



**institute for
supply management**

ISM—Canada

**Institute for Supply Management—Canada
Minutes of the Meeting of the Board of Directors
Held at
Hilton Suites Toronto/Markham Conference Centre & Spa
Markham, Ontario, Canada
June 17, 2011**

These minutes are distributed subject to the approval of the CISM Board of Directors at their next meeting.

**Minutes of June 17, 2011 Meeting
of the Board of Directors
Institute for Supply Management—Canada**

INDEX

	Page
1. Approval of Minutes.....	2
2. Election of Officers.....	2
3. ISM—Canada Mission Reconfirmation	2
4. Discussion.....	2
5. New Business.....	2
6. Adjournment.....	3

Institute for Supply Management—Canada
Minutes of the Meeting of the Board of Directors
Held at
Hilton Suites Toronto/Markham Conference Centre & Spa
Markham, Ontario, Canada
June 17, 2011

On Friday, June 17, 2011 at 9:09 a.m., Eastern Daylight Time, Paul Novak, CPSM, C.P.M., A.P.P., MCIPS, President, called to order the Board of Directors of the Institute for Supply Management—Canada at the Hilton Suites Toronto/Markham Conference Centre & Spa in Markham, Ontario, Canada.

Roll Call:

President	Terry Volpel, CPSM, C.P.M.
Vice President/Treasurer	Deborah Webber, CPSM, C.P.M.
Director/Corporate Secretary	Nora Neibergall, CPSM, CPSD, C.P.M.
Directors	Deryck Albarus, CPSM
	Elsie Blauwhoff
	Danny Cho, Ph.D., CSCP
	Larry Foley, C.P.M., CSCMP, CPIM
	Leopold Koff, C.P.M., CSCMP
	Sunil Mahashabde, C.P.M.
	A. Carlos Wilson, SCMP

Attendees:

Yaarub Askar, CPSM
Jan Miller
Paul Novak, CPSM, C.P.M., A.P.P., MCIPS
Luke Salacata, CSCMP, CPSM

1. Approval of Minutes

- 1.1 Action: It was moved by Deryck Albarus, seconded by Leopold Koss and unanimously carried to approve the July 22, 2010 Board of Directors meeting minutes and the April 13, 2011 minutes of the special meeting of the Board of Directors, as distributed.

2. Election of Officers

- 2.1 Action: It was moved by Leopold Koss, seconded by Larry Foley and unanimously carried to appoint the following officers:

Terry Volpel, CPSM, C.P.M., President
Deborah Webber, CPSM, C.P.M., Vice President/Treasurer
Nora P. Neibergall, CPSM, CPSD, C.P.M., Corporate Secretary

3. ISM—Canada Mission Reconfirmation

- 3.1 Comment: The Board of Directors made no changes to the established vision, mission and core values of ISM—Canada.

4. Discussion

Board discussed the following items, none of which required a formal motion by the Board.

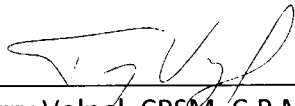
- 4.1 Terry Volpel led a discussion of the current demographic composition of ISM—Canada.
- 4.2 Paul Novak updated the Board on the ISM Corporate Program. Additional information will be sent to the Board.
- 4.3 Jan Miller will work with ISM—Canada Board to update the affiliate website.
- 4.4 The Board engaged in a vibrant discussion about activities to better engage the membership. An activities list was established. (Attachment A)
- 4.4.1. A Marketing and Communication Strategy Committee was formed. Members are Leopold Koff, Danny Cho and A. Carlos Wilson.
- 4.4.2. An Industry and Academic Relations Committee was formed. Members are Elsie Blauwhoff, Larry Foley and Sunil Mahashabde.

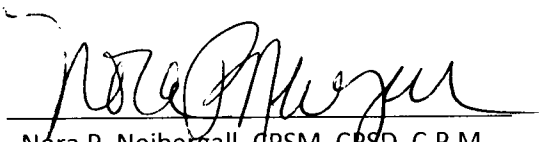
5. New Business

- 5.1 Action: It was moved by Larry Foley, seconded by Elsie Blauwhoff and unanimously carried to increase ISM—Canada dues to \$150 USD, effective immediately, and to automatically adjust dues to remain \$20 less than ISM Direct Membership dues.

