

ISM – Dallas, Inc.

Board of Directors Planning Session

October 4, 2008 Minutes

Brookhaven Country Club Dallas, TX.

Board Member	Aug	Sept	Nov	Jan	Feb	Mar	Apr	June	Aug	Oct 4	
Gregg Bass						X					
Mary Buenrostro									X	X	
Millie Chang										X	
Brenda Clegg				X	X	X	X	X	X	X	
Teresa DeWitt								X	X		
Jane Du Toit					X	X	X	X		X	
Jim Fleeker, C.P.M.								X	X	X	
Dina Hansen				X		X	X	X	X	X	
Darci Holliday											
Jim Hogan	X			X							
Phil Kabakoff		X	X	X	X	X	X	X	X	X	
Ellen Lasser	X	X	X	X			X		X		
Fred La Vail		X	X				X	X	X		
Talisa Lavarry			X	X							
Holly Lutze				X						X	
Lynda Lyles											
John Marxer		X		X	X	X	X	X	X	X	
Keith Masten	X	X	X	X	X	X	X	X	X	X	
Roxanne Rawdon			X	X	X		X	X			
Debbie Reid		X	X	X	X	X	X	X	X	X	
Pat Rincon		X	X	X		X	X	X	X	X	
Julia Skinner		X			X	X	X	X	X	X	
Ed F. Standridge								X	X	X	
Barbara Taylor		X	X			X	X				
Cheryl Thomas									X		
Robert Vasquez									X	X	
Mary Walker	X	X	X	X	X	X	X	X	X	X	
Dr. Dick White		X	X	X					X	X	
Bill Wolek					X	X		X		X	
Pat Woods				X	X	X	X	X	X	X	
Daniel Yang					X			X			
Gail Arbetter	X	X	X	X				X	X	X	
Total Attendance:	7	18	14	20	15	15	16	20	20	20	

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Board of Directors Meeting Minutes
October 4, 2008

Keith Masten called the meeting to order at 8:00 A.M.

- Reviewed Consent Agenda; the following added information to submitted agenda:

- John Marxer-Membership
 - 598 members; membership down slightly
 - Holly Lutze said will have a deluge of student members soon; John reported UNT students starting to come in, but no UTD yet; Holly asked John to send her a list of the students as they come in so she can be aware who has joined
 - Ed Standridge is taking over mentoring position on BOD for Melody Bock
- Debbie Reid-Education
 - Distributed updated calendar
 - Seminar will be held November 14 titled Analyzing Price, Cost & Total Value; will need a hotel room for Cattan speaker
 - Debbie mentioned the need for a seminar committee; Debbie and Jim Fleeker will give Pat Woods a list of positions needed for seminar committee; there is also a need for a website committee
 - Debbie is working on February meeting; Debbie and Keith met with representatives from Greater Dallas Chamber of Commerce and discussed partnering on various activities, including possibly February trade show and a plant tour
- Pat Woods-Marketing
 - Pat reported for Jane DuToit that if anyone wants survey questions beyond what she is doing for dinner meetings, submit questions to Jane or Keith
 - Keith suggested a survey after each event; discussed advantages of sending survey only to those who attend each event; discussed giving out paper surveys at the events; decided Jane would send out a survey of the dinner meetings, and all other events will use paper surveys at the end of the event itself
 - Debbie asked that when people respond on a survey that they are interested in volunteering, those names be distributed to Board; Holly suggested a choice of areas in which to volunteer be included on meeting survey so respondent can choose area of interest
 - Jane is building a list of media advertising resources; please contact her if there are any ideas of publications or other places, especially for free advertising, such as company newsletters
 - Newslink: Pat Woods is having trouble getting people to submit articles or information to put in Newslink; Holly suggested a column with updates from student chapters; Holly said Cathy Linares, the secretary, could supply that information; Pat W. requested Board members put together a short update on their areas and send to him
 - Brenda Clegg reported she is working on one or two vendors for October 9th meeting
- **Treasurers report** Dina Hansen
 - Distributed two hand-outs: Balance sheet – (investigating opening equity balance); FY08 Budget vs. Actuals P&L-June 1,2008 – September 30, 2008

