

## APICS Region IV Meeting

Theme:

“Shape up Your Chapter- A Fitness Program for Effective Chapter Management”

Location: Radisson Hotel and Conference Center, St. Petersburg, FL

*Friday – September 14, 2007*

Meeting started at 1:30 PM.

### I. Roll Call / Meeting / Dinner Plans / Facilities – Denise Gillespie

Fred Tolbert welcomed the group and introduced Region IV staff and special guest, Scharan Johnson, APICS Staff. Total attendees to the meeting were 13 chapters. Each Chapter representative introduced himself/herself to the group by providing name, chapter affiliated to, position on chapter, and years involved in APICS. Denise Gillespie reviewed the meeting agenda for the weekend along the dinner plans for the evening (see presentation by control + right click =>[Fall Region Staff Meeting - Final Agenda](#)).

### II. Region/District Transition Update – Alma Ballard

Alma Ballard talked about the Southeast District (see presentation by control + right click =>[Southeast District Update](#)). The 2008 Southeast District Calendar of Events is as follows:

Month	Type	Date / Time / Location	Theme
Jan	Webinar	1/8 @ 12:00 PM EST	
Feb	District meeting	2/8 – 2/9 / Orland, FL	Education / Instructors
Mar	Webinar	3/11 @ 5:30 PM EST	
Apr	Webinar	4/8 @ 12:00 PM EST	
May	Webinar	5/13 @ 5:30 PM EST	
Jun	District meeting	6/6 – 6/7 / Raleigh, NC	Chapter and Strategic Planning
Jul	Webinar	7/8 @ 12:00 PM EST	
Aug	Webinar	8/12 @ 5:30 PM EST	
Sep	Webinar	9/9 @ 12:00 PM EST	
Oct	District meeting	10/17 – 10/18 – Chattanooga, TN	
Nov	Webinar	11/10 @ 5:30 PM EST	
Dec	Webinar	12/9 @ 12:00 PM EST	

### **III. Society Update – Fred Tolbert**

Fred Tolbert gave APICS Society Update including the new APICS BOD Structure and the new District structure (see presentation by control + right click => [APICS - Society Update - September 2007](#)).

### **IV. Using “MY CHAPTER” –Scharan Johnson**

Scharan Johnson presented on how to use My Chapter including a live demonstration (see presentation by control + right click => [MyChapter 2007 Reg Presentation](#)).

### **V. Chapter Spotlight Presentation – David Hovan**

David Hovan, JACK President, made a presentation about an overview of the JACK Chapter. See presentation materials by control + right click the following links:

- [About APICS in Jacksonville - presentation for schools](#)
- [Chapter Spotlight Jacksonville presentation](#)
- [Jacksonville Newsletter Sept 07](#)

Meeting adjourned at 5:00 PM.

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*Saturday – September 15 2007*

Meeting started at 8:30 AM.

Fred Tolbert welcomed the attendees to the meeting and introduced attendees that arrived on Friday night. The meeting was held at the EpiCenter Conference Center. Jerry Kilty address the group to talk about the EpiCenter and why we had the meeting in this facility.

## **I. Strategic Planning Workout Phase 1 – Brad Voss**

Brad Voss presented about the how to conduct a chapter strategic plan session (see presentation by control + right click => [Strategic plan presentation](#)). This presentation was the base for the workout portion of the meeting where attendees worked on developing a strategic plan for a chapter under different scenarios.

## **II. Strategic Planning Workout Phase 2 – Brad Voss**

The group was divided in three teams to work on developing strategic plan. Ssee results of strategic plans by control + right click the following links:

- [Strategic Action Plan – Marketing](#)
- [Strategic Action Plan – Membership](#)
- [Strategic Plans consolidated - template](#)

## **III.50th Anniversary Celebration – Supply Chain Contest**

Fred Tolbert talked about the Second Harvest program sponsored by APICS Society (see presentation by control + right click => [APICS - Society Update - September 2007](#)). Dennis Leahy, CEGA President, is the Region IV Second Harvest coordinator.

## **IV. Chapter Management Playbook (Tool Kit): What's needed to get chapters going? – David Curl**

David Curl talked about a tool kit for chapter management, which contains information about chapter management tools related to General & Administrative, CMS & CBAR, President, Programs & PDM, Education, Marketing, Finance, Job Description, and Websites (see presentation by control + right click =>).

Keith Chaisson from the FLWC Chapter continued the presentation by presenting the different tool kit. Each participant received a flash card with the Region IV Tool Kit. The remainder of the meeting was used of four different areas, as follows: Budget, Program Schedule, Education Schedule, and .Marketing & Membership.

## **V. Wrap UP**

Fred Tolbert summarized the weekend meeting and thanked the attendees for participating in the meeting. He also recognized Region IV Staff for the work they had done during the year.

Meeting adjourned at 5:00 PM.

Parking lot items

1. Chapters would like information and marketing materials to compete against the following:

Other professional organizations (ISM, CSCMP.)

Other Supply Chain Certifications (ISM)

2. Test dates for CSCP are still not available, which makes it difficult for chapters to plan education programs and their budgets without this information.

If Chapters are expected to complete an annual plan, why can't HQ?

3. Why do students (or students-at-large) have to be assigned to a single student chapter?

Why can't they be assigned directly to an area chapter - especially one with a Board member willing to support them?

4. We need quicker updating of Certification Information in the database.

Chapters like to be able to provide timely recognition to recently certified members at PDMs

Sometimes members are not designated as certified on *chapter* mailings or badges; this is because the membership listing used as its source has not yet been updated by HQ. This does not make the chapter look good in the eyes of the member.

5. How are we to reference Alexandria since we are no longer designated as a "Society", but rather an "association" in our tag line?

We were told to refer to them as "APICS Corporate" now.