



Official Minutes

ISM-CI Board of Directors Regular Scheduled Meeting

EFCO Conference Room,
1800 NE Broadway Ave, Des Moines, IA 50313

- I. The ISM-CI Board of Directors meeting was called to order by President Shafer at 5:40 PM, November 25, 2008

Board Members Present: (list by name and position, person presiding is listed first)

Todd Shafer, C.P.M.

Prasad Kamat, Treasurer

Venessa Pehde, Secretary

Board Members absent:

Donna Satre, C.P.M. Immediate Past President

Andy Nichol, Vice President, currently overseas on business

Quorum: It was duly noted that a quorum was present until 6:55 PM. President Shafer had to leave for a business call.

Others in attendance:

Deb Swartzendruber, CPSM, C.P.M., President 2009

Michael Panos, CPSM, Vice President 2009

Jocelyn Stull, Treasurer 2009

Robert Kemp, Ph.D., CPSM, C.P.M., Board Director 2009

Mark Thompson, Board Director 2009

Location: EFCO Conference Room, 1800 NE Broadway Ave, Des Moines, IA 50313

- II. Reading of the minutes of the last board meeting: The reading of the minutes was omitted

Motion to Accept the Minutes: By Dr. Kemp, Second By Deb Swartzendruber

Vote: Yeas 3 Nays 0 Abstentions 0

- III. Treasurer's Report: Reading of the Treasurer's Report was presented.

1) Dr. Kemp presented the need of a Check Writing Policy for the Treasurer

2) Action Items:

a) Dr. Kemp will provide Jocelyn with a blank form for the Check Writing Policy

b) Jocelyn will provide a Policy for the Board's approval

Motion to Accept the Treasurer's Report: By Deb Swartzendruber, Second By Venessa Pehde

Vote: Yeas 3 Nays 0 Abstentions 0

IV. Old Business:

- 1) The Board needs to determine price per person for the Prairie Meadows menu
- 2) A set menu schedule for meetings will be decided at December's Board meeting
- 3) Reviewed the roster of the Educational Team. They will be meeting on December 4, 2008 at 5:30PM

Motion to Accept Each Item of Old Business by name: By Dr. Kemp Second By Venessa Pehde

Vote: Yeas 3 Nays 0 Abstentions 0

V. New Business:

- 1) Dr. Kemp presented a tentative schedule for next year's meetings
- 2) Seminars need to have committed sales and should be cancelled if low attendance
- 3) Dr. Kemp presented the need for 5-6 people if the Meeting Team is formed
- 4) 123 will be the new website host company
- 5) Robert Monson will be responsible for rebuilding the website (www.ism-ci.org)
- 6) A budget for completing the Evaluation Form will be decided at December's Board meeting
- 7) Dr. Kemp requested ideas for the Newsletter
- 8) President Shafer presented the New Attendee packet and requested suggestions
- 9) Calendar of Events will be discussed at December's meeting
- 10) Recognizing ISM members in March 2009 as part of ISM Supply Management Month Program) will be discussed at December's meeting
- 11) ISM Affiliate Leadership Training Program will default to January's meeting. Jan Miller, V.P. Affiliate Support advised of a one day Leadership Training Workshop to be held prior to the ISM Annual International Supply Mgmt. Conf. on Saturday, May 2, 2009. Affiliate officers who attend will receive \$300 off their ISM Annual International Supply Mgmt. Conf. registration fee.
- 12) Dr. Kemp proposed having an audit when Board of Directors is changed – Did not have Quorum – Policy will be based on finding and will be discussed at January's meeting
- 13) Old NAPM-CI policy statements will be discussed at December's meeting

I. Action Items

- A. *President Shafer will compare dues to other ISM affiliates*
- B. *President Shafer will provide template for meeting notes*
- C. *Prasad will call Viva to cancel website hosting and also notify Robert Manson of the Board's decision*
- D. *Mark Thompson will provide a name of a backup person for hosting the website*
- E. *Marketing Team will be in charge of website (www.ism-ci.org)*
- F. *Dr. Kemp will add an article for CPSM study guides and books to Newsletter*
- G. *Education Team will add pocket schedule to New Attendee packet*
- H. *Marketing Team needs to be recruited*

VI. Adjournment: There being no further business at this time, Acting President Swartzendruber called for a motion to adjourn. Dr. Kemp moved adjournment and Acting President Swartzendruber adjourned the meeting at 7:30 PM

Motion to Adjourn By Deb Swartzendruber, Second By Venessa Pehde
Vote: Yeas 7 Nays 0 Abstentions 0

President Swartzendruber adjourned at this meeting at 7:30 PM, November 25, 2008

VII. Authentication:

Todd Shafer, C.P.M.
President, ISM-CI

Venessa Pehde
Secretary, ISM-CI

VIII. Enclosures: None



Institute for Supply Management – Central Iowa

November 25, 2008 – Board Meeting

Agenda:

Call to order and Roll Call

Secretary's Reading of the Minutes of the last meeting

Financial Report (The BODs need to see these figures and the numbers)

Will there be a Year-end audit of the funds as the BODs change?

1. Review Board Meeting notes from 10/28/08
2. Propose Dr. Kemps format for BOD meeting agenda and meeting notes
3. Committee Status
 - a. Education Team
 - i. Roster
 - ii. Strategic Guidance
 - iii. Educational Program Schedule
 1. Early Bird – Dec and on into 2009
 2. Premier Seminar – Dec and on into 2009
 - iv. Satellite Seminars
 - v. CPSM Review
 - vi. C.P.M. Review
 - vii. Evaluation Form
 - b. Marketing Team
 - i. Roster
 - ii. New attendee packet
 1. welcome letter
 2. 13 reasons to join ISM-CI
 3. guest letter
 4. organizational chart
 - iii. March 2009, Supply Management Month
 - iv. Newsletter – 2009 (Robert Monson and Nanette)
 - v. Web Site for ISM-CI
 1. Cost savings
 2. Calendar of events
 - a. BOD mtgs, minutes from meeting
 - b. Dinner meetings
 - c. Seminars
 - d. Reviews
3. Photo of Ed Team and Marketing Team

4. Elections Status
5. Prairie Meadows Dinner Contract - reservations and charge for plate
6. ISM Affiliate Leadership Training Program