



Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, September 23, 2008 – *Final*

In Attendance:

Denise Gillespie, Secretary*
Jim Pullin, Director of Education Director
Jo Fickes, Chapter President
Fred Griffith, Director of Membership
Philip Van Dusen, Treasurer

Absent:

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 6:15 p.m. by Denise Gillespie.

Old Business

Review of minutes from last meeting:

1. Meeting notes from the *August meeting* were sent to all BOD members; these were approved at our meeting.

Director's Reports

District Update:

1. The next SE District meeting will be October 17 & 18th in Chattanooga, TN.
 - Jo reported that she can only attend on Sat., No one else will be able to attend.
2. International Conference Update:
 - Phil attended to represent our chapter
 - Feedback was that many people were disappointed, especially in key note speakers (but Phil liked the first two).
 - Expo was lightly populated by vendors
 - Phil attended the Leadership Institute and shared:
 - i. Town Hall meeting was recorded
 - ii. Building Trust – based on Covey's newest book
 - iii. Board sustainability
 - All presentations were recorded and will be downloadable

Financial Report/Update:

1. Phil reported that he and Cindy did get together and transferred the books.
2. 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?
 - i. **BOD unanimously agreed to offer this for 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?
 1. **The BOD agreed to table this until we have some experience with the per-meeting or per-class charges first.**
 - Denise to work with Phil to get this up on the website by the next BOD meeting.

Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, September 23, 2008 – *Final*

3. Metrics for the 2008 - 2009 year were discussed and the “Actuals” were updated by all.
 - New Company’s contacted this month include: Lockheed Martin, Publix
 - *Metrics spreadsheet to be attached in the future..*

Membership Report/Update:

1. Fred was published the membership numbers in an email previous to the meeting. The results are as follows:
 - We ended **Aug** with a Membership Count of **125**.
 - We gained **5**, but lost **6** members for a net change of **1**.
 - *Membership charts are on the last page of these notes.*
2. New membership includes a person from Tupperware.
3. Fred reported that he would like to start sending out a mini survey to all new members about what they would like from the chapter.
4. Covidian corporate membership renewal still needs to be addressed.
 - **Fred and Jim still to get together on this**

Programs:

1. Jo reviewed the PDM schedule for the 2008 -2009 program year.
 - PDM for October is the plant tour and the time has changed to 9:30 am
 - i. Denise to get the banner and the marketing collateral and attend
 - The Company Coordinators have grown and are up to date on the website.
 - The April tour at Mitsubishi is set; confirmation of the donuts and who to pay is the only outstanding issue.
 - The topic for May is still undecided; Debbie Raton of Darden will be the presenter.
 - Bios and presentation summaries have been given to Denise for posting to the website.

Marketing:

1. Christina is now skilled on how to do the e-vites and will be doing these in the future.
2. Christina has meet with MACF and is coordinating the Datamax Plant tour.
3. Malaina did publish the fall newsletter this past week.

Website:

1. Website it updated and there are several navigational changes still to be incorporated.
 - Denise is still trying to reengineer the website to incorporate the Google tools and the suggestions made by other BOD members. These are expected to be done in October.

Education

1. Latest FastTrack CPIM classes that were to start in Sept. were cancelled due to lack of interest.
 - Need to do an email blast for the CSCP and CPIM Fast Track (after first of year)
 - Jim to let Christina know of the information.
2. Lean Manufacturing Workshop
 - Classes originally scheduled to begin 10/3 will be pushed out one week in order to allow time for publicity.
 - i. Email blast to go out by week – end
 - ii. Denise to revise instructor schedule and do an e-mailing.
 - iii. Jim to work on the location.
 - An extra instructor manual sent (we have been billed for 2 so far). Jo agreed to allow us to keep so we have one for each of the three instructors.



Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, September 23, 2008 – *Final*

- Denise provided an update on the Lean Series for Sypris; they will budget and plan for it in 2009.
- Fred is suggesting we come up with a short summary class so that we can present the content to executives.
 - i. Fred agreed to take a look at this and see what he can put together.
- 3. Jim is the process of updating the SOP for Education to include:
 - 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.
- 4. Jim provided an update of the CSCP plans for 2008-2009
 - There have been no further communications with Valencia Enterprises and he is recommending we do not renew the contract for them.

New Business

- Denise mentioned the opportunity to address some of the areas of C-Bar that we might miss points that will be needed for this year.
 - Denise to send the Excel worksheet
 - Student Chapter, increasing membership certification, and publishing articles are our biggest opportunities for points.

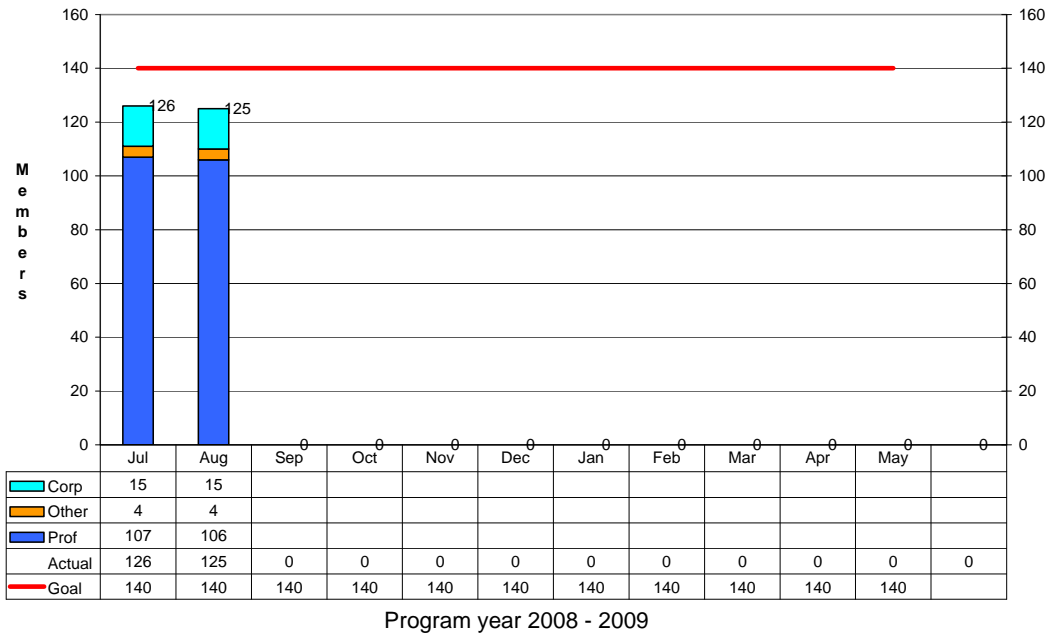
Jo adjourned the meeting at 8:30 p.m.

Our next BOD meeting will be on Tuesday, October 21, 2008.

Mid Florida Chapter #208
Board of Directors Meeting Notes
Tuesday, September 23, 2008 – Final

Membership Numbers

APICS Mid-Florida Chapter Membership



Membership Renewal Dates

Membership Renewel Dates

