

BOD 8/28/12 Meeting Minutes

Location: Embassy Suites Orlando Airport

Roll Call Attendance:

Present	8	Absent	3	Guest	0
Jean Krupinski	✓	Sachin Ghatol	X		
Fred Griffith	✓	Bob Jalio	X		
Phil Van Dusen	✓				
Sally Morris	✓				
Denise Gillespie	✓				
Katie Smith	✓				
Jim Pullin	✓				
Steve Ness	✓				

Meeting opened at 6:31PM.

Partnership Agreement: Phil has corporation papers (will give to Jean) and the bylaws are on the website.

Student Scholar: The student from Puerto Rico that we invited to the conference accepted – Phil has already sent the \$1,000 check. Thanks Phil!

Sachin: BOD List on the website as well as the BOD directory e-mail list is updated

C-Vent Update: We already have a merchant account. We have just not yet implemented Phase Two for credit cards.

- Jean to follow up with David Goldstein if he would be willing to continue to help us with phase two of this process.

Company Coordinators: Steve will contact companies

- Sally: take the list of the memberships and send it to Steve
- Katie: ask Chris if he wants to be the contact for Lockheed Martin

Old Business:

- There are outstanding costs incurred at The Embassy Suites Hotel. We will have a few more BOD Meetings here to work out the issue of overbooking of rooms from previous APICS Training.

Education

- Jim will be absent due to personal reasons -the education schedule will be published off of separate coverage
- We will hold the SMR Class 9/8 and 9/15

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- We need to decide which classes we want to continue offering and establish what our breakeven point (SMR, CSCP, CPIM, other options?) in the future
 - Revenue cost problem: if we don't have a schedule out, we will have no revenue coming in. Put together an offering of classes and see what comes back as

New BOD Members

- Welcome!
- Membership: Fred will be a transition buddy to Sally
- Secretary: Katie has met with Chris Noble

C-BAR

- Katie follow up with Chris about results from the last program year
- We would like to share results at the meeting on 9/11 (if available)
- Find out how many points we had over gold rating (Denise can help)

Newsletter

- Sally send Chris Noble and BOD membership numbers
- Jean give Chris the Presidents Corner Article
- Chris Noble write the September newsletter (by end of next week)
- We will have the newsletter ready by 9/7/2012

Scorecard and Budget

- Everyone needs to update their portion and send to Jean and Phil
- Jean update metrics
- Phil update the budget
- Jean will send scorecard and budget to BOD
- Sally make a survey by the end of the calendar year (December)

S.E. District Meeting

- The S.E District Meeting will be held in Nashville TN (9/14-9/15) last meeting of the year
- Steve and Jean Krupinski will attend the district meeting
- BOD - consider going and E-mail Jean by 8/31/2012

2013 International Conference

- Jean will send Denise the contact information for arrangement support
- Denise follow up on details and investigate Space Coast and FLWC Chapter
- Jean follow up with Malaina Hudson on her student scholars role

Membership

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- Membership recognition will be in September for last program year
- Sally provided an update of pins
- Fred will send Sally a list of awards levels
- Sally has clock for Larry (30th year)
- Sally order pins ASAP with chapter billing number

Programs

- Jean updated FARO Technologies Tour to 9-11 AM and sent to Denise so she can send it out in the postcards
- Denise will do post card mailings of the PDM schedule of the year
- September: Lean Jeopardy
- October: Leadership – Working with Traditional Competitors
- November: Supply Chain and Social Media
- December: Volunteer and Learn

Finance

- Our current balance is \$52,981.43

*Note: When anyone has notes to publish on the website, it must get sent to Sachin at sachin.ghatol@gmail.com and he will take care of it.

Action Items:

#	Task	Delegated to	Due Date
1	Phil get a copy of the corporation papers to Jean and the bylaws are on the website	Phil	9/18
2	Jean E-mail David Goldstien about Phase Two	Jean	9/18
3	Company Coordinators: Sally – Send list of membership to Steve Steve – Contact companies to get representation of Coordinators Katie - Ask Chris about being Lockheed Martin’s Coordinator	Sally/Steve/Katie	9/18
4	Education: Jim and Denise get together to make a schedule for the year	Jim/Denise	Completed
5	Education: Jean get with her husband about where to get interns/students from	Jean	9/18
6	Publicity: Sachin upload BOD List and BOD directory e-mail list on the website	Sachin	9/18

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7	C-BAR: Katie find out how many points we had over goal (Denise can help)	Katie	9/7
8	Newsletter: Sally - send Chris Noble and BOD membership numbers Jean - give Chris the Presidents Corner Article Chris - write the September newsletter (by 9/7)	Sally/Jean/Chris	9/7
9	Scorecard and Budget: BOD - update their portion and send to Jean and Phil Phil - update the budget and send to Jean Jean – update the metrics and send scorecard and budget to BOD	BOD Phil/Jean	9/18
10	2013 International Conference: Jean - send Denise the contact information and follow up with Malaina Hudson on her student scholars role Denise - follow up on details and investigate Space Coast and FLWC Chapter Jean - what is the schedule for the student scholars? Is there a night where we could host something for them?	Jean/Denise	9/18
12	Membership: Fred - send Sally a list of awards levels Sally - order pins ASAP with chapter billing number	Fred/Sally	9/18
13	Programs: Jean update FARO Technologies Tour from 9-11 AM and send to Denise Denise - send it out post card mailings of the PDM schedule of the year	Jean/Denise	9/18
14	Fred - send Jean old PE PowerPoint's	Fred	9/18
15			

BOD reviewed and agreed upon action items.

Meeting adjourned at 9:11PM