

Minutes for BOD meeting August 26, 2003

Attendees- Bill Steinke, Tim Wilson, Eunice Wolfrum, Eileen McConnell, Rich Godin, Marty Gartner, Matt Plohl (potential new volunteer)

Minutes- Motion to approve minutes. Eunice Wolfrum first approved motion, Tim Wilson seconded motion. Board voted agreement. Motion carried.

Discussion- Membership- Bill questioned- How do we reach out to our new members or newly certifications to make them feel more welcome within the organization? Short discussions followed on sending personalized letters or e-mails recognizing their accomplishments. Tabled for future discussion.

Old Business

1. Rich Godin to follow-up and report on insurance requirements.

Discussion Rich Godin- Standard coverage, can't do pyrotechnics or bungee jumping, but otherwise covered for normal events procedures. Tim Wilson- Concern if coverage is broad enough to include member coverage for plants tours should someone still proprietary information, board member injury incurred while driving to another event. Bill Steinke- Concern about an Instructor stealing from a college location, something such as computers, etc. Board agrees we still have a liability question if sued. **General consensus of board is we have never had a claim so our insurance coverage is good enough to meet our needs.**

D&O insurance issue remains open. **Rich Godin action item**

2. Dan Martin to work on bank account consolidation, no report required until needed – due for December BOD meeting.

Bonding issue- Candance Klein was bonded, has bonding been moved over to Rich Godin. **Rich Godin action item.**

3. Candace Klein to contact David Ross for newsletter content, no further follow-up required. – *Charlene volunteered to follow-up based on past article, not complete yet*

Discussion on newsletter content- Bill Steinke contributed what to do going forward as contributions from other board members. Articles require prior approval for publication. Submissions to be sent to Bill. Suggests that we continue to keep hyperlink in body of e-mail to encourage membership to read newsletter. Matt Phohl offered case study on one of his clients for next newsletter. He will forward to Bill for approval.

4. Dan to provide timings for next year's mailings prior to the next BOD. Submit email to entire BOD.

Tabled since Dan was not at meeting.

5. Marty Gartner to post ACE info on the web site, no further follow-up required.

Tabled Marty arrived later.

6. Bill Steinke to submit schedule of BOD meetings to BOD before August 1, no further follow-up required. – Task completed

7. Herman Zwirn will take on the position of Chapter Financial Advisor, providing oversight of the Treasurer. Task completed

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8. **Eric Schaudt and Bill to contact Region 13 and other organizations, respectively to see if we can partner with them for a Symposium in 2004. – complete**
Discussion-Eric Schaudt contacted Region 13 who expressed an interest for co-hosting a Mid America conference in 2005, but declined for 2004.
Bill Steinke contacted WERC, NAPM, PMI and CLM. WERC is interested. NAPM and PMI have not yet responded. CLM holds it own event and is not interested. Bill needs to follow-up with NAPM & PMI. Matt Pohl also suggested contacting IL Retail Manufacturers, IL Assoc of Manufacturers and SME.
Eileen contacted the Michiana, Highlands, Fox River, Milwaukee Racine/Kenosha and Rockford Chapters. Michiana and Milwaukee said they would bring it to their Sept BOD meeting for consideration and would get back to me. Highlands said yes to co-sponsoring, but they are cash strapped. Racine said they would consider it and get back to me. Racine already has an event scheduled for January, but they would give me their mailing list. Rockford and Fox River have not responded.
9. **Bill to follow up with Bob Broz regarding the Strategic Planning meeting and to send a notice to participants. – complete**
Discussion on first strategy session covered the central issue we had on where membership fell as our priority. Second meeting is scheduled for Sept 6th. Bill to confirm date with Bob.
10. **Bill to follow-up with Jack Flynn regarding Marketing plans prior to the Strategic Planning meeting. – complete**
Jack Flynn has resigned. Discussion on IDEAS proposal and where we go with advertising campaign. IDEAS has provided a 2nd proposal. Tim thinks we need a Marketing VP and should actively seek one. Rich feels we need to finalize the strategic plan first. Board discussed what we are, where are we going and the SCM seems to be the future. DePaul has made the change to a SCM format from Production Planning for their certificate program. Outcome- Ideas proposal is tabled.
11. **Dan to reserve a date on the Spirit of Chicago and to send a notice to the BOD. – complete**
12. **Recommendations regarding the organization of the BOD should be submitted to Bill by Aug 5.**
13. **Bill to invite John Pennington to the Strategic Planning meeting. – complete**
John did not attend strategy planning meeting.
14. **Bill to send letters to Fogarty participants and invite the winners to the September PDM. Pete to coordinate and Tim to be copied. – complete**
Letters were sent, but only one participant responded. Send letter to Pete about responses and asking what to do with the other participant's checks.
15. **Tim to consider inviting Fogarty winners to present their paper topics at a future PDM, based on open dates. – no report needed**
16. **Recommendations for recognition awards should be submitted to Dan by July 30. Suggestions for a chapter theme to tie in with the chapter strategy should be submitted to Bill by Aug 5.**
Agreed no recognition awards. Issue tabled. BOD need to sign up for Sept PDM.

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Chair Status reports

Finances- Rich reports finances are in good shape with six months of reserves. Goal is to get everything on Quickbooks so we can look at P&L, run rate and make value judgment on true situation. Bill and Charlene suggest using Peoplesoft boardroom for future board meeting. We do not have a commitment to Hyatt to use their facility for BOD meetings. Donnelly is also a possibility. This will save between \$600 to \$800 per scheduled board meeting. Action Item- Remove voicemail box for Rich since he never gets a message. Rich to contact Charlene to remove line.

Programs- Per Tim, Steve Harshman is doing a great job establishing relationships with SME. Four tours scheduled so far for this year. Have financial concerns for tour to Milwaukee which would mean a bus trip because of distance and insurance liability. Rich tour is scheduled for Sept 17th. Watch out for setting up tours in same week as PDM's. Action item- Steve needs to give Bill Steinke schedule of current and future plan for tours. Have concerns over education courses and lack of signup. Several courses are down to the wire for minimum sign-up levels and will have to be cancelled soon.

Marketing- Feel need to sort out Region & Society plan plus strategy session outcome before we move forward. Discussed fairness of putting someone in the VP slot without a job description or some type of game plan. Marty thinks we need to fill the spot. Suggestion on e-mailing the website or resource to advertise the position. New volunteer Matt Pohl might be potential candidate, but can't commit without knowing what kind of time or workload commitment it would take to do the job.

Membership- Eric has indicated a strong interest in supporting Bob in this position starting in Jan 2004. No other report.

Communication- No Report

Quality- No Report

New Business

Strategic Plan- Already discussed earlier

New Members- How do we welcome? How do we provide value? How do we pull into the organization? Ties to the strategic plan.

Eric to go to post office box while Rich Godin is out of town.

Verify cancellation policy is complete.

Eileen has been asked to be new VP of Programs. Tim to retain VP of Public Education and Marty to retain VP of In-House Education.

Next board meeting is Tuesday, Sept 30th at 6:00 PM at the Hyatt.