

Minutes

BOD Meeting, September 30, 2003

Call to Order: 6:10 pm

Attendees: Bill Steinke, Eric Schaudt, Rich Godin, Steve Harshman, Dan Martin, Candace Klein, Barb Zver, Tim Wilson, Matt Pfohl, Eileen McConnell, Jim Labuda, Charlene Vig, Eunice Wolfrum

Review/Approval of Minutes

Eric Schaudt moved to approve the minutes as submitted. Minutes approved with no amendments.

Review of Action Items

- We would like to post the winning student papers on our website – we need to get electronic copies of the papers and send certificates to the winners. **Bill Steinke to follow-up (TO DO 1)**
- **Charlene will re-record the APICS phone message, dropping the use of the Finance/Billing extension. (TO DO 2)**
- **Brief discussion of awards – only one was given at the last meeting. Should we establish criteria for future awards? Take nominations from members? Blistex was our last Company of the Year winner. Dan Martin will take suggestions and make recommendations at the next BOD meeting. (TO DO 3)**
- **Rich Godin, D&O Insurance (TO DO 4)**
- No need to consolidate bank accounts
- **Dan Martin to coordinate Master schedule (TO DO 5); Charlene Vig to update web site calendar with holidays (TO DO 6)**
- Tour Update – Steve Harshman is working on a schedule; the Rich Products tour had low attendance, may have been due to the fact that there were 2 events in the same week – 11 out of 29 registered attended. Rich Products will receive free PDM passes and an article in the newsletter. Mike Thomas plans to resign as a volunteer. Tours will be worth 1 certification point.

Review of Financial Status

Rich presented with input from education, Tim Wilson. Revenue is down from Public Education, but expenses seem to be keeping in line, except for the purchase of an LCD projector. Need a report that includes both Public and Private Education – **Rich to coordinate with help from Marty Gartner & Tim (TO DO 7)**

Marketing is still allocated \$33,000 in the budget even though we currently do not have a Marketing VP.

Rich moved to approve the spending of \$1000 to support the next Region meeting. Discussion revolved around sponsoring an event versus providing a set \$ amount. **Bill to inform the region. (TO DO 8)**

Elmhurst College requested our mailing list to inform members about one of their programs. Discussion led to offering them a link on our website. We'd also like to establish a relationship that may include a student chapter, reciprocal links, reciprocal advertising. We'd like to encourage them to submit content for a future newsletter. **Bill to follow-up. (TO DO 9)**

Tim wanted to clarify the chapter policy on class refunds. Generally, the BOD agreed that it should be Tim's decision. No refunds will be provided once the class starts, although the student could roll the class fee to another class, except for the 3-day classes. **Eric will add the refund policy to the web site. (TO DO 10)**

Chair Reports

Symposium – Tim presented – No real commitment from any partners – many agreed to support the effort, but not co-host it. Monday 9/29 was a go/no-go date. The committee recommends that it re-assemble with a goal of hosting a Symposium in 2005. **Eileen to work on a brochure mock-up (TO DO 11)**

Marketing – Mat Pfohl will take a position of Marketing Coordinator working with Tim and Marty as needed.

Strategic Plan – There have been 2 – ½ day sessions so far. The Drivers and Objectives were distributed. An additional session is needed before presentation to the BOD. **Charlene to follow-up (TO DO 12)**

Programs – Eileen presented – We are planning to participate in a joint meeting with the Highlands Chapter in January. The dinner rate will be \$28, to be advertised as a special rate.

Communications – Candace Klein presented the list of newsletter due dates. They are:

Publish	Submission Deadline
Oct/Nov 2003	October 31
Jan 2004	December 8
March	February 27
May	April 26
July	June 25

Company Coordinator – Jim Labuda presented. Planning a marketing blitz prior to Conference.

Quality – no report – **Bill to send C-Manual to Eunice Wolfrmm. (TO DO 13)**

New Business

- Eric Schaudt informed the BOD that Region 14 is sponsoring a student case competition in Chicago in February. A discussion followed to see if the Chicago Chapter would be interested in participating. **Eric to get additional details (TO DO 14)**
- There was a general discussion about the proposed structure for APICS governance. See attached for details.
- Bill Grauf from Region has asked if Chicago would open CIRM classes to other chapters. The BOD generally agreed. Chapters will expect some share in revenue and member rates. **Bill Steinke to follow-up (TO DO 15)**
- **Eunice will coordinate a mid-term Passport Review session for January (TO DO 16)**

The Next BOD Meeting will be November 28 at Wilson. Thank you, Barb Zver!

Meeting Adjourned at 8:21 pm.

Minutes submitted by Charlene Vig, secretary

Summary of TO DO Action Items:

1. Bill Steinke to follow-up regarding student papers, getting electronic copies and getting student papers
2. Charlene Vig will re-record the APICS phone message
3. Dan Martin will make recommendations on future awards
4. Rich Godin to investigate D&O Insurance
5. Dan to coordinate master schedule.
6. Charlene to update web site calendar with holidays
7. Rich to put together financial summary on total education revenue and expenses with help from Tim and Marty
8. Bill to inform region of our \$1000 gift for the Region Meeting
9. Bill to discuss partnership opportunities with Elmhurst College
10. Eric will add the class refund policy to the website
11. Eileen to do a mock-up brochure to use in targeting co-hosts for a 2005 Symposium
12. Charlene to coordinate the next meeting of the Strategic Planning Committee
13. Bill to find the Passport C-manual and send it to Eunice
14. Eric to get details about the Region 14 student case competition
15. Bill to follow-up with the details of providing CIRM classes to members from other chapters
16. Eunice to coordinate a meeting date for a mid-term passport review