

ISM – Dallas, Inc.
Board of Directors Planning Session

June 25, 2009 Minutes
 Crowne Plaza Dallas, TX.

Board Member	May	June	July
Steve Bigrigg	X	X	
Christine Boyd		X	
Kathy Bridwell	X	X	
Mary Buenrostro	X	X	
Teresa Dewitt		X	
Jane DuToit		X	
Jim Fleeker, C.P.M.	X		
Gretchen Gayowski	X	X	
Dina Hansen	X	X	
Phil Kabakoff	X	X	
Annette Lam		X	
Fred LaVail		X	
Holly Lutze	X	X	
Lynda Lyles			
John Marxer	X	X	
Keith Masten		X	
Brian E. Mosby	X	X	
Roxanne Rawdon		X	
Charlotte Ray	X	X	
Pat Rincon	X	X	
Ayush Sharma	X	X	
Julia Skinner	X	X	
Ed F. Standridge		X	
Barbara Taylor	X	X	
Mary Walker	X	X	
Dr. Dick White			
Pat Woods	X	X	
Jessica Harris	X		
Kevin Marshall	X	X	
Grace Xu	X	X	
Greg Zatirka		X	
Kathy Bridwell		X	

Gail Arbetter		X	
Total Attendance:	19	29	

**ISM – Dallas, Inc.
Board of Directors Meeting Minutes
June 25, 2009**

Pat Woods called the meeting to order at 6:00 P.M.

- Introductions: Each person in attendance introduced him or herself.
- Keith Masten gave out certificates of appreciation to last year’s Board Members and to the Executive Administrator.

Treasurers report Dina Hansen

- 2009 – 2010 Budget - This is the last report of this fiscal year; shows information that will be helpful for budget preparation
- Dina Hansen reviewed organization of spreadsheet; divided into income and expenses; each chair needs to estimate any revenue they expect to bring into the organization; for each month, fill in white columns estimating how much your area/committee will bring in, and then corresponding to that, how much is being budgeted for that item; the spreadsheet software will total the figures to indicate yearly totals; some areas will not have revenue
- Dina will send out the spreadsheet with the figures she has received so far; next year she plans to provide training on how to use spreadsheet; Pat W. asked all to gather input if needed from others, so that by July meeting will have good idea of budget; may want to delete some areas where the money has been budgeted, but has not been used over last several years
- Discussed who would be subsidized to go to National conference next year; Phil will put together a list of approximate costs to send individuals to conference

Admin VP Update Phil Kabakoff

- Archives Status
 - Phil Kabakoff went out to the document storage at Fred’s; he distributed the retention period schedule to all at meeting; some things have been in storage much longer than they need to be; majority of the items are from 1997 to present, but some much older
 - Phil could not find a list of the officers for each year, which National suggested each affiliate have
 - Suggested making all of the old newsletters into a book to keep in the library; recommends scanning the more permanent documents; some of boxes have hundreds of sheets of paper
 - Phil suggests purchasing a scanner with a document feeder
 - There are about 18 boxes; 4 drawer file cabinet is available; contact Fred if anyone is interested in picking it up; Phil wants everything to be taken out of his garage fairly soon

- Keith, with his expertise as a CPA, will review the items by July 15 and recommend to Phil how long each item should be retained
- Fred LaVail thanked everyone for all of their concern, cards and calls; he is recovering; he is working on a Job Watch update; he said he does not need extra help, which has been offered
- Phil reported he talked with Richard Jurek and asked for a presentation at a board meeting as to what iChapter is capable of doing; he wants a list of who has the password and how one is able to log in
- Phil will ask Richard if he can attend the July meeting; if so, Phil or Julia will give Richard a list of issues the BOD wants to discuss

