



Board of Director's Meeting Agenda  
 Date: Tuesday, April 21, 2015, 2015  
**Time: 6:00 pm to 8:30 pm**  
**Sheraton Orlando North Hotel**

**Roll Call Attendance:**

Present	7	Absent	4	Guest	0
Anthony McCall	√	Katie Smith	X		
Denise Gillespie (Phone)	√	Megan Crook	X		
Tim Bissen	√	Jean Krupinski	X		
Jim Pullin	√	Phil Van Dusen	X		
Fred Griffith	√				
Robin St Clair	√				
Chris St. Clair	√				

Dinner Started at 6:30

Meeting started at 6:50

Old Actions:

- **Anthony-** Touch base with contacts already made at Mitsubishi, Ocean Optics, and Siemens
- **Anthony-** Break out 20 or so email changes for membership contacts and send to Megan and Jean
- **Phil-** Purchase Insurance
- **Tim-** Post Education Schedule on Linked In
- **Denise-** Follow up on change of website format
- **Board Members/Phil/Jim-** Next board meeting- is education income flow different from what we budgeted and if so, what do we need to change
- **All Board Members-** Distribute CSCP flyer to chapter members
- **All Board Members-** Recruit for new director of Programs for 2015-2016
- **All Board Members-** Think about Succession Planning



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New Actions:

- **Tim**- Look into C-bar to see what is needed to receive points for volunteer and instructor recognition
- **Anthony**- send out email to board for volunteer of the year nominations
- **Anthony**- find out why bank fees are higher in April
- **Jim**- Send Phil email to schedule meeting for CPIM revenue
- **Anthony**- Divide and send list of companies to BOD members to contact
- **Anthony**- get bio and topic summary for May PDM speaker to send out to members
- **Tim**- send out Fall CPIM schedule

Old Business- 15 minutes:

- Website Improvements- Denise (10 minutes)
  - WordPress- Finding out how to add a second and third page
  - Is there anything else from a content standpoint in our current layout that we want to add or take out when we make the switch: Job postings for our members? Could capitalize on our partnership with MACF
  - Will be able to do a mock-up to see what the product would look like and approve the draft
  - Look into Chris and Tim assisting in the launch and updating of the website once WordPress is finalized; web-based training with Denise
- Company/Volunteer of the Year Recognition- Anthony (5 Minutes)
  - Rather not give a "Company of the Year" award this year
  - Add verbiage in the by-laws to add that a company cannot win it more than two consecutive years
  - To choose "Volunteer of the year" award, someone on the board nominates and the board votes on it
  - For C-bar points; what do we need to do recognition-wise for volunteers and instructors



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Brief Director's Reports- 50 minutes:

- Finance Report- Phil (10 minutes)
  - Closing balance of \$36,198 in March
  - Over budget variance of \$9,500
  - Bank fees of \$200+ in April; usually it's \$35
  - Need to receive fees from CPIM student
  
- Marketing- Anthony (5 minutes)
  - No new updates for new contacts from the BOD
  - Divide list of 10 companies between BOD members- send out email or phone call to companies
  
- Programs- Anthony/BOD (10 minutes)
  - Chris will become Director of Programs for the 2015-2016 year with the help of Jean
  - We still need to find a Director of Marketing for the 2015-2016 year
  - Fred will put a presentation together for PFEP for one of next year's PDM
  - FedEx speaker? Have them speak at a PDM and then tour the facility
  - Scope out speakers at District Meeting in Chattanooga
  - Possibly have a meeting in the early part of next year dedicated to education (schedules, certification maintenance, etc.)
  - Should have a Bio and presentation summary posted on the website as soon as a speaker is scheduled- follow the SOP that states what to collect and send out whenever a PDM is scheduled
  - Have each BOD member reach out to 5-10 members about upcoming PDMs



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- Education- Jim (10 minutes)
  - LMCO and Open Classes Updates; in the middle of MPR- the system is working much better with technology, etc.
  - Open class started out strong- unfortunately, we are down to one student- completing ECO next month
  - Need to review SOP to determine when and how a class should be cancelled if lack of participation; Jim will teach the last class for half-price
  - Train the Trainer- Program in Orlando over the summer: haven't heard back from Ann about dates. Jim will reach out again to start the planning of the train the trainer
  - Send out education schedule for fall CPIM
  
- Student Affairs- Robin (10 minutes)
  - Status Update- Seminole State; Robin attended advisory board meeting; in August, they are starting their supply chain mgmt. program- 3 on-line classes will be offered. In the fall of 2016, they will offer a hybrid online-in class program
  - The board recommends changing the name to Operations and Supply Chain Mgmt.
  
- Membership- Anthony (5 minutes)
  - The numbers are down slightly (113 members down from 125 at the start of the year)

Open Discussion and Actions- 15 minutes

- SE District Meeting Chattanooga, TN- MA 29-30, 2015 (Anthony and Chris will attend)
- Next BOD meeting: Tuesday, May 19, 2015 (C-Bar)
- 2015-2016 Strategy Meeting: Saturday, July 25, 2015
- Fred Griffith suggests that APICS new model is asking way to much of board members and there is no return in it for us