



Board of Director’s Meeting Agenda  
 Date: Tuesday, March 18, 2014  
 Time: 6:00 pm to 8:30 pm  
 Wyndham Orlando Resort on International Drive

**Roll Call Attendance:**

Present	6	Absent	6	Guest	1
Jean Krupinski	√	Jo Fickes	X	Jeff Schofield	√
Phil Van Dusen	√	Bob Jalio	X		
Denise Gillespie	√	Robin St Clair	X		
Katie Smith	√	Fred Griffith	X		
Jim Pullin	√	Megan Hamel	X		
Sally Morris	√	Tim Budinger	X		

Meeting started at 6:30 PM.

Review Old Actions

- **Phil** to order another square **(complete)**
- **Tim** send Katie an electronic form of what was published **(complete)**
- **Anthony** and **Tim** work on tailoring APICS to Healthcare **(complete)**
- **Tim** to advertise in another form of communication by March
- **Sally** is willing to make the packets to send to the company coordinators (already bought the paper!) – copyright infringement **Katie** help with that
- **Fred** to talk to the company coordinators about getting more involved
- **Tim** to check C-BOX for other marketing information that may already be available to us.
- **Denise** send Tim Facebook and LinkedIn sign-on and passwords
- **Jim** to send Denise the education schedule
- **Robin** to follow up with Steve Rednicki about what else we could be doing to **(complete)**
- **Sally** to send number of companies for scorecard to Jean **(complete)**
- **Denise** will change all the SOPs and Bylaws to update logo



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- **Denise** investigate San Juan website
  - Need APICS logo to meet the LinkedIn and Facebook requirements
- **Jeff** can resize the logo for Denise(**complete**)
- **Robin** will coordinate redline of bylaws and send to the BOD for final review : (**complete**)
- **Jim Pullin to take the lead on the** nominating committee. (**complete**)

Bylaws Update

- Reviewed bylaws as a Board
- Denise made changes on the working document
  - Clarified Article V Section 1
  - Changes will be made by May
    - Need to ask for approval from our members

Finance

- We currently have a balance of \$50,265.17
- **Phil** to call Tawana to figure out why our \$262.42 wasn't taken from our \$300 credit

Marketing

- Expecting to have five letters go out to medical companies
- The UCF event was published two times
- MACF publishing our activities
- Published articles about the chapter
- Need poster – **Sally** look through pictures from Shutterbug to make the poster to hand out with the company coordinator packets

Programs

- April PDM tour will be at the Orlando Airport
  - Looking to **Megan** for clarifications on directions
- The topic of May's PDM will be Seven Deadly Sins of Forecasting will be a joint meeting with IMA. This will also be the where we recognize t Volunteer of the Year and Company of the Year

Great progress—thanks Megan!! 😊



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Education

- March - Saturday will start SMR of the open class (3 people signed up and 1 person will sit in)
- March - Lockheed Martin (29 people will be starting in the Detailed Scheduling and Planning)
- FARO is implementing SAP, and is interested in having a CPIM class in the future

Student Affairs

- Sent follow-up email to the students who expressed an interest in APICS during the January PDE meeting to see if any one of them has any questions and to invite them to the April PDE
  - Contacted the following key person in Education regarding the April PDE
    - Robin invited them and their students to attend and sign up for the Orlando Airport tour
      - Robin contacted Megan to make sure that this was open to non-members
    - Lisette Guillen-Dolby, Assistant Director Seminole State Career Development Center
    - Louis Gobern, Adjunct Professor at Valencia College (Lead from Fred Griffith)
    - Contacted Carl Harris, Program Mgr, (Florida TRADE Advanced Manufacturing Grant), Valencia College by phone to discuss the April Tour
      - Robin shared the information that is posted on the Website
      - Megan will probably receive a few emails or calls in the very near future
- Contacted Steven Rudnicki of the South East District
  - Steven was recently appointed Student Chapter Liaison of the SE District Staff
    - He sent an email to Jean requesting the status of our student chapter and a contact person with the University of Central Florida
    - Robin told him "we are taking strides to revive the chapter and to identify an advisor
    - We are also interested in the rules and eligibility requirements for participating in the competition
    - We are wondering if we could put together a team of students who attend our meetings and from colleges in the area
    - **BOD** to email Robin any information you have regarding eligibility
  - Steven response is as follows: "Hi Robin, At this point we are leaning toward it having to be a viable Student Chapter to compete in order to have an "advisor" from the Education Institution as the point of contact. I'll keep you posted if that changes in the next week."



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### Membership

- We had a February goal of 123 and we are currently at 122
- March we have goal of 125 and we currently have 124
  - We are so close to our goal!

### Social Media and the Website

- Denise has been in contact with our host provider
  - We have a backup of the website now, they are shutting it down and fixing it over night
- There is a product called "Website Builder" which allows us to use a template
  - Included in our current plan
  - Denise is going to try out this new "Website Builder" plan then come back to the board and have her recommendation or not
  - Microsoft Office 365 – a SharePoint like program that also has software that would connect to a homepage. It would provide an easy way for everyone to update the website as needed
    - **Jeff and Denise** to look into the different options

### Nominating Committee

- Megan will stay with Programs
- Katie will take Membership position or stay with the Secretary role

### Open Discussion

APICS Shirts with new log for BOD and Membership Sale?

- Two options for ladies, one option for men
- Polyester shirts for women (\$29)
- Cotton shirts for women (\$15)
- When we order, we plan to round up to the nearest batch of 6 and sell the extras to other APICS Mid-Florida Chapter members
- **Denise** place order for shirts

APICS 6<sup>th</sup> Packed Conference that Denise attended



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- The conference was very well attended
- Claire Bloom: End 68 hours of hunger as a speaker, replicating the procedures in all the different areas

Holiday Dinner vs Puerto Rico District Meeting

- Dinner postponed until further notice

June 20<sup>th</sup> is the district meeting – Denise, Fred, Phil, Jean, Robin and Sally are interested in going (Katie is a maybe)

- \$139 (plus 11% plus 18% taxes) hotel in San Juan

Other

Action: **Jeff** to send Denise a PDF about his job inquiry and **Denise** will post it on the website (**complete**)

The board reviewed actions.

Meeting adjourned at 9:11 PM.