- Dina received and posted revenue from Counter Tactics Seminar; Dina will investigate why this is not showing up on statement; Dina has added several sub-categories under the seminars to designate specific funds
- Student organizations: Mary Walker will investigate if UNT and UTD student websites are linked to ISM Dallas
- Discussed having a blog to ask Supply Chain related questions; something where members can post questions and anyone could answer, or possibly a forum; should be members only; also mentors and mentees could use this; Michael Roman will be contacted about this; blog would need a moderator; this would attract young people especially; website committee can look at this and check other affiliates; think of people outside board who might be good for this committee; Dina suggested Bob Bonnell; Mary suggested Julia Skinner and she accepted this position
- Discussed importance of sending out a great deal of advertising and notification about networking session at 5:30 on October 9 before dinner meeting; Mary tried to negotiate with hotel personnel to lower room costs for alcohol, which are higher than prices in bar, but hotel would not change prices; Pat suggested calling this event networking social hour with bar; John suggested calling it attitude adjustment hour; Brenda Clegg will write up blurb for eblast
- Brenda will contact Cathy at Staples about printing after Jim gets her information about seminar; she can offer her a free vendor slot in exchange
- **Review and discuss other open action items:**
 - Membership-John Marxer
 - Discussed sending postcard to all of membership, as likely will get to those who do not receive emails; will come back if not deliverable and tell which people the membership committee needs to find; they will produce postcards; Jim Haining will be asked to create labels of membership roster; will be approximately 500 postcards
 - At the October BOD meeting, will finish up work for mailing, such as putting stamps on postcards; postcards will not be sent to students or BOD; Mary said there is a stamp that can be used to say return if refused
 - Recruitment: Robert Vasquez working with committee to select advisory council of chief purchasing person at 5-10 major corporations in Dallas; will define commitments and requirements of each company and ISM in document; long-term plan is to create this council to learn how ISM can meet their needs; will begin with company that already has members of ISM; talked about having first presentation to JC Penney; eventually have a sponsorship with various benefits that may be about \$5000 per year; Robert will send out document to BOD on Monday; next meeting will be at Broadlane and anyone wanting to attend let Robert know; Keith suggested director of Dean Foods; Robert said they plan to kick-off the Advisory Council project this year; Dina suggested inviting Advisory Council members to March dinner meeting as is Supply Month; John said they are thinking of starting with a breakfast meeting with Advisory Council perspective members, possibly at Brookhaven
 - Pat Rincon will look into contacting some of Oil and Gas personnel who participated in golf at conference, but who are not attending ISM Dallas meetings
 - Ed Standridge will be taking on mentoring program; John gave him Melody Bock's materials; this will likely begin operating in January when new members will be "coming on board"

- Administration
 - Mary stated that several members will not be at this month's dinner meeting; Mary and Julia will run registration; need someone to do photography; Phil will write instructions about how to set up microphone
- Education
 - Dina passed her CPSM; definite congratulations to Dina on this accomplishment
 - Pat Woods distributed recommendations related to CPSM training; UTD will host the CPSM classes at no charge; this is confirmed with Dr. Lutz; Recommends spend 24 hours per module; looking at 3 weekdays spread over a month
 - Pat proposed cost be \$450 per module for members, \$530 for non-members, instructor fee will be \$4,180 per module (approximately same hourly rate as C.P.M.); conservative revenue projection would be \$9,000 per module excluding instructor fee
 - Holly Lutze said they can cater breakfast or bring in food; also can let everyone go get lunch on their own; Mary asked if Board will be able to attend free; Debbie said possibly Board can go free as long as 4 paid students attend; also might have the classes Friday for a half-day, and then two Saturdays
 - Robert asked about materials students will need to purchase; \$56 will be cost of all books; individuals can order from national as needed; Mary suggested put out an eblast and ask who is interested in taking the CPSM class
 - **Mary Walker moved to accept Pat Wood's proposal regarding CPSM training; Jim Fleeker seconded; passed unanimously**
 - First class planned to be in November; will go ahead if enough interest from eblast; need to see if demand most for 3 individual modules or bridge review
 - ISM national is providing CPSM training for double the price per hour
- **Old Business Keith Masten**
 - Julia Skinner talked with Richard at Home Depot about presenting at UTD ISM meeting; he wants details of content they would like to present; Millie Chang said they will need someone for January meeting
 - Process to connect new members to mentors moves over to Ed Standridge; As people join, they will be paired with a mentor to help and guide them
 - Holly suggested mentors for student members; several members said it had been tried before and did not work; Holly suggested possibly with the Masters students at UTD ti might be more successful; this will be discussed; Dina suggested an article on mentors, once the program is established for the Newlink; Holly suggested a kick-off meeting for all mentors and their mentee's
 - Revised version of calendar: Debbie Reid-this is **completed**
 - Revised budget for approval: Dina Hansen-this is in progress; Keith and Dina are working on this
 - All V.P.'s will turn in forms to Mary for Affiliate Excellence

