

Lessons Learned VP of Programs

Things that worked.

- 1) For the transition meeting in June, create & provide a calendar for the upcoming year without regard to the topics; get the BOD to agree on the meeting dates so they can be published in our newsletter and on the web page for the upcoming year. This also helps members plan ahead to attend.
 - a. (Meetings are traditionally the second Tuesday of each month).
 - b. Provide meeting topics to the BOD as quickly as possible.
- 2) Be aware of the APICS conference and look for an opportunity to schedule a conference speaker on the return trip. (Usually a Thursday).
- 3) The Christmas holiday season and the River Festival are hard to work around and typically we have low PDM attendance during those times.
- 4) We have better turn out for plant tours in December than for a PDM.
- 5) Invite other local professional organizations like, ASQ, NAPM, and PMI chapters to attend at least two of our meetings. This also helps boost attendance.
- 6) Purchase a nice gift for the guest speaker's present have it gift wrapped or gift bagged for a nice presentation.
 - a. Get a "Thank You" card and have the BOD sign it.
 - b. If applicable have the gift engraved with the speaker's name, our chapter and month of PDM.
 - c. Caution, don't have names engraved too soon, speakers may change on you prior to the actual meeting.
 - d. Caution, some speakers are restricted to gifts of \$25 or less.
- 7) Work closely with WSU student chapter looking for volunteers to help with surveys, summarize surveys, pictures and PowerPoint presentations. – This helps involve the students in APICS activities and they feel more responsible. Also parent chapter members can share their load by giving such jobs to students.
- 8) Communicate with the President of WSU student chapter, raised awareness of chapter meetings helps boost attendance.
- 9) Support of parent chapter for WSU events like Lean presentation, Lego mind storm, Engineering Open House created more interaction between student chapter and parent chapter this also helped to boost attendance.
- 10) Work with the Student chapter to possibly coordinate our speaker to also give a presentation at WSU, the speakers are usually glad to speak to the students and don't charge the students for speaking. We have provided presenters like Gary Gossard, Deborah Leiker and Deloitte to WSU.
- 11) PDM site – Yia Yia's and The Petroleum Club work; the food is good and there is a comfortable feel. The drawback is the size of the rooms, visibility and sound. If attendance is over 60, a different site should be selected. The cost of the meal at the Petroleum Club can be an issue as well.
- 12) E-mail blasts a week prior and a day prior seemed to help boost attendance at the PDM's.

- 13) PDM time change. Social hour 5-5:30, Business Mtg 5:30 to 5:40, Speaker Presentation 5:40 to 6:40, Break 6:40 to 6:55, Dinner 6:55 to 8:00, BOD meeting 8:00 to 9:00. This seems to work well.
- 14) Door prizes given out drawn from completed dinner meeting surveys seems to encourage getting them filled out and turned in before guests leave.
- 15) Splitting the work between Programs and Logistics did reduce the work load for the Programs person somewhat but still requires those two people to work closely together and share responsibilities.
- 16) Wrapping the PDM into the Cert Prep class schedules dramatically increased PDM attendance.

Things that did not work as well as expected:

- 1) River City Brewery didn't work because of the smoke and distraction from the bar.
- 2) The Garvey Center didn't work out.
- 3) Requiring Cert Prep students to attend PDMs increased attendance but also created some negative push back from the students about being forced to attend.
 - a. The BOD should give some more thought about how to make it work to build PDM attendance into the Cert Prep class without causing distress for some students.
- 4) Renting sound equipment is very cumbersome. Try to secure meeting rooms that already have sound equipment when possible.
- 5) Catering food was well received and somewhat cost effective but it was a lot of extra work for both Logistics and Programs. We usually took home a lot of left overs, we had to set up and we had to clean up.
- 6) Some PDM attendees indicated on their survey that they were willing to volunteer but most were never contacted.
 - a. We should give some thought about how to manage volunteers, so that we can ensure their active participation and so that everybody knows who is in the volunteer pool so we can draw from them.
 - b. Volunteering helps others show their potential for managing events or whatever we need assistance with.
- 7) Consider email surveys and an incentive for responding.