.
4. SE District is looking for someone to do a trial on a Webinar software product
 - Denise agreed to do it, however, this is no longer an action item for the SE District; it is closed.

Programs:

1. Need to do a post card mailing of the 2009/2010 schedule
 - Malaina created the post cards and will mail them out by the end of this week.
2. Joint Meetings for September with ISM was successful.
3. Need to have more joint meetings with ISM since it was high energy and a turnout of 40.
 - Would need to work out details for business meetings.
4. October PDE
 - Jo will create a slide and sent it to Fred by the end of September.
 - E-vite to be sent out this week; 2.5 to 3 weeks prior to meeting.
5. November – recognition for Jim for 20 years service and a joint meeting with IMA
 - Jean to work with IMA on details of joint meeting.
 - Jo to get APICS gift set for Jim; about \$35.
 - Jo to print certificate in recognition form for Jim.
 - Jo to put a few slides together for Jim.
6. Need to confirm joint meetings will all other organizations participating.
 - Still need program for May – Fred still working on this (Abe Eschanazi).
 - Possibility to join ISM.
7. Still need to investigate taking credit cards at the door
 - How best to do this efficiently without all the fees
8. Dinner Contract in place.
9. Need help at PDE's to collect money and/or projector
 - i. Nancy Sawyer to help with collecting money at the door.
 - ii. Debbie Brooks, Susan Payne and Sandra Blum may be able to help.

Marketing:

1. Advertisements of upcoming events in the APICS magazine and BizJournal (2 weeks before event).
 - a. Jo to help with this each month.
 - b. Advertisement was in BizJournal for September PDE.
 - c. Jo submitted request for PDE's to be advertised in the APICS magazine to new person at APICS HQ and no good response as of yet.

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2. New board position announcement and PDE's in the CFB (Central FL Business) and the News Journal (Volusia).
 - a. Need pictures
 - b. Need someone to do this; Fred will try to do this if Stephen is not available.

New Business:

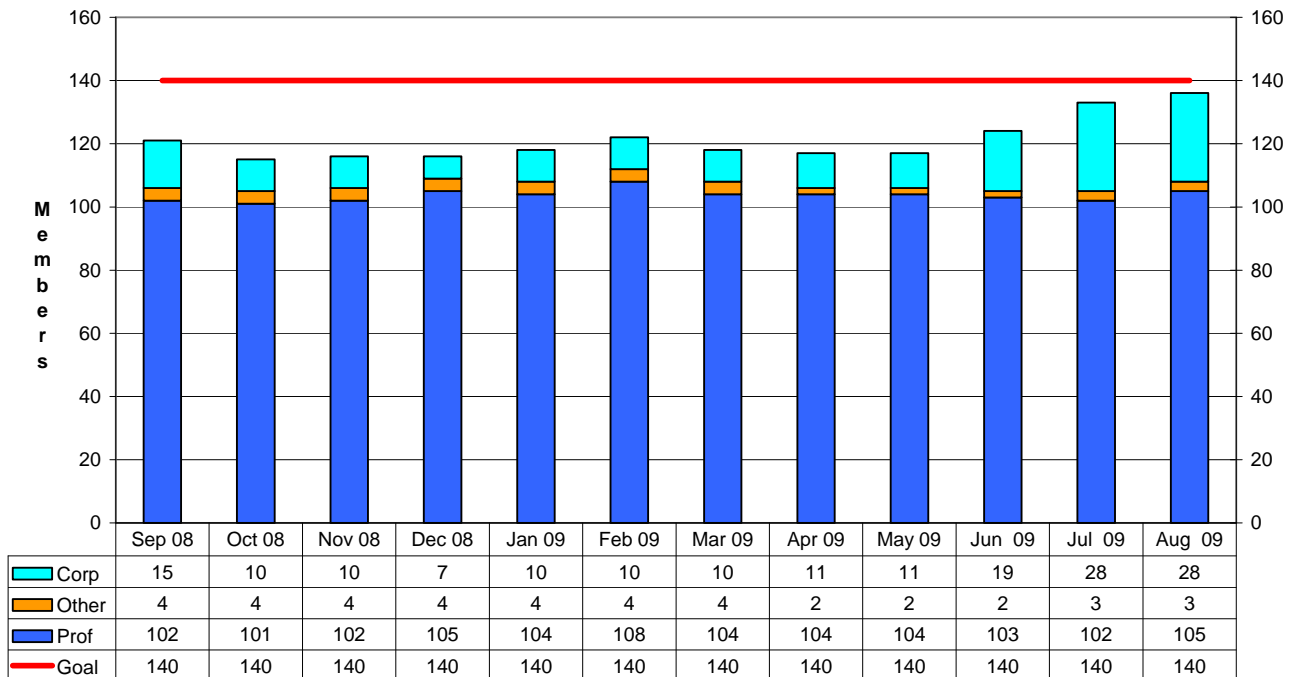
1. , Sachin to find out about the ability to put photo slideshow or recorded video on website

Fred adjourned the meeting at 8:20 p.m.

Our next BOD meeting will be on Tuesday, October 19, 2009.

Membership Numbers

APICS Mid-Florida Chapter Membership



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Membership Renewal Dates

