

ISM San Antonio (LOGO)

Date: July 31, 2008

Attendees

Present: Lynda Somers, Rita Wenthold, Beth Rairigh, Jim Rhodes, Beverly Burnett, Bob Wolfe, Gary Smith, Vickie Pasoquen, Dave Sanchez, Michael Mundahl, Mandy Romero, Tom MacBean,

Absent: Walt Truett, Theresa Hansmann, Joe Leister, Alyene Hanks, Russ Horton, Magdalena Carvajal,

Guests: None

Meeting Called to Order: 4:00 pm

Meeting Adjourned: 5:14 pm

Review and approve previous meeting minutes: (**Lynda**) made a motion that the meeting minutes for June be approved as reported. (**Bob**) seconded. Approved.

News and announcements: Prior to the meeting, there were four (4) open positions: Audit Committee Chairperson, Nominating Committee Chairperson, Marketing Director and Budget Committee Chairperson. As reported in these minutes, by the end of the meeting two (2) of these positions had been appointed and approved.

(**Jim**) reported that the Southwest Forum will be held in San Antonio in 2010 with a strong possibility (based on history) it will be repeated in San Antonio in 2011, as well. (**Dave**) made a motion that we should support the Southwest Forum and provide the necessary resources from our Affiliate which will help cement our ability to host the International Conference in 2015. Seconded by (**Lynda**). Approved.

Old Business:

The Future of Procurement Full Day Seminar: deferred

Website Review Committee Update: deferred

Education Update: Based on the survey (**Dave**), reported that 21 people have expressed an interest in attending classes to obtain CPSM certification (Module 1). (**Jim**) suggested that classes begin no later than August so that we can respond to the training needs expressed by these members. (**Dave**), (**Jim**) and (**Mike**) will meet offline to work out details. Due to the window of opportunity slipping away for people seeking CPM certification, it was suggested that a survey be sent as soon as possible to gauge interest in training sessions.

Installation of Officers Banquet: (Beverly) reported for (Cindy Reniker) that the Installation of Officers Banquet will be held at Matamoros Restaurant on August 28. (Dayna) is working on the brochure for the event and (Rita) confirmed that invitations will be sent by C-VENT. There is no charge for members; however, guests of members will be charged \$20.00 each.

New Business:

Treasurer's Report: (Rita) is still reloading financial data from her computer crash and did not have an exact amount to report. She did report that there is approximately \$62,000 in the bank which is slightly down from the previous report.

Magdalena Carvajal Resignation: (Jim) reported that (Magdalena) has submitted her resignation effective with the end of her term on August 28, 2008. She has accepted a job with BP in Houston and will be relocating. (Vickie) made a motion to accept (Magdalena's) resignation. Seconded by (Beverly). Approved.

Membership Report: (Beth) reported that as of July 31, 2008, there are 197 members. Six (6) new members joined in July. Breakdown of membership is: (4) Associate Members, (170) Regular Members, (1) Student Member and (21) Volume Discount Members.

Programs Update: Deferred

Seller/Buyer Dinner: Deferred

Marketing Director Position: (Jim) reported that (Ryan Kelley) had been approached and has agreed to serve as Marketing Director if approved by the Board. (Rita) made a motion to approve this appointment, seconded by (Bob). Approved.

South Texas Industrial and Construction Show: The Affiliate has been offered the opportunity to host a table top exhibit (at no charge) at this show to be held September 23-24 at the Freeman Coliseum. (Dave) agreed to serve as the Chairman of an ad-hoc committee to organize the Affiliate's participation in this event.

Southwest Forum (Plano-September 2008): (Jim) suggested we try to show a strong presence at this event. (Vickie) made a motion to send the current President and the immediate Past President (as of September 2008) to the Southwest Forum in Plano at affiliate expense and that we hold a drawing to cover the conference fee cost (only) for one additional member. Seconded by (Dave). Approved.

Change in Board of Directors Structure: (Jim) proposed changing the structure of the Board to eliminate the 2nd Vice-President position and renaming the 1st Vice-President position to Vice-President. He also suggested increasing the term limits for Officers from one (1) year to two (2) years effective September 1, 2008. After much discussion around the risks and benefits of making these changes, (Dave) requested that separate motions be brought forward. (Dave) then made a motion that we change the term for Officers from one (1) year to two (2) years. (Vickie) seconded. Approved. (Beth) made a motion that we eliminate the 2nd VP position and rename the 1st VP position to Vice-President. (Lynda) seconded. Approved by 5-2 vote.

Audit Committee Chairperson: (Jim) reported that (Raul Guerra) had volunteered and by virtue of appointment will serve as Audit Committee Chairperson. He has recruited (Michael Neely) and (Stephanie Torres) to serve on this committee. (Vickie) made a motion to approve this appointment, seconded by (Beverly). Approved.

Survey Results: (Beth) reported on the general results of a survey sent to the general membership in June. A reported strength is that we are an engaged Board, however conflicting information said we should increase our accessibility to Board Members. An opportunity for improvement is more quality training topics/speakers. They suggested that dinner meetings could be improved by perhaps NOT having dinner and devoting the entire time to training occasionally. **(Jim)** suggested we include the results of the survey and what we are doing to respond to our members on the website so they know we are listening.

Events Director Report: (Beverly) reported that the golf tournament will be held at Silver Horn on November 2, 2008 and that she needed a check for \$500 to secure our tournament reservation.

Southwest Forum (San Antonio 2010): We are committed to hosting the Southwest Forum to be held in San Antonio in 2010 (and possibly 2011). It is not too early to begin organizing and identifying what needs to be done to prepare for this event. **(Jim)** suggested selecting a Chairperson to form a committee to begin working. **(Dave)** made a motion that **(Jim)** chair this effort. Seconded by **(Lynda)**. Approved.

Future Discussion Topics:

Strategic Business Plan
Future of Procurement Full Day Seminar
Advisor/Advisor to the Board Status – Update
Marketing Update
C-VENT on-line payment setup update
Website Review Committee
Programs update
Seller/Buyer Dinner

Next Meeting: August 28, 2008 (4:00 – 5:15) Matamoros Restaurant

Respectfully submitted,

Lynda Somers
Secretary

Jim Rhodes
President – ISM San Antonio

Date