



**Date:** April 24, 2008

**Attendees**

**Present:** Cynthia Hale-Sain, Lynda Somers, Gary Smith, Kelvin Dean, Rita Wenthold, Beth Rairigh, Walt Truett, Vickie Pasoquen, Joe Leister

**Absent:** Josh Rockhold, Magdalena Carvajal, Alyene Hanks, Mandy Romero, Theresa Hansmann, Dave Sanchez, Beverly Burnett, Jim Rhodes, Bob Wolfe, Russ Horton, Tom MacBean

**Guests:** Henry Garcia

**Meeting Called to Order:** 4:11 pm  
**Meeting Adjourned:** 5:13 pm

**Review and approve previous meeting minutes:** (Walt) reported that since a quorum was not present, the board could not vote on any motions. Approval of the March meeting minutes and voting will take place at the next Board Meeting.

**News and announcements:** (Vickie) reported that there is still one position open (Newsletter Chair) and that Christine Mizer has accepted the position of Community Service Chair. (Joe) asked everyone to begin thinking about nominations for the Holmes and Lieberman awards.

**Old Business:**

**Buyer/Seller Dinner:** (Gary) reported that a cash flow analysis of the event shows a small profit for the event this year (\$1,390) and based on feedback, a good time was had by all. He relayed a “thank you” from (Beverly) for everyone’s efforts. (Cynthia) suggested as a “learning point” that next year we scramble the door prize tickets because so many of the winning numbers were so close together. (Gary) agreed and added that he was creating a checklist of “lessons learned” for future event planning leaders - to include seeking sponsors earlier. (Beth) reported that we may be able to expand the capabilities of CVENT next year to help simplify the administrative and record-keeping aspects. (Gary) agreed to coordinate the Buyer/Seller Dinner again next year and has looked at the calendar and reported that the three (3) best dates for this event are March 20, March 27 or April 3.

**Elections Update:** (Mandy) sent members an e-mail announcing that voting will take place May 7 – 13 for officers/board members for next year and to look for an e-mail ballot from CVENT.

**Update on Marketing Pamphlet:** (Cynthia) now has the software needed to create the pamphlet. She will have a proposed pamphlet ready to send to the board in a couple of weeks for review and input. (Gary) suggested creating a target list of companies to visit. (Cynthia) agreed and she want to put a team in place that will rehearse their presentation together before actually making an appointment with “C” level executives.

**Update on Information in San Antonio Business Journal and the San Antonio Express News:** (Cynthia) will visit both organizations to ensure that our information is published as agreed.

**Purchase of Photoshop:** (Cynthia) has actually purchased Adobe Pagemaker instead of Photoshop and she is currently using this software to create the marketing pamphlet.

**By-Laws/Policies/Procedures Update:** (Walt) has recruited Werner Tshirhart and Renee Barrett to help him work on the changes to By-Laws/Policies and Procedures. They will present their recommendations to the Board at a future meeting.

**The Future of Procurement Full Day Seminar:** Deferred

**Website Review Committee Update:** (Cynthia) is working with the Webmaster to add and enhance the content and to make it more interactive. (Vickie) suggested looking at a different web hosting company as part of our webpage enhancement activities. One of the features desired is a count of the “hits” to the site as well as the possibility of hosting resumes if our membership grows enough to warrant it. (Vickie) asked (Cynthia) to look at creating a separate “sponsor” page where we can publicly acknowledge all the companies that continually support ISM.

**Update on Membership Packages:** (Beth) reported that the membership kits are needing delivery of two (2) items but delivery is expected soon and she should be able to send them out around May 5. Some of the items included are: magnetic note pad, ink pens, lapel pins, letter from the President, flyer about the meetings, information about the CPSM, etc. She reported that she might exceed the \$2,500 budget by a few dollars due to mailing costs.

### New Business:

**Treasurer’s Report:** (Rita) reported the CD’s will mature on May 2 and she will once again, visit with different local banks to negotiate the highest possible rate to role them over. The latest bank statement shows a total of \$66,946.88 in the bank.

**Membership Report – (Beth)** reported that as of April 24, 2008, there are 173 members. Seven (7) new members joined in April.

**Phone Committee Update:** (Beth) reported that this is not going well. (Andrea) is re-creating the call list to include only current members, new members, recent members and people who have attended events since January 2008. The call committee has exhausted the old list and is cognizant of not irritating people repeatedly if they have not responded to the recent phone calls.

**Marketing Update:** (Cynthia) is working on the marketing pamphlet and will send out a draft for review and input by the Board by May 11.

**Education Update:** Deferred

**Scholarship Update:** (Joe) reported that only one person applied for the ISM scholarship for the Fall 08 semester. Since this person had ties to HEB, (Dave) deferred review of the application to (Joe). The application was judged to be too weak for consideration.

**Events Director Update:** (Gary) reported that planning is underway for the Fall Golf Tournament. (Tom) has requested quotes and available dates from Pecan Valley and Canyon Springs. The tournament-planning group has asked (Dave) for assistance in planning and executing this event.

**Programs Update:** Deferred

**Future Discussion Topics:**

By-laws Update Report  
The Future of Procurement Seminar Update  
Advisor/Advisor to the Board Status – Update  
Complete Organizational Chart Restructure  
Education Update  
Programs Update

**Next Meeting:** May 22, 2008 (4:00 – 5:30) Petroleum Club

Respectfully submitted,

Lynda Somers  
Secretary

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Jim Rhodes  
President – ISM San Antonio

Date