Award; Mary said she has not received them yet; Mary said forms were passed out several months ago; Mary will email copies of the forms to the VPs; application is due January 31; Mary starts working on getting information together now, as it is very extensive

- Bring plastic holders for name tags to September dinner meeting: John Marxer and Mary Walker-John brought holders to last meeting and Dina filtered through them to select holders that were correct sizes- this is **completed**
- New Business – Keith Masten
 - Website Committee will be chaired by Ellen Lasser; Keith will discuss with Mary and Ellen who will be the person to communicate with regarding current website postings
 - Keith said Ellen needs a committee; wants them to review ISM Dallas site and look over other affiliate websites to review best practices and recommend improvements to Board
 - Pat W. said this will not impact Jim Haining's responsibilities; Keith agreed
 - Pat will add to survey the ability to volunteer for website development
 - Julia Skinner is looking at member databases and working to merge them into one central list
 - Satellite Seminar location: decided to record the seminar on the day it is broadcast and then show it in a rebroadcast at Penney's; there will be 3 this year; it is too early to schedule space at Penney's for April seminar; they have all the facilities, just a matter of finding the space available when needed; will also be searching for an alternate site; next satellite seminar is October 16
 - Jim Fleeker: November 14 seminar
 - Plan is for it to be held at Crowne Plaza
 - Debbie Reid reminded group that Staples vendor said she would make ISM a good deal on printing; Jim needs a volunteer to head up the printing
 - Mary suggested get 4 volunteers who will attend the seminar free; need registration the day of the seminar and other tasks
 - Pat Rincon tentatively volunteered for registration; Dina will check and see if she can help with seminar; need someone to be sure it is advertised, such as on website and eblasts; Theresa DeWitt will help with printing; Jane DuToit will also help with seminar
 - Fee needs to be decided; Gail will contact Crowne Plaza about holding seminar
 - Will need screen; expect 25-30 people; costs would be similar to C.P.M. costs; would like soft drinks and tea

in afternoon

- Gail will purchase blank name tags for seminars and meetings
- UTD Scholarship agreement: Bill Wolek improved this agreement and sent it out; changed UTD ISM student membership to include students who are not from Texas or are foreign born
- Review budget: Dina reviewed structure- Rows 1-12 are income lines; months go across top; Actual figures include everything through October, and starting with November, only has budget figures
 - Pat W. asked why no actual for C.P.M. Module 1 class; Dina and Keith will investigate why education income did not appear
 - Keith said everyone will need to be careful about spending this year; ISM Dallas took a loss in September due to low attendance at dinner meeting; need to advertise meeting more; be cautious as to what is spent until see what attendance is at next few meetings
 - Jim F. asked about offsetting this low attendance with corporate sponsors; this is being investigated
 - **Keith Masten moved budget be accepted; Debbie so moved; passed unanimously**

