

Region IV, XI, XII Joint Meeting – June 9, 2007  
Discussion – My Chapter  
Facilitators – Mary Hayden, Debra Hansford

**Comments**

The chapter locator is an important tool to use to get free publicity plus meets chapter minimum standards.

Be careful how chapter domains are registered. Several years ago the Tri-State Chapter could not renew chapter domain name because it was registered under individual name. Suggestion: register domain names within district with same company, to have purchasing clout with that company when problems arise. Verify who/how domain name is registered.

When downloading a report that needs to be sorted, download as text file and use tab delimited sort option before saving as excel file.

CDC will send PowerPoint presentation about My Chapter to RVP to enter on region websites.

APICS needs to understand the difference between chapter AP and AR. Chapters are receiving checks to treasurers that are dated.

Direct deposit is available for chapters

**My Chapter Questions**

APICS asked CDC to mention the request to upload BOD roster via My Chapter, vs. using fax, email or phone call. Comments from group included: it should be easier to submit updates, don't use check marks, need message that update received successfully, need better instructions, and need a more simple system that does not allow mistakes to be entered (use poka-yoka technique).

Is it possible to add multiple events at one time without going back to home page?

In the real time reports, chapter personnel are not up to date all the time. One report may have Mary L Hayden and another Mary Hayden. Why the difference?

Is it possible to update member information, i.e. company name on member profile? (Note: Mary has made company name changes so maybe this is more a training issue.)  
CBar – there are two versions on the APICS website. What needs to happen to delete the older version of CBar to reduce confusion?

What is possibility of APICS allowing each chapter to have a space in APICS.org (if chapters does not have website)? Another alternative is to have websites on Region/District website.

Snapshot reports how do we know the date of the data? Is it possible to see the actual dates that report was created?

## Discussion – My Chapter

It appears the real time reports have different fields than snapshot reports. Why? Data can be different between real time and snapshot. For example suspended members, on one report and not another. (This topic had a lot of discussion.) It appears data is coming from different reports.

Discussion regarding membership information. For example a chapter president has the incorrect email address. Why is this still displayed in the BOD roster? If the membership profile is updated, will the change be reflected in the BOD roster automatically? Need a closed loop system where a change to one will change same information globally.

If there are fields in membership profiles that can not be updated, may they be clearly marked to reduce confusion?

Is the treasurer name a default?

Is it possible to have an interactive web conference (not with PowerPoint slides) presented by APICS for chapter officers to see how to use My Chapter and ask questions? Answers to be posted to RVP for dissemination.

May group membership data be updated by chapter or only by APICS?