

ISM – Dallas, Inc.
Board of Directors Planning Session and Meeting
February 17, 2007 Minutes

Brookhaven Country Club Dallas, TX.

9:00 A.M. Attendance was taken and 19 Board Members were present:

Board Member	May	June	Aug	Sep	Oct	Dec	Jan	Feb	Mar	Apr
Jim Hogan	X	X	X	X	X	X	X	X		
Ellen Lasser			X	X	X			X		
Jim Gomes	X	X	X			X	X	X		
Angie Fine	X	X	X	X	X			X		
Keith Masten	X	X		X		X	X	X		
Roxanne Rawdon	X	X	X	X			X	X		
Phil Kabakoff		X	X	X	X	X	X	X		
Fred La Vail	X				X			X		
Peggy Watkins										
Mary Walker	X	X	X	X	X	X	X	X		
Ed Norrick		X	X	X						
Nirav Desai	X	X	X	X						
Dr. Dick White			X	X	X	X	X	X		
Barbara Taylor				X						
John Marxer (AHA)	X	X	X	X	X	X	X	X		
Dean Skondin	X	X	X	X	X		X	X		
Brendan Mogg								X		
Risa Seiler (Verizon)		X	X	X	X		X	X		
Julia Skinner		X	X			X	X	X		
Debra Goodwin			X		X					
Pat Rincon			X	X	X		X	X		
Bill Wolek	X	X	X		X		X	X		
Debbie Reid							X	X		
Rick Cope							X	X		
Kristine Candela	X	X	X	X	X					
Gail Arbetter					X	X	X	X		
Michel Roman										
Total Attendance:	14	16	19	16	15	9	16	20		

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Jim Hogan called to order at 1:45 P.M.

MINUTES

- Jim Hogan commented that Gail Arbetter had sent out minutes, received changes and then sent out corrected minutes to all. Mary Walker made a motion to accept the minutes from the last Board meeting as written. Motion seconded by Jim Gomes. Board voted and approved minutes.

Old Business: reviewed before Treasurer Report

- **Actions from last meeting**

Action: Gail Arbetter work with Richard Jurek to add sign-up for Board members to Board Planning Session-went very smoothly and effective

Action: Fred La Vail will be in charge of a subcommittee to be named to work out a plan to identify those who have jobs available during the dinner meetings. This was generally discussed and some ideas brought up from last meeting.

Action: Dean Skondin will check with PMI regarding having a joint dinner meeting in April or May. He sent them an email and has not received a response.

TREASURER'S REPORT

- **Keith Masten** provided copies of report to board members. The report included the "Profit & Loss Budget vs. Actual" for June 06 through January 07.
- Income total \$ 40,747.97. Just received \$25,000 related to membership. Also, just paid \$23,000 for dues from last year. The budget has not yet been adjusted for the Negotiation Seminar. Budget is \$ 73,517, and that is \$32,769 below expected revenue. Membership and negotiation seminar in March comprises most of the deficit.
- Expense total is \$ 64,025. Expenses almost \$14,000 under budget, partly due to speakers and dinner meetings.
- Operating expenses about \$2,500 over budget; this due to various items, including buying unexpected projector.
- Assets of \$148,318.48 compared to \$171,314.35 last year. This mainly result of dues as compared to last year.
- Mary Walker moved and John Marxer seconded to accept treasurer's report. The motion passed.

New Business

- **Richard Jurek** presented ichapter software roadmap of planned software enhancements including email blast capability and other improvements.

- **Mary Walker** stated that ISM Dallas will receive recognition from Affiliate of Year. Also Jim Gomes received Member of Year award for his work in education. He will be going to the International Conference in Las Vegas as a benefit of winning the award. Congratulations to Jim!
- **Jim Gomes** reviewed Education Team objectives; most of the topics and speakers are getting high ratings; **Ellen Lasser** commented that she would enjoy someone working on a high level within a company, such as an executive, as speaker for a dinner meeting.
- **Jim Gomes** reported group working on filling up speakers through August for tech sessions and dinner meetings; **Dean Skondin** has done excellent job of scheduling this.
- The survey **Dean Skondin** sends out is improving data collection.
- Conducting ISM-Dallas first annual Supply Management Seminar; Still working on improving C.P.M. Training Class operations and financials; investigating “distance learning” opportunities.
- **Jim Gomes** reviewed registrations, revenues and costs of March 9 Negotiation Seminar; registrations as of 1/25 were 22, but 39 reservations currently; 33 of 39 are not ISM members; speaker will share some of profit; affiliate will share profit in sales of instructor’s CDs; currently \$4,735 profit; Dean Skondin, Ellen Lasser, Angie Fine and Mary Walker are committee members who did a lot of work on this seminar; Mary is working on financials.
- **Jim Gomes** - there is a lot of interest in attending seminars; sent out list of topics for Pat Woods’ 1 day seminars; survey asking which topics members most interested in; had good response and already scheduled Pat Woods for May 18 seminar on Performing Effective Supplier Price and Cost Analysis; also discussed possibility of seminar on project management for Purchasing professionals; Jim would like to have seminar once every other month.
- **John Marxer** noted that only 6 or 7 students are ISM members; **Dean Skondin** will send survey to all participants afterwards.
- **Ellen Lasser** moved to create a new Board position called Administrator of Website; Jim Gomes seconded the motion; it passed unanimously.
- This website administrator will work on the site and manage the action list; Ellen Lasser will develop a job description and circulate it; **Rick Cope** has volunteered for this position.
- **Jim Hogan:** leadership workshop is coming up soon; opened up for discussion whether more than 5 people on Executive Board will be sent
- **Ellen Lasser moved** and Angie Fine seconded that 3 additional people be sent, to be chosen by Board VPs. The motion passed.
- **Jim Hogan:** The candidate slate for 2007-2008 must be presented in March; nominating committee will consist of one board member and two at-large members, Mary Walker will be the Board member, and Carol Cooper has been suggested as one at-large committee member (but has not been asked yet), need one person more to be on nominating committee
- **Ellen Lasser** asked for discussion regarding contract with Crowne Plaza; discussed looking at demographics; would need to consider storage and other factors; **Angie**

Fine and Bill Wolek, John Marxer, Roxanne, Dean, and Fred La Vail volunteered to look into location options; Fred La Vail asked if it would be possible to renew contract for less than a year to provide the committee more time to make decision; Mary Walker suggested committee contact convention centers, and they will put out RFP so that hotels will come to Board with proposals; committee will also consider a change in the day; Mary Walker noted that a few of the National seminars are moving from Embassy Suites to Prada on Noel Road

- **Dr. Dick White** asked if students will be invited to March meeting as was done last year, and the BOD agreed to invite UNT students; all students will be provided free dinner meeting attendance.

Meeting adjourned at 2:35 P.M.

Next Dinner Meeting: March 8, 2007

Next Board Meeting: March 29, 2007

ACTION REGISTER

Action: Ellen Lasser will develop a job description for the new Administrator of Website Board position and circulate it.

Action: Committee consisting of **Ellen Lasser, Angie Fine and Bill Wolek, John Marxer, Roxanne, Dean, and Fred La Vail** will begin looking into options for meeting location.

Past Actions from last meeting:

Action: Fred La Vail will be in charge of a subcommittee to be named to work out a plan to identify those who have jobs available during the dinner meetings.

Action: Dean Skondin will check with PMI regarding having a joint dinner meeting in April or May.