



Meeting Minutes

APICS Chicago Board of Director's Meeting, September 5, 2006

Call to Order: 7:15 PM

Attendees: Mike Valentino, Tim Wilson, Dan Martin, Candace Klixbull, Rich Gendon, Eric Schaudt, Tricia Kerns (guest), Pauli Johnson, Kerry Fechner, Bill Steinke, Marty Gartner, Candace Klixbull

Absent: Sheila Bustamante

Review/Approval of Minutes: A motion was made to approve the minutes from the meeting on June 6, 2006. The motion was seconded and passed.

Review of Budget: Eric Schaudt distributed the actual to budget for FY 2005-2006. In addition, we are having an audit performed of our books within the next few months.

New Business:

1. We discussed holding a quarterly board meeting at a restaurant. There was discussion around the need for an appreciation dinner and a holiday dinner within the next few months.
Action: Kerry Fechner to schedule a holiday dinner.
Action: Bill, Marty and Dan to schedule an instructor appreciation dinner.
2. There was discussion around the need to update our instructor manuals (procedures and policies).
Action: Dan to lead the effort to update our instructor manuals.
3. There was discussion about the next newsletter and activities calendar.
Action: Pauli to e-mail Sheila regarding the next newsletter.
Action: Dan needs feedback for the next activities calendar by 10/15/06. Dan will outline what he needs for this and send an e-mail to the group.
Action: Dan to obtain business card and table tent requests.
4. There was discussion about the need to put together a group responsible for new product development.
Action: Tim to put together a group responsible for managing this budget.
5. C-Bar – Met in July and submitted the application. Will hold another review in January.
Action: Tim to re-send C-Bar e-mail to the group.
Action: Candace - Include a metrics report as an agenda item at every meeting.
6. Education – We are experiencing low registration in our CSCP classes and had to recently cancel two classes. There was discussion around the need to purchase other organizations' mailing lists.
Action: Eric to check with our tax accountant to see if we should add tax on the CSCP manuals
7. Programs – There are several upcoming activities including a possible tour of Sara Lee in October.
Action: The group needs speakers for the event on 10/24/06.
8. Company Coordinator – Have two new corporate members – Bearing Point and USG. There was discussion around a new contact management software package offered by APICS Society called Salesforce.com. The cost is \$1500.00.
Action: Marty to obtain more information about this.

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9. Membership – Currently have +1000 members and continue to send mailings
Action: Rich Gendon to send the resume for the administrative position to the BOD.
10. A motion was made to appoint Rich Gendon as the interim Vice President. The motion was passed.

Unfinished Business: None

Next Meeting: Wednesday, 10/4/06, at 6:00 PM, Oak Brook DoubleTree

Meeting Adjourned: 9:00 PM

Summary of Open Actions:

1. Kerry Fechner to schedule a holiday dinner.
2. Bill, Marty and Dan to schedule an instructor appreciation dinner.
3. Dan to lead the effort to update our instructor manuals.
4. Pauli to e-mail Sheila regarding the next newsletter.
5. Dan needs feedback for the next activities calendar by 10/15/06. Dan will outline what he needs for this and send an e-mail to the group.
6. Dan to obtain business card and table tent requests.
7. Tim to put together a group responsible for managing new product development budget.
8. Tim to re-send C-Bar e-mail to the group.
9. Candace to include a metrics report as an agenda item at every meeting.
10. Eric to check with our tax accountant to see if we should add tax on the CSCP manuals.
11. Programs Committee needs speakers for the event on 10/24/06.
12. Marty to obtain more information about the Salesforce.com software.
13. Rich Gendon to send the resume for the administrative position to the BOD.