6. **Adjournment** — There being no further business, the meeting of the Board of Directors was adjourned. The next meeting of the ISM—Canada Board of Directors will occur via teleconference September 20, 2011, time to be determined.

ATTEST

(Signed) 
Terry Volpel, CPSM, C.P.M.
President, ISM—Canada

(Signed) 
Nora P. Neibergall, CPSM, CPSD, C.P.M.
Corporate Secretary

**ISM—Canada Board of Directors
Action Item List**

	Action	Individual(s)	Timeline (if Applicable)	Funding	Notes
1	Establishment of Marketing & Communication Strategy Committee	Leopold Koff, Danny Cho, Carlos Wilson	Ongoing – Report at September meeting	TBD	Develop strategy and plan and report back to Board.
1.a	Create ads	Elsie to draft copy. ISM Creative Design Service department is available if needed.			
1.b	Schedule a face to face networking session	Danny	TBD	TBD	
2	Ongoing activities to grow ISM—Canada's social media presence	Terry Volpel	Ongoing		Terry to report back to Board on regular basis
3	Update ISM—Canada web site	Jan Miller, Nora Neibergall, Terry Volpel	Begin Immediately		Jan and Nora to work with ISM internal resources to update with new name, new Board.
3.a	Update web site with new Board and new annual dues amount	Jan Miller and team	July 2011		
4	Email and domain name - investigate availability of appropriate domain name to include in affiliate only emails.	Jan Miller and Nora Neibergall			To allow Board to have an ISM-specific email address to use for affiliate activities.
5	Business cards for Board	Jan Miller			Jan to collect information
6	Investigate recruiting ISM—Canada members from the ranks of ISM Groups and Forums	Jan Miller to assist Board Members	At Board discretion		Will tie in with the marketing and communication plan
7	Develop proposal for sponsorships	Larry Foley	Report at September meeting		
7.a	Share ISM boilerplate sponsorship agreements	Nora Neibergall	By July 15, 2011		Will send to Larry and to Terry
8	Verify with Canadian attorney: a) Verify that sponsorship solicitation is OK b) volunteer protection legislation	Nora Neibergall	Report at September meeting		
9	Verify insurance coverage for Board	Debbie Webber	Report at September meeting		
10	Obtain information about ad rates for Purchasing B2B magazine, including list rentals	Nora Neibergall	Report prior to September meeting		
11	Send information on ISM Corporate Program to ISM—Canada Board	Jan Miller	By July 15, 2011		

Continued From Previous Meetings						
12	Create Groups/Forums	Liz Crumme				
13	Optimal use of technology					Included in items above – delete?
14	Assigning roles and responsibilities					Clarification? Delete?
14.a	Investigate Skype or Google platform conferencing apps	Jan Miller	August 2011			
15	Name change to ISM—Canada	ISM—Nora	Completed June 2010			Done
16	List rental (contact Larry)	Larry Foley				
17	Geographic Focus <ul style="list-style-type: none"> • Toronto • Education • Vancouver 					
18	CEO outreach	Paul Novak	Begin January 2011			Included in action 2?
19	Consultant outreach					Included in action 2?
20	Coordinate face to face events		To be discussed at future Board meeting			
21	Career fair participation		To be discussed at future Board meeting			
22	Guidance counselor organization collaboration					
22.a	! OBEA – Ontario Business Educators Association Spring Conference	Leopold/Carlos/Sunil	Revisit to participate in Spring 2012 event			
23	! Increase critical mass of members in ISM—Canada					
24	ISM—Canada blog	ISM creates BOD seeds/facilitates				ISM can support with technology
25	! Web seminar					
26	ISM program					
27	* Source for French translation	Larry	On hold for now			Larry does have resources if that is required.
28	Operational Plan <ul style="list-style-type: none"> • Teleconferences • Face to Face 		December 1 st half			Board agreed to quarterly meetings, three