

Board of Director’s Meeting Agenda

Date: Tuesday, August 20, 2013

Time: 6:00 PM – 8:30 PM

Location: Wyndham Orlando Resort International Drive

Roll Call Attendance:

Present	8	Absent	3	Guest	0
Jean Krupinski	✓	Fred Griffith	X		
Tim Budinger	✓	Bob Jalio	X		
Phil Van Dusen	✓	Sally Morris	X		
Jim Pullin	✓				
Denise Gillespie	✓				
Katie Smith	✓				
Robin St Clair	✓				
Megan Hamel	✓				

Meeting opened at 6: 06 PM.

2013 Conference Update

- Sold out 5 of 13 tours
- Not too late to sign up for volunteers – still looking for a few more

Strategic Plan – Finalize

- Add student affairs - simple goal about gaining a student member on the BOD (**Jean** send to **Denise** when finished)

Finance

- Budgets – Phil passed around the budget for the 2013-2014 year
- Add budget for the Holiday Party (**Phil**)
- Shift some money into October for PDM (**Phil**)

Marketing

- Finalized the marketing plan –BOD agreed
 - (**Jean**) send to (**Denise**) to put on the website
- Upcoming PDE Mailing – put postcard together and send out (**Tim**)
 - Can find membership list with addresses online – Katie can help if needed
- Sales support WEBinar: 8/28 at noon and 8/29 evening
- MACF Manufacturing Day sponsorship – (October 4th) get the APICS logo on the shirts
 - This will be good marketing for our chapter (**Tim**)
- MACF Presidents Dinner – end of October
- The Fountain Newsletter (**Katie & Jean** to contact Chris Noble) - Start doing every other month
- Presidents Corner Newsletter – Rotating between board members

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- CBAR requirements are partnered with other e-mail communications
- **(Katie)** Send Marketing Coordinator's to Tim

Programs

- Review of upcoming programs
- Change the title for the September Meeting **(Megan)**
- Send out the E-vite for the September PDE **(Megan)**
- Get with ISM for October Meeting **(Megan)**
- Discussion of UCF January Program
 - 76 max headcount
 - Need Marketing Help **(Tim)**
 - Market to Professionals/ Presidents - MACF to have Presidents to meet future professionals
 - Market to Students – networking with Professionals
- **(Megan)** send final version of Programs to **(Tim)** to publicize events

Education

- Education SOP Final Version – **Jean** send to **Denise** to put Website
- Global Exam Delivery (GED) deployment –hold until **Jim** finds answers
- LM new CPIM Classes – Lockheed Martin sign agreement and e-mail to Bob Collins **(Jean)**
 - Can APICS Corporate extend coverage to us ?
 - **Jean** to figure out payment from Lockheed: P-card
 - **Phil** to find way to accept money from Lockheed by September 27th
 - **Phil** to research square and figure out if multiple “squares” can go to the same bank account
 - **Phil** to buy 3 squares
 - Bob Jallo has presented a proposal for pricing
 - Size of about 30 - 32
 - **Jim** and **Denise** get with Lockheed's Procurement and **Bob** and bring it back to the BOD for approval
 - **Jean** to send responses to Bob's proposal (and get approval from the BOD)
 - Clarify 1 class = 1 day of the module
 - **Denise** and **Jean** to create a Statement of Work to be agreed upon by Lockheed
 - Need to do dry run before the class on September 27th **(Jim)**

Student Affairs

- APICS and Florida Polytechnic University/Rollins
- Robin has sent Jean her membership number

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- Robin has asked to meet with the professor she knows at Rollins to figure out how to engage students and participation

***Note, we ran out of time –need to discuss the rest of the topics at the next meeting. ***

Membership

- Membership Recognition - September

Social Media and Website

- **Denise** to continue updating website
- Outsource – talk at next meeting
- LinkedIn, WEB site – Intern style help – talk at next meeting

Scorecard

- Update Goals 2013 – 2014 – talk at next meeting

Open Discussion

- APICS Shirts? – talk at next meeting

Board meeting adjourned at 8:43 PM