

Minutes

BOD Meeting, November 25, 2003

Call to Order: 6:15 pm

Attendees: Marty Gartner, Rich Godin, Candace Klein, Matt Pfohl, Eric Schaudt, Charlene Vig, Tim Wilson, Barbara Zver, and new volunteers/guests – Jeffery Batt, John Fischer, Jay Jyotishi, Jenny McClain

Review/Approval of Minutes

Tim Wilson 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)**
- **Eunice Wolfrum to coordinate a mid-term Passport Review Meeting (TO DO 2)**
- Charlene Vig re-recorded the APICS phone message, there is now an open extension for future use
- **Dan Martin will take suggestions and make recommendations regarding year-end awards. (TO DO 3)**
- Candace Klein is completing the requirements to get our D&O insurance
- There is now a calendar event called “holiday”. Use it to load any important dates/events that are outside of the “normal” scope.
- Eric Schaudt gave an update about the Region 14 Student Case Competition – it will be held at the Embassy Suites in Downers Grove in February. **Charlene to contact Pete Stonebreaker to seek participation and Jenny McClain to contact DeVry. (TO DO 4)**
- Rich Godin reported that the APICS conference continues to be well attended while other national conferences have suffered. He gave us his impression of Larry Ellison.

Review of Financial Status

Report filed by Candace with input from Marty Gartner and Tim Wilson.

Education is close to budget – the number of classes is down, so is revenue, but expenses are also keeping in line. Budgeted net revenue was approx. \$99K, new forecasted net is approx. \$97K. **Candace to present full quarterly results at the January BOD Meeting. (TO DO 5)**

A financial summary was presented, see attached.

Taxes are complete; Candace is fully re-installed as treasurer. Tim will act as financial advisor. Rich will continue to coordinate the budgeting process.

Tim to investigate what the upper limit of our reserves is before we have to declare ourselves as a for-profit organization. (TO DO 6)

The issue of the PO Box had been discussed over email in between meetings. No resolution, although there is a desire to make it more convenient. **Candace and Charlene to investigate UPS Store and the USPS, respectively, to determine options available. (TO DO 7)**

A scholarship check was mailed to NEIU – we have budgeted scholarships for 6 schools. We still need to send letters to additional schools. **Charlene to follow-up with Pete Stonebreaker to obtain a sample letter from him, per Eric. (TO DO 8)**

Chair Reports

Strategic Planning Committee – Review of plan and mission statement tabled until the next meeting.

Programs – The VP of Programs was not present, but there was a general discussion.

A motion was made by Eric Schaudt to charge a nominal fee for plant tours and donate the money to a charity in the hosting company's name. Motion passed unanimously. It was recommended that the fee be collected in advance only, through the website, via credit cards. **Charlene to follow-up with Eileen Connelly so that she can recommend a fee and put the idea into action. (TO DO 9)**

Tim mentioned a suggestion from the region meeting of putting together a pre-paid PDM package. General consensus was that the practice would require too much overhead to administer. But would this concept work for educational classes? It is already instituted for in-house classes.

Beginning in January, PDM reservations that are "on invoice" will require cash or check at the door. Credit Cards will no longer be accepted at the door.

The BOD questioned the idea of putting into practice a "pay now" feature for recurrent no-showers at PDMs. **Eric to follow-up to see if Richard has started this project. (TO DO 10)** The BOD recommendation is to NOT put in this feature, although the BOD would like to hear from Eileen.

Marty gave kudos to those involved in the joint PDM Meeting with PMI. He thought it was fantastic!

Education - Presented by Tim and Marty – Tim requested the BOD's approval to run an advertising promo for the Introduction to Enterprise Resource Management course in late January. Cost will be \$3200-\$3500 and will include design. The BOD agreed, but a discussion of the need for a broader marketing plan followed.

Harper College has approached us regarding the Fundamentals courses – ongoing discussions to follow.

Tim will also contact PMI to "pitch" CIRM certification to its members.

Marketing – Matt Pfohl, new Marketing Chair reported – There will be a PR project to contact 6-8 area schools to investigate advertising possibilities. The campaign is targeted at schools where we already have relationships. **Matt to present his findings at the January BOD meeting. (TO DO 11)**

Jeff Batt would like to investigate how APICS might get involved in an Operations Round Table at the University of Chicago. **He will follow up at the next BOD Meeting. (TO DO 12)**

The focus of the last Regional meeting was marketing. Take home point was the recommendation that a chapter should spend 10% of its revenue on marketing. We fall far short of that figure.

Matt and Jeff to work on a draft marketing plan using a template provided by region. Jenny McClain will join the BOD as the Student Liaison and will work with the Marketing Team.

Membership – Charlene to follow up with Jim Labuda to see if it makes sense to turn the results of his company coordinator survey into Society.

Communications – Jay Jyotishi, new Communications Chair presented – PMI would like to advertise in our newsletter – **need follow-up (TO DO 13)**.

Newsletter deadline is December 15.

One idea for the newsletter was to add reports from Corporate Member companies – may be able to coordinate this with Jim Labuda **(TO DO 14)**.

New Business

- Charlene requested that the BOD consider drafting a policy on “partnerships or allegiances”. The policy should provide guidelines for information sharing, advertising, web links, and contacting the membership. **Jeff Batt to work with Charlene on drafting an initial policy. (TO DO 15)**
- Eric presented our current artwork that was created by IDEAS at the regional meeting. Several chapters expressed an interest in using it. The general consensus was to allow its usage and that our current graphics company be recommended as the provider.
- Eric moved that we contribute \$1000 per school for each Chicago-area school that participates in the Region 14 Student Case Competition. Motion passed.
- Marty mentioned that IMI-Cornelius, a manufacturer of beverage machines, has agreed to do Lean Manufacturing workshops and a Value-Stream Mapping. The Education Committee will be doing additional research into the new Lean offerings and report back to the BOD at the next meeting.
- Another recommendation from the Region meeting was to offer a TOC Workshop in a 2-day format. The discussion also brought another idea – to host a ½ day workshop prior to a PDM Meeting and offer a package price for both.

The Next BOD Meeting will be in January. Date and location TBD.

Thank you to Barbara Zver for hosting the November Meeting!

Meeting Adjourned at 8:25 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. Eunice Wolfrum to coordinate a mid-term Passport Review Meeting
3. Dan Martin will take suggestions and make recommendations regarding year-end awards.
4. Charlene to contact Pete Stonebreaker to seek participation in the Student Case Competition and Jenny McClain to contact DeVry.
5. Candace to present full quarterly results at the January BOD Meeting.
6. Tim to investigate what the upper limit of our reserves is before we have to declare ourselves as a for-profit organization.
7. Candace and Charlene to investigate UPS Store and the USPS, respectively, to determine options available for making PO Box handling easier.
8. Charlene to follow-up with Pete Stonebreaker to obtain a sample letter from him for student scholarships, per Eric.
9. Charlene to follow-up with Eileen Connelly so that she can recommend a fee and put a fee for plant tours into action
10. Eric to follow-up to see if Richard has started the project to flag chronic no-showers to require credit card payment.
11. Matt to present the results of his School PR Campaign to the BOD at the next meeting.
12. Jeff to report on Operations Round Tables at the next meeting.
13. Need follow-up on PMI's desire to advertise in the Resource Newsletter.
14. Jay to work with Jim Labuda on Corporate Member Company reports for the newsletter (longer-term project)
15. Jeff Batt to draft a partnerships and allegiances policy