



Board of Director's Meeting Agenda  
 Date: Tuesday, September 16, 2014  
**Time: 6:00 pm to 8:30 pm**  
**Sheraton Orlando North Hotel**

**Roll Call Attendance:**

Present	7	Absent	5	Guest	0
Anthony McCall	√	Phil Van Dusen	X		
Denise Gillespie	√	Katie Smith	X		
Tim Bissen	√	Bob Jalio	X		
Jim Pullin	√	Jeff Schofield	X		
Jean Krupinski	√	Megan Crook	X		
Robin St Clair	√				
Fred Griffith	√				

Meeting started at 6:30 PM

New Actions:

- Jean-** Remind Megan to put the price of the PDMs in the evites
- Anthony-** Check with Jeff status of Newsletter
- Anthony/Megan-** Request refund for smeared postcards
- Phil-** Update SOP to clarify reimbursable expenses
- Tim/Chris-** Obtain Facebook and Linked In passwords for chapter pages
- Tim-** Update OBJ with BOD positions
- Denise-** Contact Norman Katz on possibly speaking at April event
- Anthony-** Check with Megan and Katie about next semester's schedule
- Megan/Denise-** Possible Walmart speaker from Scheps tour
- Jim-** Contact Bob Collins for updates on Basics Module Schedule
- Anthony-** Check with Katie on membership list that we divide and conquer
- Anthony-** Reach out to Tawana on whether or not we are platinum
- Denise-** Add shirt sale to the website
- Fred-** Get business cards and name tags for BODs
- All BOD Members-** Brainstorm ideas for Holiday party



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Old Business- 30 minutes:

- SE District Mini Conference Update (Anthony/Denise/Robin)
  - Agenda included SWAT Analysis, Chapter Minimum Standard Requirements, Board Development, PDMs, Marketing, and update on SCM and score matrix
  - Florida West Coast Chapter holds quarterly career fair, working on twitter and Instagram accounts to increase marketing
  - Update on Tom Honeycutt's progress on new leads, opportunities, and sales for APICS. Four proposals in work
  - SWAT analysis was performed and was effective. Several different categories were looked at to rate our chapter
- 2014 Conference in NOLA (Anthony)
  - Anthony, Robin, and Chris are ready to attend meeting in October
- Website Updates (Denise)
  - Website is up to date. Need to check on September/October newsletter (Anthony's Action)
- BOD Holiday Party/Dinner in December (Anthony)
  - Suggestions are needed for this year's holiday party
- Flyers
  - PDM mailings were sent out and quality was an issue. Most cards were smeared throughout the postcard
  - Do we want to ask for a refund?

Brief Director Reports- 70 minutes:

- Finance (Anthony)
  - Budget Update- Through 9/15; balance is \$56,597. \$16,656 of checks has been issued, and deposits of \$10,200 have been made
  - APICS invoice- statement for pins of \$186.83
  - Chapter should receive \$300 at NOLA
  - SOP Revision- Phil to update the SOP on what to allow reimbursement for
- Marketing (Tim)
  - Contacted OBJ and shown how to update the OBJ website with the BOD for the Mid-Florida APICS Chapter
  - Has not heard back from Orlando Sentinel and having a hard time getting a hold of someone



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- Chris and Tim will work with Denise on Facebook and Linked In pages
- Programs (Anthony)
  - Denise- Contact with Norman Katz for possible April speaker. Possibly get someone local that can speak. Example: Walmart, Publix store manager
  - Possible change of BOD Meeting from Tuesday to Thursday- Anthony will touch base with Megan and Katie. Possibly go back to telecom BOD meeting every other month? Possibly change meeting time to an early time?
  - Postcard Mailings- covered in old business, new supplier for next year
- Education (Jim)
  - CPIM Course Update- started on Saturday, 4 students were present and three of them have paid. Student taken online was not satisfied and wants to come back in at DSP. City council will make decision at November meeting for room for class
  - CSCP class was cancelled. More people playing the demo of the CSCP than the CPIM
  - LMCO Schedule Date- off last Friday and schedule will pick back up. Dialogue has started for next years' series. Jim has the schedule for the off Fridays and Jim has assembled a schedule for next year with the final module ending in October; Starting on second off Friday in January. Off-sites will come but unsure of how many. Jim will have more update next meeting
  - 2015 Exam Content Manual- Basics is scheduled to be updated. It needs to be updated quickly since classes are starting in January. Updated modules are usually shipped mid-December
  - LMCO- students don't always download the manuals and some don't plan on taking the exams
  - CSCP- Start pitching the classes that are starting in January. We need to get this info out to the general membership. Anthony will touch base with Katie on status of membership list that we can divide and conquer
- Student Affairs (Robin)
  - Seminole State Community College- Making sure they have the schedule for the year. Chris helping engage UCF students by going to the career development center as they are doing at Seminole State. Go to the UCF Business Department and let them know there is a student chapter. Need a faculty member to light the fuse
- Membership (Anthony)
  - 125 is the current membership



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- C-BAR (Anthony/Denise/Jean)
  - Status of CBAR submittal- No update yet on whether or not we earned platinum. Anthony has reached out and will follow up with Tawana

Open Discussion and Actions:

- T-shirts: Membership sale? Denise will post on website. Bring your money!
- Chapter Branded Merchandise for Events- water bottles to give away at PDMs and UCF especially. Anthony will send link to everyone to look at the style
- Actions and Others- Robin requests more business cards. Name tags as well for PDMs. Fred will get nametags made for BODs
- Review Actions

Meeting adjourned at 8:30 PM