

Board of Directors Meeting Minutes - *Final*
2/19/2013

Roll Call Attendance:

Present	8	Absent	1	Guest	
Jean Krupinski	√	Jim Pullin	√		
Megan Hamel	√				
Bob Jasio	√				
Sally Morris	√				
Denise Gillespie	√				
Fred Griffith	√				
Katie Smith	√				
Phil Van Dusen	√				

Meeting was held via Web conference and started at 6:10 PM.

Old Business

District Meeting:

- Jim will be attending along with Katie & Megan

2013 Conference Update

Denise reported:

- Tours are being pursued and hope to all be secured in the next two weeks
- Volunteers will be needed for introducing the speakers, greeting attendees, and passing/collecting out the evaluations. We are still early in the process and the number and how they will be organized is still being formulated. Updates when more information is known.
- New APICS Branding will be rolled out with the Conference Brochures and registration packets.

Marketing

Katie reported:

- Company Coordinators – Katie reported that 9 names have been secured, and she is still pursuing.
- Survey results
 - Wanted PDM locations in Lakeland
 - Wanted more Plant tours
 - Was interested in what Education we had to offer for their company
- PDE in newspapers (Southwest Bulletin online and twice in Newspaper) – Katie to send out the link
 - Sally suggested putting it in the Daytona Beach News Journal
 - She will forward info to Katie so she can try to put it in the paper.

Membership

- Sally reported our membership retention was 118 with 3 new members and 2 lost for a total of 121.
- We have 57 companies represented in our chapter.
- Sent new members the survey Katie sent out and requested a response – but none have yet to respond.

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Education

- Jim was not on the line so no updates available.
- Bob Jalio reported that he is interested in pulling up a virtual instructor site for delivery of APICS courseware
 - There was discussion about how the chapters and IDP instructors are not allowed to deliver APICS created courseware over the internet or in any type of broadcast medium due to copyright issues.
 - It was proposed that the offerings by Jerry Kilty or Deb Hansford be investigate for a possibility to Bob's situation.
 - Jean, Katie & Megan to contact Jerry Kilty or Deb Hansford and get back to Bob.

Programs

- Megan reported that 17 out of 33 people who attended the Disney tour completed the Evaluations.
 - There were a few comments about food and overall everyone was quite pleased
- March - Deb Hansford is presenter and will do it as an online presentation
 - It is a Top Student night and they will be free
 - Must show ID and RSVP
 - Megan to put together flyer and get it to Denise for distribution to Dr. Leon, Mark Bolotte (University of Phoenix), Malaina at Chep, and to go to distribute to LM students.
- April 9th - plant tour at Faro Technologies – Fred is the contact
 - Tour is from 9:00 am to 11:00 am
 - Faro is picking up the breakfast items
 - Fred to give Megan a flyer to go out via email blast
 - Denise to put on website as a coming attraction
- May – meeting will be the 14th - Kim Moore – “Everyone Communicates, You Connect”
- Need to secure the location for the May SE District Mini meeting.
 - Megan is trying to get in touch with the person of the Embassy Suites
 - Megan to contact Tawana and get the requirements from the SE District
- People have sent requests for items that Megan is working to put in the fall programs
 - Will share at the next meeting

Finance

- Our current balance is \$48027.90 down \$2718 for the year
- We have not done the education anticipated for the year, so we are \$9K in education and \$3K in other, but only \$2500 off the overall plan.

Scorecard & Budget

- Jean reviewed the Scorecard results
 - Never did the Volunteer of the Year
 - Instructor of the Year was postponed from January
 - On track with Plant tours, PDE attendance
 - Joint PDE's one was held; second one was offered with Space Coast but no one attended
 - New CBAR – Denise needs to investigate where the Webinars will fit

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Social Media & Website

- Website was updated with the latest PDM and the upcoming Webinar
 - Stuff that needs to get posted needs to be “post ready”
- Dylan has resigned and a replacement is needed for the LinkedIn, FB and Website
 - Everyone needs to help us find a replacement
 - It is suggested that if we outsource this, the person should attend our Board meetings in order to get the information, or have an easy way.

Open Discussion

- Nominating committee – Jean to see if Jo would be willing to head up
 - Need to solicit who will want to stay/keep their roles
 - *If you are interested in any position, let Jean know*
- Marketing Role – Katie requested help for the role and would like to split up the activities
 - Katie needs to solicit some volunteers (company coordinators?)
 - Others need to help her with these activities
- Sally and Megan need nametags
 - Fred to order

Meeting was adjourned at 8:00 pm.