

**2016-2017 Chapter Strategy Meeting Minutes
July 9, 2016**

Member Present: Anthony McCall, Scott Wagner, Chris St. Clair, Allison Dykeman Phil Van Dusen, Denise Gillespie and Robin St. Clair

Meeting Began at 8:45am

- **The meeting begin with the YouTube Video “IWorkInTheSupplyChain”**
<https://www.youtube.com/watch?v=l1zL1wiC-hI>
- **CBAR /CPA Review**
 - Chapter Benchmarking and Reporting (CBAR)
 - This is a Chapter Management Program
 - Chapter Partner Agreement (CPA)
 - We have to meet 16 points of yes to say we manage our chapter
 - July 2015 – June 2016
 - BOD – have three Officers (President, Treasurer and
- **Section 1. CPA-Requirement**
 - Customer Expectations & Professional Development Events
- **Section 2 - Chapter Benchmarking & Reporting (C-BAR)**
 - Customer Expectation Marketing
 - Communication
 - Professional PDE attendance, Volunteers, Plant tours etc.
 - Communications
 - Newsletter, advertisements, publish articles, website
 - Education
 - Classes for the year
 - Student Affairs
 - Contact with University/College, Student attendance
 - APICS Participation
 - Membership
 - Anthony to provide and send to Denise the Letter of Compliance by Monday 7/11/16
 - Financial Responsibility
 - Phil is in charge of making sure our books are audited
 - Development Events
 - #3 –Did attendance at the PDM’s meet or exceed the chapter’s goals? If not include a corrective action plan, showing actions already taken in the chapter narrative...) this section left blank – No evidence of.
 - Anthony to address in chapter narrative
 - Anthony found in last year’s narrative that we did not meet.
 - Education
 - 2015-2016 Chapter Management
 - Matrix
 - We need to update and provide
 - Student Chapter and Other Educational Organization

- Anthony to note Anthony and Robin’s membership on Seminole State Supply Chain Advisory Board
 - Denise will conduct an orientation on Partner Connect/CBox, Officer Community, and other items that are useful for the board to access on the APICS website.
- **Orientation and Board Transition for newer members**
 - **Partner Connect – Provides Resources**
 - Chapter information accessible by all Board Members only
 - You can assistance a member in editing their member information
 - C-Box Tools to manage your Partner Roles (Partner Management
 - Denise to send Microsoft Document Template
 - **Leadership Central - Monthly Newsletters for Officers**
 - **Community - APICS Supply Chain Chanel**
 - You must join
 - Once you join, specify the frequency of notification
 - Available Choices
 - Discussion, Library, Members
 - Review of Chapter Documentation -
 - Job descriptions
 - Chapter job description can be found at following link
 - <http://www.apicsorlando.com/JobDescriptions.asp>
 - The following job descriptions were updated to include APICS logo
 - President, Secretary, Treasurer, Director of Education
 - President-Updated to Include Logo
 - Update President Term limits
 - Secretary –Updated to Include Logo
 - Treasurer- Updated to include Logo
 - Update Treasurer Term limits
 - Membership-Updated to Include Logo
 - Update term of Director of Membership
 - Discussed Offering free PDM to new members
 - Director of Marketing
 - Discussed to sponsor the 2016 Presidents’ Dinner & Awards of Excellence 10/21/16 in Maitland.
 - Anthony to put newsletter >>>>> together and send to Alison.
 - Director of Programs
 - Program Checklist – Available resource
 - APICS Resource Catalog
 - Provides instructions on what should be done and how to do your job.
 - **Program Review & Planning**
 - We will have a membership Recognition Night in September Tuesday 13
 - October Student Night/Top Management Night

- November – Plant Tour and Webinar – SKY???
- January – Demand Planning
 - Need to recognize Jim as Instructor Recognition in January
- February – Second Harvest and Webinar
- March Plant Tour
- April –TBD
- May – Company of the year – Speaker TBD
- **Education Overview and Schedule**
 - Denise will facilitate classes at Lockheed
 - Three people contacted Denise in Academia interested in working with the chapter
 - St Leo has a Maitland Chapter
 - Richard Plank -Professor of Marketing at USF
 - Dave Oden – In charge of Supply Chain at St. Leo’s University
- **MiSC Topics/New Business**
 - Denise to coordinate ordering shirts
 - Next Board Meeting 8/2/16
 - Next PDM tentative date 8/9/16 Networking Event
 - Contact company coordinator
 - Contact Darden/Red Lobster (test kitchen)
 - Contact Florida Likes
 - Contact Sherry Reeves (ABB) for Plant tours
 - Contact Regal Boat
 - Contact Central Florida Box – Denise
 - Chris to review tools for sending out Evites
 - Chris to check with the Brewer in Sanford for Availability
 - Suggest give Dave Bruckner a \$100 gift certificate
 - Need to work on the Strategic Plan
 - Need to create Metrics

Meeting Adjourned at 4:50PM