Membership VP Update Julia Skinner

- Member headcount as of today is 553; goal is 682; total of 138 student members
- Julia distributed an updated roster by email on June 3rd, but not certain if Richard has updated database on website
- Jane said she is receiving 460 names for the survey
- Everyone please send any concerns regarding iChaper and database to Julia, and she will send them to Richard Jurek before he presents to ISM
- Annette Lam is taking over member retention
- Ed talked about his definition of his mentoring responsibilities; Charlotte Ray has a document about mentoring; Ed's mentoring will be for professionals in the field, and Charlotte is working with mentoring for students; John Marxer said original idea was to mentor new members about the chapter and what ISM does; it was to be more of a buddy system; the mentor would help encourage the new members to be more involved in the chapter; Ed discussed his idea of ISM Dallas having a presence within specific companies in the role of mentors; Ed, Charlotte and Gretchen Gayowski will brainstorm and report on the definitions and action steps for the mentoring program
- Kevin Marshall is looking at contacting ISM/NAPM organizations and also companies in other cities; would like any list of organizations or associations that ISM Dallas can work with, whether through organizational interaction or mentoring; he plans to throw a wide net; may look at best practices and see if can bring back ideas and also share ISM Dallas ideas with others; Greg Zatirka agreed to work with Kevin on his affiliate liaison committee

Marketing VP Update Pat Rincon

- **Newsletter:** Barbara Taylor has everything ready for the newsletter, but waiting for Julia's report; ideally, Barbara needs information by the 15th of the month; Charlotte has something she will send for the newsletter; Roxanne will send something on Southwest Conference
- **Monthly survey results:** Jane sent out monthly survey and the results; only 45 responded and of those, 12 attended the May meeting; Jane will write a brief article explaining the purpose of the survey; Jane and others discussed revamping the questions; At July meeting, will report on ideas of how to revamp questions; next month will discuss where to go with survey and what want from results

- **TableTop/Tech Sessions:** Pat Rincon and Roxanne Rawdon discussed having table tops in the fall; may have tradeshow in March
- Keith Masten had asked Jane to look into costs of using the services of a PR firm; Jane reported the cost is \$200 and the PR would go out nationally; Jane did not think it was appropriate to ISM Dallas's marketing needs; discussed running an ad in a local magazine; anyone aware of appropriate magazines for ads, please send names to Kevin Marshall, and he will send them on to Jane

Education VP Update Brian Mosby (for Jim Fleeker)

- **Review Calendar:** Brian reviewed speakers planned for July through spring 2010; reminded all that July will be a lunch meeting; November 12 an ISM International speaker is being considered; January is always a joint APICs meeting; February is MWBE speaker, October and March would be a luncheon, but March may be a tradeshow; will see how good the attendance will be for first lunch meeting in July before deciding on future lunch meetings
- Group discussed various meetings; usually during tradeshow there is not a meeting, although last year had both tradeshow and meeting on same evening
- Pat Rincon will chair tech sessions; Brian mentioned Bob Rusoff will be doing trivia again in August, with Starbucks gift cards as rewards
- Brian reviewed plans for a satellite seminar to be held at JC Penny
- C.P.M. training starts June 27th; Anyone wishing to participate should contact Pat Woods; CPSM training will be starting in August; Pat will get dates to Gail tomorrow and copy Brian
- Charlotte spoke about student mentoring; she expects everyone on BOD to sign up to mentor students; she has available a description of the role of student mentor; all students to be mentored are UTD students; Charlotte will send out a broadcast to all members asking for volunteers to be mentors; she plans to have a tech session, which she will discuss with Pat Rincon; she will hold a session where the students will interview and choose their mentors
- **CPO Advisory Committee Update**
 - Gretchen has an article for the newsletter on CPO Advisory Board (that Jessica Harris finished); Gretchen will give it to Barbara
 - Committee will present a draft of plan for Advisory Board at July board meeting
 - A job description of every Executive Board position is needed; Pat Woods will distribute the current descriptions so that they can be updated
 - The next meeting is scheduled for August 6 at Dean Foods
 - Plan to work with Brian on possibility of panel discussion for a dinner meeting
 - CPO's would like to have ISM mentor within their companies or help them set up their own mentoring program
- **Sustainability Committee Update:** Gretchen suggested ISM Dallas consider "adopt a highway" volunteer program; recommends a small business mentoring program for sustainability

