

**SOCIETY OF INFORMATION MANAGEMENT**  
**SOUTH FLORIDA CHAPTER**  
**EXECUTIVE COMMITTEE**  
**CONFERENCE CALL MINUTES**  
**September 24, 2007**

A conference call was held for the executive committee of the Society of Information Management, South Florida Chapter, on 9/24/2007 4:00 pm.

**Members Participating:**

James Osteen, Assistant Director, City of Miami

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

**Members Not Participating:**

Tery Howard, Director of Information Technology, Miami Dolphins LTD

**Purpose of Meeting**

The purpose of the conference call was to discuss key issues relating to the reconstitution of the chapter and the first meeting scheduled for November 1, 2007.

**Discussion Summary**

After discussion, the following items were decided:

1. Diane and Jackie are composing a letter to current and prospective members announcing the reconstitution of the chapter and the first meeting. A preview of the second meeting in January is to be included, with the topic listed as digital empowerment. Jim to try to confirm that the mayor of the City of Miami will speak at the January meeting. If the mayor is not available, Microsoft reps will handle the topic. The letter will be sent to local IT executives plus two levels down on the organizational structure in Miami-Dade, Broward and Palm Beach Counties. The Directory of Top Computer Executives in the Southeast is being used as a basis for mailing to prospective members. The letter will be sent out under the signature of the entire executive board. Jackie will contact the national SIM association to get a letterhead template that can be revised and printed for use by this chapter. A draft of the letter will be distributed to executive committee members for review and comment.
2. Membership fee structure is as follows:

SIM National membership dues  
\$160 – for profit organization  
\$ 80 – for not for profit organization

Chapter membership dues  
\$165 – for profit organization  
\$ 95 – for not for profit organization

Total membership dues  
\$325 – for profit organization  
\$175 – for not for profit organization

Dues will be posted on chapter web site.

3. Fee structure for meetings is \$30 for members and \$35 for non-members with all fees due on or before October 24, 2007. Payment should be able to be submitted using SIM web link. Joe Hutchins is researching use of web link.

4. This chapter is classified as a not for profit organization, but is not tax exempt.
5. Menu for November meeting is the Key West breakfast buffet. Jim will contact Tery Howard to see when a final attendance count is needed for the catering company.
6. The time for the November meeting will be stated at 8am to 10am with optional tour of the stadium facilities available following the adjournment of the formal meeting.
7. Jim will contact former membership co-chair with Memorial Health Systems to see if she will continue as co-chair.

Respectfully submitted,

*Elaine Collett Buza*

Elaine Collett Buza, Secretary