

**Board of Directors Meeting Minutes - Draft**

4/1/2013

**Roll Call Attendance:**

<b>Present</b>	<b>7</b>	<b>Absent</b>	<b>3</b>	<b>Guest</b>	
Jean Krupinski	✓	Denise Gillespie	✓		
Megan Hamel	✓	Fred Griffith	✓		
Bob Jalio	✓	Jo Fickes	✓		
Sally Morris	✓				
Jim Pullin	✓				
Phil Van Dusen	✓				
Katie Smith	✓				

Meeting was held at Bravo's and started at 6:15 PM.

**Old Business**

**2013 Conference Update:** Jean reported that Denise and team have secured agreements for the following tours: Mitsubishi Power Systems, Regal Boats, Ski Natique Boats (Correct Craft), Central FL Box, Orlando Airport Operations, Mercury EMP and two locations of Lockheed Martin.

- Agreements in process are Darden, CHEP and Southern Wine and Spirits in Lakeland.
- A conference call is to be held the week of 4/1 with APICS HQ with respect to number of volunteers needed. Will keep the BOD posted on needs.

**District Meeting:** Jim, Katie and Megan attended the Southeast District Meeting in Winston-Salem March 3-5. All reported it was well attended and good information. The primary focus was on Education.

- Mix and Match: opportunity to take modules and create your own class (ex: 1 day seminars)  
This would be a building block the CPIM Training - Allows you to create participants workbook customized to your need. They print it in house and send it to you. Contact [pdadmin@apics.org](mailto:pdadmin@apics.org) for more info
- Some chapters are charging membership fee with education. Easy way to gain membership quickly, but they must work hard to retain that membership
- Supply Chain Channel: similar to an APICS Facebook and is strictly for APICS Members
- Branding change coming, Changing tag line to include Supply Chain

**Marketing**

Katie reported:

- Company Coordinators matrix was given to the BOD and also attached to minutes for review and comments.

**Membership**

- Sally reported our membership was up slightly to 127 with no losses in 2 months and (6) new in February.
- Sally will coordinate with Jim as one of the new members who filled out the survey is seeking on-site training at Tyco Healthcare!

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### Education

- Bob Jalio reported that he is anxious to finalize dates for the **LM CPIM training that begins in September 2013**. This will be 17, 5 hour sessions and support all US time zones. It now appears that the chapter will be able to deploy the training as it is one company (Lockheed Martin), there is no conflict with the CPA.
- Still outstanding for the LM class is who will do the instruction and gaining familiarity with a “**virtual type format**”. This needs more discussion.
- Jim has provided the next education dates. He will be focused more on company training going forward.
- The **education SOP** was reviewed and fundamentally agreed to. Jim is going to edit some areas and get back out to the BOD for a final review.

### Programs

- April 10<sup>th</sup> - plant tour at **Faro Technologies** – Fred is the contact
  - **Tour** is from 8:30 am to 11:00 am
  - Faro is picking up the breakfast items
  - Fred give Megan a flyer
    - Denise to put on website as a coming attraction
    - Katie to send out through company coordinators
- May – meeting will be the 14<sup>th</sup> - Kim Moore – “Everyone Communicates, You Connect”
- May 18<sup>th</sup> SE District Mini meeting is all secure. – Embassy Suites
  - Mini Meeting Topics:
    - Company Coordinator Programs
    - Market to nontraditional supply chains
    - Education: Simulations and Games
- Upcoming 2013/2014 PDE ideas were discussed. Looking to have a good mix of PDE dinner meetings, tours and Webinars.
- Jim Pullin submitted the idea of an Education PDE. There is a thought that we could combine the Education update with a new educational game we learn at the Mini Meeting in May. We would potentially do this in September. It was also suggested that the Education PDE be done via Webinar.
- **BOD agreed to review the Programs attachment and provide feedback to Megan.**

### Finance

- Our current balance is \$47,514.61 down \$3,899 for the year.
- Though we have not the education anticipated for the year, we have kept our expenses low.
- Brief discussion on Pay Pal. Phil remembers looking into it, but at the time, thought we decided to not use it. **Megan volunteered to see if you could use Pay Pal with E-vite.**
- All are in agreement that we need to use Pay Pal, or obtain the “square” as Denise has researched or similar item.

### Scorecard and Other items

- Due to time, **Scorecard** results will be sent out for BOD review
- New **CBAR** – attached is the C-BAR file.
  - As discussed, I have put names in the evaluators’ column of who needs to provide some input evidence.
  - Typically we will save the evidence or sample of in PDF format and call it the section of the C-BAR (i.e.- Survey Results A1.pdf)

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- Denise has agreed to coordinate our submittal for this year.
- It was agreed we were due for a **Strategic Planning session**. Location and Date to be determined.
- **Nominating committee** – Jean followed up with Jo Fickes to see if she would be willing to head up. With her travel schedule, she was not able to commit to helping in this area.
  - Need to solicit who will want to stay/keep their roles – all want to stay in a role

**Social Media & Website**

- Website was updated with the latest PDM tour information.
- As Denise mentioned at the last BOD, items need to be “post ready”, which means in good format and clean PDF format so it can easily be posted.
- Jean and Denise met to discuss the idea of outsource (1) WEB update/maintenance and (2) establishing and growing our LinkedIn account to be used as a Marketing tool.
  - Agreed that the person should attend our Board meetings in order to get the information and better continuity of what is going on and why important.
  - Jean will follow up with Winter Park Tech to see what the process is and what candidates may be available.
  - Denise and Jean will work on documenting the expectations and deliverables for this role.
  - We hope to interview soon, any BOD member that would like to participate is welcome to help out.
    - Also if you know of anyone who may fit this need, let me or Denise know.

**Meeting was adjourned at 8:20 PM**