

# APICS Region IV

## Staff Meeting

St. Petersburg, FL  
September 14, 2007

The New Orleans, LA meeting was held at the Radisson Hotel and Conference Center, St. Petersburg, FL and started at 9:00 AM. Present at the meeting were: Fred Tolbert, Alma Ballard, Brad Voss, David Curl, Denise Gillespie, Kilty G. L. (Jerry), and Jorge Calaf. Scharan Johnson, APICS Staff was also present during the meeting.

### **I. Opening and Review Agenda – Fred Tolbert**

Fred Tolbert started the meeting by welcoming the participants and then discussed the agenda for the Region IV Staff meeting.

### **II. Chapter Review and procedures for chapter revitalization – David Curl**

***A. David Curl reviewed the Region IV Chapter status (Healthy, Mixed or Distressed) and documented their status in the Region IV Chapter Data worksheet.***

***B. Chapter in revitalization: CEAL, CHVA, CSRA, FLGC, GUMT, NCFL, OEST, FLSE, SCMS, SFLA & TNVL.***

***C. Region IV Staff agreed on the following strategy to revitalize these chapters:***

- 1. Send a letter to the Chapter President informing that the chapter is considered not healthy for not complying with the Minimum Chapter Standards (MCS).**
- 2. Region IV Staff will contact each chapter to develop a revitalization plan.**
- 3. Attempt to comply with CMS by the end of the year.**
- 4. Hold revitalization meetings at SMCS, CHVA & FLSE.**

### **III. Review Region IV Meeting Plan – Denise Gillespie**

Denise Gillespie review with Staff about the weekend plans, including changes to published agenda and general meeting logistics, such as dinner plans, hospitality, and local transportation. The group agreed to cover most of the Friday night dinner. Chapter representatives and guest will pay \$10 per person. Region IV Treasury will pickup the difference of the actual cost per person.

#### **IV. Review Strategic Action Plan Status – Alma Ballard**

Alma Ballard reviewed all Region IV Strategic Plan Action Plans. All action items were completed. Fred Tolbert complimented staff for the work done related to the strategic plan.

#### **V. Special Region Donations – Fred Tolbert**

Fred Tolbert proposed the following Region IV donation:

##### ***A. Scholar Program***

Region IV Staff discussed and approved to fund four (4) students for the 2007 APICS International Conference for a total amount of \$3,200.

##### ***B. Second Harvest***

Region IV Staff discussed and approved to donate \$1,000 to the Second Harvest sponsor by APICS Society.

#### **VI. Webinar – Fred Tolbert**

Region IV Staff agreed to have the last Webinar meeting in November 27, 2007. The theme of the meeting is “Best Chapter Practices” with four subtopics: Marketing Plans, Educational Program, PDMs & Seminars Programs, and Student Chapters.

The meetings adjourned at 12:00 PM.