**ISM-Houston, Inc.**

**Meeting Minutes – September 2017**

**Affiliate Name & Meeting Type**: ISM-Houston, Inc. Full Board Meeting

**Time of Meeting**: 6:00 **Month**: September **Day**: 19  **Year:** 2017

**Location of Meeting**: Sheraton Brookhollow Hotel

**Call to Order**: Mark Waddleton at 8:0 **P** = present, **X** = absent

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|  | **Voting Board** |  | **Non-Voting** |
| **P** | Mark Waddleton - President | **P** | Gregory Wu – Membership Services |
| **P** | Joe Gallagher – Vice President  CPO Advisory Board | **P** | Kelley Crawford – Academic Partnership |
| **P** | Alan Power - Secretary | **P** | Richard Mejia – Emerging Professionals |
| **P** | Aigerim Zimmerman – Director at Large |  | Linda Lighthill-Flusberg – General Meetings |
| **P** | Beth Gutweiler – Membership Growth | **P** | Kanita Brown – Career Services |
| **P** | Teena Bell – Director of Programs | **P** | Art Rutauskas – Electronic Education |
| **X** | David Flusberg – General Meetings |  | Yousuf Allauddin – Membership Analytics |
| **P** | Matt Bradshaw – Professional Development | **P** | Rose Berberian – Awards Chair |
| **P** | Jane Henry – Director of Marketing | **P** | Gwen Mitchell – Supplier Diversity |
| **X** | Rani Ramchandani - Communications | **P** | Sharon Malkovic – Past Presidents Forum Committee |
| **P** | Branko Bozanic – Public Relations |  | Ross Harvison – Houston Business Report |
| **P** | Sheila Smith – Director of Administration |  |  |
| **P** | Bob Schneider – Fundraising and Special Activities |  |  |
| **P** | Robert Ledesma – Director of Supplier Development |  |  |
| **P** | German Torres – Local Director |  |  |
| **P** | Jay King - Treasurer |  |  |
| **P** | David Allen – Past President Advisor |  |  |

\*Holds Proxy

**Voting Members Present: 15**

**Agenda**

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1. **Approval of Previous Meeting Minutes**
   * The Board unanimously approved the minutes from the August strategy meeting.
2. **Approval of New Members**

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* + The Board reviewed the new members from June, July and August
  + The Board unanimously approved the new members for this period

1. **Treasurer’s Report**



* + Previous year-end budget vs. actual of -$1,067
  + Shift to new QuickBooks software complete
  + Beginning to transition to new systems and new reports
  + Recognition to Jay King for all of his hard work to get our books back in order and begin to properly communicate our financial position in real time.

1. **AMC Update**

* To date the AMC relationship is going well and improving our business in multiple ways

1. **Flipcause Update**

* Chapter registration via Flipcause is now live on the ISM Houston website.
* 5 transactions processed through Flipcause to date and 80% of them have agreed to absorb the processing fee.
* We have also created a Volunteer portal that allows us to capture volunteers from the membership that can then be partnered with volunteer needs from the Board.
* **Action – Membership Services and Marketing: Address how we steer “renewals” into this process vs. them going to Nationals based on the historical process.**

1. **November Board Meeting Date Decision**

* There was agreement within the board to shift the date of the November meeting
* **Action: Alan to send Doodle out to get vote from the board on shifting the November meeting back by one or two weeks.**

1. **Recommended Bylaw Changes**

* Change 1: Add Secretary and Treasurer back into the executive committee
* Change 2: Shift due dates for board submittal dates for budget items
* Details on these and other minor clean ups will be submitted to the Board during the October Board meeting for a Vote
* Bring the recommendation to the April Dinner Meeting for membership support

1. **ISM Houston North Extension**

* Initial meeting will be held at CB&I during October
* **Action: Mark to distribute a list of potential attendees to the Board for each Board member to call 5 individuals from the list to invite them to the meeting. Mark to provide key points for the call.**
* **Action: Each board member to call the 5 individuals assigned to them and invite them to the North Extension meeting in October.**
* **Action: Hold an After Action Review in the November meeting to review the performance and learnings from the October North Extension meeting**

1. **Leadership Forum Update**

* Agenda is set
* ~35 people have signed up to date
* Getting ready to do a full marketing push
* Date: Oct 11th
* Cost: ISM Houston Member $200 and Non-Member $250
* Currently have one sponsor and trying to secure 1-2 more
* Breakeven is ~75 attendees
* **Action: Hold After Action Review of the Leadership forum during the November Board Meeting**
* There are 10 (9 available) slots for consultants to attend the event

1. **Post Harvey Committee Update and Reset**
   * EPG: Rescheduled Event to Oct 23rd at St. Arnold’s Brewery
   * Pro D: All events pushed back and things will begin to stack up in November. Working on an option for a Negotiations Seminar.
   * Academic Partnership: Need feedback from CPO advisory board on funding for student events. Need to work with Marketing to get an e-mail communication out to begin to solicit for the mentoring programs (including experienced mentors).
   * CPO advisory board meeting delayed to October due to availability of the venue
   * Career Services: Most events delayed. Looking for panel members who have “Recruiting” background for the Career Services workshop panel.
   * Membership Services: No issues. Recommended incorporating projector/slide show into hallway before each dinner meeting.
   * Supplier Diversity: Transition completed. Working to build out committee with other SD professionals. National NMSDC event happening soon in Detroit. Recommendation to try to connect with ISM Nationals to see how we are interacting with this organization at a national level.
   * Membership Growth: Identified 4 new members from E&Y. Setting up meetings with Hess, Halliburton and others but seeing some delays in executing the meetings due to Harvey. Beth raised an issue about how we want to engage potential members who were impacted by Harvey.
     + **Action: Beth, Joe and Mark to discuss how we want to handle potential members impacted by Harvey.**
     + **Action: Share Leadership Forum attendee list with Beth**
     + **Action: Membership Growth and Marketing meet to develop 1 pager to compliment current marketing brochure**
   * Marketing and PR: Rani is sending out emails tomorrow for October events so anything we want to communicate needs to be communicated now. Please “Bring A Friend” to upcoming events. Beginning to see and understand the Social Media response we are seeing. We have created a new ISM Houston LinkedIn profile. Please help push individuals to this new profile.
2. **Expense Report Submission Expectations**
   * Topic not covered, but Mark will send out an e-mail to communicate the updated process.
3. **AOB**
   * Mark will share the progress tracking dashboard that we will begin to use and provide instructions/expectations for use of it going forward.

**Meeting adjourned at 7:56 pm**