

SOCIETY OF INFORMATION MANAGEMENT
SOUTH FLORIDA CHAPTER
EXECUTIVE COMMITTEE
MEETING MINUTES
August 27, 2007

A meeting of the Society of Information Management, South Florida Chapter, was held on 8/27/2007 3:00 pm at the Administrative Offices of the Miami Dolphins at Dolphin Stadium.

Members Present:

James Osteen, Assistant Director, City of Miami

Tery Howard, Director of Information Technology, Miami Dolphins LTD

Jacqueline Zelman, Director, The Johnson A. Edosomwan Leadership Institute, University of Miami

Joe Hutchins, Director of Administration, University of Miami

Diane Della-Pietra, Asst. Dir. Support & Telecommunications, University of Miami

Elaine Collett Buza, Subject Matter Expert, City of Miami

Purpose of Meeting

The purpose of the meeting was to finalize key members of the Executive Committee, determine meeting location and frequency, propose dates and times for initial meetings, plan for refreshments at meetings, discuss membership drive, and identify potential speakers.

Discussion Summary

After discussion, the following items were decided:

1. The Executive Committee is currently composed of the following individuals and positions:

President - James Osteen, Assistant Director, City of Miami

Vice President-Tery Howard, Director of Information Technology, Miami Dolphins LTD

Treasurer-Joe Hutchins, Director of Administration, University of Miami

Membership Chairperson-Jacqueline Zelman, Director, The Johnson A. Edosomwan Leadership Institute, University of Miami

Programming Co-Chairperson-Diane Della-Pietra, Asst. Dir. Support & Telecommunications, University of Miami

Secretary-Elaine Collett Buza, Subject Matter Expert, City of Miami

The following positions remain to be filled:

Trustee 1 – This position is usually held by the ex-President; however the ex-President has relocated out of the South Florida area.

Trustee 2 - This is an optional position

Trustee 3 - This is an optional position

2. Meetings will be held quarterly with the first few dates tentatively determined as:

November 1, 2007, 8 am to 9:30 am

January 10, 2008, time TBD

March 21, 2008, time TBD

May 22, 2008, time TBD

3. The location of the meetings will be the new conference facility at Dolphin Stadium. The stadium is easily accessible, has ample parking, and is central to members in Broward and Miami-Dade Counties.
4. Catering at the Stadium is currently contracted to Boston Culinary Group. Tery Howard will determine the menu options and deadline for final meeting attendance count and report back to the Executive Committee.
5. The Guest Speaker for the first meeting is proposed to be Joe Bailey, CEO of the Dolphins. Tentatively, the guest speaker for the second meeting scheduled for January is Miami Mayor Manny Diaz. Mayor Diaz is anticipated to be speaking on the City's Digital Inclusion Program, Elevate Miami. Jim Osteen will coordinate with Mayor's Office. Future guest speakers proposed include Microsoft representative to be identified and Michael Dell, Dell Computers.
6. Current balance of treasury is approximately \$3,000.
7. At the first meeting, members will be polled on whether morning or early evening meetings are preferred.
8. Vendors will be allowed to join, but must bring a candidate for membership to the first meeting.
9. Jacqueline Zelman and Diane Della-Pietra will work together to identify potential members and encourage them to join.

Following the discussions, the Executive Committee had an opportunity to preview the new and upgraded facilities at the Stadium. Following this tour, the meeting was adjourned.

Respectfully submitted,

Elaine Collett Buza

Elaine Collett Buza, Secretary