

Official Minutes
ISM-CI Board of Directors Regular Scheduled Meeting
EFCO Conference Room,
1800 NE Broadway Ave, Des Moines, IA 50313
January 27, 2009

I. The ISM-CI Board of Directors meeting was called to order by President Swartzendruber at 5:35 PM, January 27, 2009

Board Members Present:

Deb Swartzendruber, CPSM, C.P.M., CPIM, President
Todd Shafer, C.P.M., Immediate Past President (Left the meeting at 6:40 PM)
Mike Panos, CPSM Vice President
Venessa Pehde, Secretary
Jocelyn Stull, Treasurer
Robert Kemp, Ph.D., CPSM, C.P.M., Board Director
Kelly Green, CPSM, Board Director
Rhonda Deer, CPSM, C.P.M., Board Director

Board Members absent:

Mark Thompson, Board Director

Quorum: It was duly noted that a quorum was present at 5:35 PM.

Others in attendance:

None

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 December 2, 2008 minutes was read.

Motion to Accept the Minutes: By Immediate Past President Shafer, Second By Vice President Mike Panos Vote: Yeas 8 Nays 0 Abstentions 0

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

1) Treasurer Stull presented policy number 1000 for the Treasurer to write checks

Motion to Accept the Item # 1 By Immediate Past President Shafer, Second By Director Green Vote: Yeas 8 Nays 0 Abstentions 0

2) Travel Reimbursement policy number 1001

Motion to Accept the Item # 2 By Immediate Past President Shafer, Second By Director Deer
Vote: Yeas 8 Nays 0 Abstentions 0

- 3) Vice President Panos proposed a need for an expenditure report for dollar approval
- 4) \$3400 will be received once all books are sold
- 5) Treasurer Stull proposed giving members a referral incentive

i. Action Items

- A. Director Kemp will contact Jane Berger to send email blast to members regarding available CPSM books for purchase*
- B. Vice President Panos and Secretary Pehde will go through Secretary box to find the member fees in 1990's*
- C. Immediate Past President Shafer will contact old members to get information regarding member fees in 1990's and will contact Director Thompson regarding a proposed membership increase*

Motion to Accept the Treasurer's Report: By Immediate Past President Shafer, Second By Treasurer Stull
Vote: Yeas 8 Nays 0 Abstentions 0

IV. Old Business:

- 1.) President Swartzendruber suggested that Dr. Kemp receives attendance records
- 2.) Directors' Thompson & Deer will be Meetings Mentor; Director Green is undecided
- 3.) Director Kemp will email Early Bird & Premier CEH points if requested
- 4.) Vice President Panos proposed a need for a speaker fee policy to approve expenses
- 5.) Marketing Team will decide monthly meeting giveaway
- 6.) Treasurer Stull will move Budget Expenses - "Survey Drawings" from Education to Marketing
- 7.) President Swartzendruber will contact APICS to get their Auditor info for the financial audit
- 8.) Treasurer Stull suggested the \$95 fee for seminars
- 9.) The Board noted that Jane Burger does not do the taxes. In the past, H&R Block or another tax service did the taxes.
- 10.) President Swartzendruber will send a copy of the Meeting Survey Summary done by Frank Montabon of CI-APICS of the responses by attendees of the January Joint meeting.

Motion to Accept Item # 8 of Old Business By Immediate Past President Shafer Second By Director Deer
Vote: Yeas 8 Nays 0 Abstentions 0

- 11.) Director Green suggested that all records 3 years or older be properly disposed

Motion to Accept Item # 9 of Old Business By Director Green Second By Treasurer Stull
Vote: Yeas 8 Nays 0 Abstentions 0

V. New Business

- 1.) Terry Lewis received dues relief and will not need to pay for dinner meals
- 2.) Marketing Team have good ideas for entertaining during the monthly meetings
- 3.) President Shafer's request for voting by e-mail or phone will be deferred until next Board meeting
- 4.) Vice President Panos proposed instead of giving APICS our member's email addresses, ISM can receive APICS marketing information and distribute accordingly
- 5.) Secretary Pehde presented Job Posting Policy 1002 and Article/Publications Policy 1003
- 6.) Marketing Team will meet with Web Designer Rob Monson to review website and Policy 1002 and 1003
- 7.) ISM Affiliate Leadership Training Program deferred until next Board meeting
- 8.) Director Kemp will distribute ISM-CI Officer List to assign members to ISM titles listed on the ISM website.
- 9.) Secretary Pehde suggested that website should have a password protection for roster and job postings
- 10.) Frank Montabon, representing CI-APICS requested promotional cooperation to use the ISM-CI member list for mailing or e-mails. Overall, the Board and Directors were not in favor of distributing our member list. A compromise was offered to have Marketing accept each request to determine if the request could be incorporated into the ISM-CI Marketing Plan.

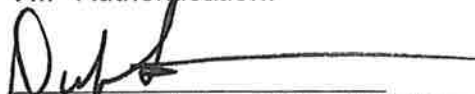
i. Action Items

- A. Secretary Pehde will email Biennial Report from Iowa Secretary of State to ISM-CI Board for review
- B. Marketing Team will distribute open meeting invitation when they meet with Rob Monson to review website

VI. Adjournment: President Swartzendruber adjourned this meeting at 8:10 PM on January 27, 2009

Motion to Adjourn By Director Deer Second By Director Green Vote: Yeas 7 Nays 0 Abstentions 0

VII. Authentication:


Deb Swartzendruber, C.P.M., CPSM President
President, ISM-CI


Venessa Pehde
Secretary, ISM-CI

VIII. Enclosures: Treasurer Report