Planning Session

Keith

- Review & Discuss Mission & Vision
 - Keith asked anyone with changes or suggestions to contact him
- Develop Action Plans for '08 – '09 (Breakout Sessions 10:00)
- Review Action Plans for each area
 - Education Debbie
 - Dinner Meetings & Tech Sessions
 - Special Seminars
 - Bill Wolek will write news article about success of last seminar
 - Compiled survey information after seminars will be sent to BOD
 - Gail will make hotel arrangements, buy name tags
 - Debbie will contact person at Staples and provide CEH certificates;
 - Teresa DeWitt: printing and production of manuals
 - Mary Buenrostro will create a page of upcoming events to put on tables, they will put

Keith

- membership info on table
- Pat, Jane and Dina will work at registration and do set-up
- Someone will need to search alternate locations for next seminars; Jim F. will write Newslink article asking for person with Meeting Planning expertise to take on this assignment
- Plans for **future dinner meetings**: January meeting – economic forecast person; February – MWBE – Lynda Lyles; March- CATTAN: April – if get Broadlane CEO – invite AHRRM – Contact Dina-also will be Newbery meeting; May – DFW Tour or Pat W. said Halliburton available for plant tour; other possible tours are Container Stores and JCP in Cedar Hill; need to get planning done now
- CPSM has a list of tasks; every time there is a seminar or dinner meeting speaker, send them the list and ask which CPSM topics they will cover; then advertise this to increase attendance
- Need to change dinner meeting CEH's from 2 to 1; Mary Walker will do this
- Blog for mentoring students and new members; discussion for members only; Michael Roman and Doug Wilson (JCP)
- Membership (see details above)
 - Improve retention
 - Resource allocation
- Marketing (see details above)
 - Support of Education Objectives
 - Promote ISM Dallas and Grow Membership
 - What Special Activities should be planned
- Administration (see details above)
 - Website & e-Blasts; Julia Skinner volunteered for website committee
 - Affiliate Award
- Adjourn at 12:00

ACTION REGISTER

- **Action:** When anyone states on a survey that they are interested in volunteering, all these names will be sent to the BOD **Jane DuToit**
- **Action:** Investigate if UNT and UTD student websites are linked to ISM Dallas: **Mary Walker**
- **Action:** A choice of areas in which volunteers would like to work will be added to the dinner meeting surveys **Jane DuToit and Debbie Reid**
- **Action:** Add a column with updates from student chapters to the Newslink; **Holly Lutze** will work with **Cathy Linares** to provide information

- **Action:** Contact Michael Roman about setting up a blog or forum for questions and discussion on the website **Mary Walker and Julia Skinner**
- **Action:** Write up blurb for eblast about upcoming social networking hour on October 9 **Brenda Clegg**
- **Action:** Contact Cathy at Staples about printing after Jim gets her information about seminar; she can offer a free vendor slot in exchange **Brenda Clegg**
- **Action:** Send out document to BOD on Advisory Council **Robert Vasquez**
- **Action:** Look into contacting Oil and Gas personnel who participated in golf tournament at conference, but who are not attending ISM Dallas meetings **Pat Rincon**
- **Action:** put out an eblast and ask who is interested in taking the CPSM training or CPSM bridge training in November **Pat Woods**
- **Action:** Add to survey the ability to volunteer for website development committee **Pat Woods**
- **Action:** Purchase blank name tags for meetings and seminars **Gail Arbetter**
- **Action:** Change dinner meeting CEH's from 2 to 1 **Mary Walker**
- **Action:** Home Depot presenter at UTD ISM meeting needs to know content of presentation **Julia Skinner in progress**
- **Action:** Send out copy of affiliate Excellence Award form to all VP's **Mary Walker**
- **Action:** Send out revised budget for approval **Dina Hansen**
- **Action:** All V. P.'s will turn in forms to Mary for Affiliate Excellence Award
- **Action:**
- **Action:** **Pat Woods** will talk with Chris Boyd at Perot Systems about being location for Satellite Seminar
- **Action:** Merge membership databases into one central list: **Julia Skinner-in progress**