

**ISM – Dallas, Inc.**  
**Board of Directors Planning Session and Meeting**  
**June 28, 2007 Minutes**

Dallas, TX.

Attendance was taken and Executive Board Members were present:

Members	June	Aug										
Ellen Lasser	X											
Jim Hogan												
Jim Gomes												
Angie Fine	X											
Dean Skondin	X											
Keith Masten	X											
Gail Arbetter	X											
Total Attendance:	5											

**ISM—Dallas, Inc.**  
**Executive Board of Directors Meeting Minutes**  
**June 28th, 2007**

**Ellen Lasser called to order at 6:40 P.M.**

**MINUTES Gail Arbetter, Executive Administrator**

- Gail will take minutes, which will be reviewed and approved by the Executive Committee.

**TREASURER’S REPORT Keith Masten, Treasurer**

- **Keith Masten** provided copies of report to all present. The report included the “Profit & Loss Budget vs. Actual” for June 06 through May 07 and the budget for June 07 through May 08.
- Income total \$ 91,825.
- Expense total is \$99,273. Next year ISM-Dallas will not have any membership expenses.
- Angie Fine mentioned she ordered speaker gifts with logos for next two years and reviewed that expense.
- The group reviewed all financials and all is going well.

**Department Reports**

- **Third VP Update** **Dean Skondin**  
 – Pat Woods will be the PR Chair.

- Dean attended the Metrocrest Chamber meeting, and two individuals showed interest in joining ISM.
- Julia Skinner is working on outreach to the direct ISM members.
- Dean plans to invite vendors to display and give brief talks during several dinner meetings; these will be mini-tradeshows.
- Ellen Lasser commented one of main goals is to increase dinner meeting attendance. She would like to invite executives from major well-know companies, such as Blockbuster, to speak at meetings
- **Second VP Update** **Angie Fine**
  - C.P.M. classes are scheduled through the fall; work is progressing on speakers for meetings.
  - John Marxer will be asked to write an article on CPSM for the newsletter.
  - A project management seminar is being planned; it will likely be in August. Seminars will likely be held about four times per year.
  - Plans are progressing for future tech sessions; Pat Rincon is working on this. The next one will be Rick Cope, and future sessions will be lead by Pat Woods and Julia Skinner. Bios, photos and descriptions will be provided to increase attendance.
  - Bill Wolek will be scholarship chair.

#### **Old Business:**

- **Keith Masten** will look into pro-rating dues process from National. **Julia Skinner** will send this information to Keith, as she recently received it from National-this is very complex; **Keith Masten will talk to Amy Shaw** about this.
- **Keith Masten** will create a budget worksheet and include the individuals responsible for each expense-this is **completed**.
- **Dean Skondin** will get pricing on tabletop advertising-this was discussed; Dean Skondin provided ISM figures and will **further investigate** local options and pricing; this is mostly for classes and seminar purposes; will possibly add coupon for item such as free drink at next dinner meeting.
- **Dean Skondin** will get Executive committee vote on color for shirts and then order 50 shirts-this is **completed**; Dean will bring extra shirts to next meeting.
- **Dean Skondin** will join the Metrocrest Chamber for ISM-Dallas-this is **completed**.
- **Julia Skinner** will see that members of national who have not transferred their membership to the Dallas affiliate are contacted to join ISM-Dallas-this is **in progress**.

#### **New Business**

- It was decided that if anyone cannot attend an Executive committee board meeting, they should appoint someone as their proxy to attend in their place.
- Ellen will send out the Bylaws in Word format; Ellen commented that changing to Word from pdf caused a loss of the format that will take a great deal of cleaning up.
- Ellen reported she asked all to select their most important goals; at the July BOD meeting, will have break-out sessions and then have a plan by the end of the meeting.
- Ellen suggested the affiliate reach out to V.P.'s of Purchasing in this area and ask them to be on a Board of Advisors; can get input from them about what kind of seminar and training they need; Dean Skondin and Pat Woods will work on this.

- Ellen recommended non-members who attend seminars might be offered free membership; this idea will be discussed more at future meetings.
- **Budget Planning Session**
  - Ellen commented that as the budget is reviewed, must consider if there is enough funds to implement the plans; she hopes budget approved by end of July BOD meeting.
  - The executive committee in attendance unanimously agreed they are not in favor of buying a video camera at this time; efforts should be focused on increasing membership and other priorities.
  - Keith reviewed the budget for next year item by item; all was discussed and adjustments were made as agreed upon.
- **UTD scholarship**
  - The new affiliate at UTD only has two members currently; expect more in the Fall semester.
  - Ellen suggested ISM-Dallas put in \$1,000 for UTD scholarship for a total of \$4,000 in scholarships.

#### **Wrap up and Adjourn**

**Ellen Lasser**

- International Convention: will discuss exactly whom ISM-Dallas will send to this convention at the next meeting.

**Meeting adjourned at 8:45 P.M.**

**Next Dinner Meeting:** July 14, 2007

**Next Board Meeting:** July 28, 2007

### **ACTION REGISTER**

- **Action: Keith Masten** will look into pro-rating dues process from National. **Keith Masten** will talk to Amy Shaw about this.
- **Action: Angie Fine** will oversee planning of seminar, probably on project management.
- **John Marxer** will be asked to write an article on CPSM for the newsletter.
- **Action: Dean Skondin** will further investigate local tabletop advertising options and pricing; this is mostly for classes and seminar purposes; will possibly add coupon for item such as free drink at next dinner meeting.
- **Action: Julia Skinner** will see that members of national who have not transferred their membership to the Dallas affiliate are contacted to join ISM-Dallas-this is **in progress**.
- **Ellen Lasser** will send out the Bylaws in Word format.
- **Dean Skondin and Pat Woods** will work on reaching out to V.P.'s of Purchasing in this area and ask them to be on a Board of Advisors
- **Ellen Lasser** will lead discussion at next Board of Directors meeting regarding determining whom ISM-Dallas will send to the International Convention.

