

BOD 9/18/12 Meeting Minutes

Location: Sam Sneed's Tavern

Roll Call Attendance:

Present	6	Absent	3	Guest	0
Jean Krupinski	✓	Fred Griffith	X		
Sachin Ghatol	✓	Bob Jalio	X		
Phil Van Dusen	✓				
Sally Morris	✓				
Denise Gillespie	✓				
Katie Smith	✓				

Meeting opened at 6:29 PM.

Old Business

C-Vent: Jean – In Process

Channel Partnership Agreement: Jean – In Process

BOD Role Update: Steve Ness has resigned from our APICS BOD Position. He will continue to support our chapter at the PDE's and other events. Katie Smith has switched from the Secretary Role to Marketing Director. Denise Gillespie will be taking over Katie's position as Secretary starting next month. Thanks Denise for volunteering!

Southeast District Meeting Update: Jean attended the Southeast District Meeting in Nashville, TN this past week. She reported back that the main topic covered at the meeting was about how Gen X and Gen Y like to receive information differently. We have strong interest in recruiting Gen Y to our Chapter so we will focus on the things she learned at the conference such as: showing people specifically what they will gain from joining our chapter, keeping our website up-to-date and looking "fresh," giving updates through Facebook and possibly other social media sites. We will consider using the speaker/webinar to discuss these topics at a PDE.

Directors Reports

Marketing

- Company Coordinators: something that is not well communicated right now
- We need a plan for marketing education, PDE's and Membership individually
- Katie will need to get with Jean and Denise to figure out what our plan will be
- Do we want to have someone to manage Facebook account? - Possibly Dylan? Katie will talk to Dylan and see if he is interested
- We need to make sure we are going off our communication metrics. We want to get points for CBAR in what we do from a marketing standpoint.
 - Chris Noble will continue doing the newsletters

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- Put advertisements in local media
- Contact Companies: Katie talk to Denise about how to get a hold of different companies
 - Use brochures from the APICS website and send them as electronic flyers
- Sachin, please continue to work on the website. It is looking good – but we want to keep it up-to-date weekly as well as focus on improving the ergonomics of the site. Thanks Sachin!

Education

- Keep the website updated with what is coming up and remove events that have already occurred on a weekly basis to help create interest in the classes
- Separate education and instructors roles
- Instructors must be flexible with times and should be open to delivering the class in different formats.

Conference

- Denise is in the process of asking other chapter in the area for their input for the APICS Conference next year

Membership

- Four new members in August! 😊
- Our goal is to increase our membership by 5% over the year

Programs

- Possible speaker from the Nashville Conference about Gen X and Gen Y
- Katie will talk to Megan Hamel about taking over the programs position

Finance

- Our current balance is \$52, 5443.59
- Everyone should review their section of the budget and send any changes to Phil

*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.

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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	10/9
2	Jean E-mail David Goldstien about Phase Two	Jean	10/23
4	Katie talk to Megan Hamel about Program Director	Katie	10/9
5	Denise send Katie Dylan's e-mail address and Katie contact Dylan to see if he is interested in doing weekly updating of our APICS Facebook page	Denise/Katie	10/9
6	Marketing: Denise send Katie old Marketing Plan	Denise	10/23
7	Marketing: Katie meet with Denise and Jean to plan out our marketing strategy	Katie/Denise/Jean	10/23
8	Fred make business cards for our chapter to hand out- also update the nametags with Katie and Denise's role changes	Fred	10/23
9	Publicity: Jean send Sachin links to supply chain channel and YouTube clips Sachin update website with new BOD Roles as well as post links from Jean to our website	Jean/Sachin	10/9
10	Education: Denise send education e-mail updates to Jean Jean to send out e-mail blast	Denise/Jean	10/9
11	Newsletter: Jean - give Chris the Presidents Corner Article Chris write the September newsletter	Jean/Chris	10/9
12	Scorecard and Budget: BOD - update their portion and send to Phil	BOD	10/9
13	2013 International Conference: Denise continue to talk to other APICS Chapters in the area about possibilities for the Conference	Denise	10/23

BOD reviewed and agreed upon action items.

Meeting adjourned at 8:36 PM.