Old Business: Action Items Status

- Update National Member List - Jim Haining to provide Richard Jurek - Phil Kabakoff-this was given to Richard by Julia Skinner-**Completed**
- Update Conference Contract for vote in June - Kathy Bridwell-- **Completed**
- Joint Sponsorship with NAPM-Ft. Worth - Kevin Marshall-defer to July-they do not have another meeting until September; Kevin will start the conversation
- Virtual Meeting Format for BOD Meetings-Pat Woods; Barbara Taylor has offered a technology tool for this; hotel said they were willing to cancel board meeting with 30 day notice; will have more information next month
- Change October Meeting to the 15th - Pat Woods-this change has been made and might be for lunch- **Completed**
- Updated BOD List to Mary Walker and Jan Miller - Pat Woods-this has been sent to Michael Roman who is updating the officers on website; the National site is updated; **Completed**

New Business

- SWF Incentive Program
 - Kathy Bridwell reported all marketing is ready and will be mailed second week of July; all registration links are posted on ISM; exhibitor and golf registrations are up
 - Listened to ISM Dallas and will have a one day registration fee, there is a reduced student fee for student members of ISM
 - Offering 5 free registrations to ISM Dallas members who will volunteer at conference; anyone who brings in 5 exhibitors, will get a free registration (will need to let Kathy and Roxanne know which exhibitors you bring in)
 - There are also incentives for bringing in golf teams, sponsorship, and for getting door prizes donated, incentives are open for any ISM Dallas member; this would be in place of ISM Dallas receiving any revenue; there was discussion about the incentive program proposal
 - Date of conference is October 7-9th; now moving into the period where everyone is working on getting the suppliers/exhibitors
- **Jane DuToit made a motion and Pat Rincon seconded that ISM Dallas approve the proposed SWF Incentive program; it passed unanimously**
- November Dinner Speaker - Pat Woods explained Yi Su Chen has done research on the relationship of Firestone and GM; She wants to present to one of the larger ISM chapters and is willing to pay her way here; Brian will look over the proposal, discuss with Jim Fleeker, and decide if they are interested in having her present at an ISM Dallas meeting
- Internship – Ayush Sharma –Pat W. explained they are proposing that ISM Dallas sponsor an internship; he listed the areas where the intern would work; internship would be for summer term as part of the UTD internship program; reviewed financial commitment of ISM Dallas and payback to the Chapter; intern

would need an office and would not work under the 1099 format; whoever volunteered an office would be the on-site supervisor; the specific candidate has been working with Bob Bonnell on his committee and is well qualified; Kevin talked about the advantages of this program; Keith explained that ISM Dallas cannot have an employee on the payroll; the board discussed and decided that due to the payroll and tight timeframe (the paperwork would be due on Monday), to not hire the intern at this time

Adjourn: 8:15 P.M.

ACTION REGISTER

- **Action:** Phil Kabakoff will ask Richard Jurek if he can attend the July meeting to give a presentation, if so, Phil or Julia Skinner will provide for Richard a list of issues the BOD wants to discuss
- **Action:** Dina Hansen will send out the budget spreadsheet by email with the figures she has received so far
- **Action:** Phil Kabakoff will put together a list of approximate costs of sending someone to National conference
- **Action:** Keith Masten will review the storage items by July 15 and recommend to Phil how long each item should be retained
- **Action:** Anyone with concerns about iChapter or the database, please send them to Julia Skinner and Phil Kabakoff
- **Action:** Ed Standridge, Charlotte Ray and Gretchen Gayowski will brainstorm and report on definitions and action steps for the mentoring program
- **Action:** Pat Woods will distribute the current job descriptions so that they can be updated by each Executive Board member
- **Action:** Virtual Meeting Format for BOD Meetings-Pat Woods; Barbara Taylor has offered a technology tool for this; will have more information in July