

Minutes

BOD Meeting, March 17, 2004

Call to Order: 6:10 pm

Attendees: Marty Gartner, Rich Godin, Candace Klixbull, Eric Schaudt, Charlene Vig, Tim Wilson, Jeff Batt, Steve Harshman, Eileen McConnell, Bill Steinke, Dan Martin, guest Becky Michel

Review/Approval of Minutes

No formal minutes taken at BOD meeting in Jan.

Review of Financial Status

Report filed by Candace Klixbull. Public Education reported to be operating at a net loss. Candace to provide additional detail in next report and for budgeting. Also, she will add a column to report current year net **(TO DO 1)**

A financial summary was presented. Hard copy on record

Chair Reports

Public Education – Filed by Tim Wilson

Highlands, Rock Valley chapters to join Chicago chapter classes in Hoffman Estates

Looking to add College of Lake County (CLC) as a new school for offerings; partially driven by demand from Pactiv

Plans in place to trial a 3-day class over 3 concurrent Saturdays

Morraine Valley College will not be used to offer classes anymore

A new class schedule has been posted through 2007. Basics classes will be offered “between” class series

In-House Education – Filed by Marty Gartner, hard copy report on file

Trying to plan more recognition for in-house class completions, possible PDM

Marty to work with Bill Grauf on testimonials

A general discussion followed regarding team-teaching and bringing the practice back in use.

Eric Schaudt reminded BOD members to fill in the CDC Survey as soon as they receive it from Henri Wingfield via email.

Programs – Filed by Eileen McConnell

The April PDM will feature David Ross. Bill Steinke will purchase David Ross' books for door prizes **(TO DO 2)**

Steve Harshman reported on a May Tour to the Harley plant in Milwaukee. He's done a great job getting it organized! Here are action items regarding the tour:

- Steve to obtain necessary contracts and have them signed by Bill **(TO DO 3)**
- Eileen to add the tour to the calendar once contracts are signed **(TO DO 4)**

- Eileen to send an email notice about the tour, first to the initial list of interested people, then to the membership at large 3 days later **(TO DO 5)**
- Steve to forward interested parties list to Marty for use in Lean education promotions **(TO DO 6)**

Eileen has been working on getting a coordinator on the S. Side – currently on hold due to lack of volunteer interest

Bill mentioned the possibility of a tour at Culligan along with a workshop on Kanban

Bill reported that there are current discussions with Region to hold a Symposium in Chicago in 2004. Topic would be doing business in China. More details to follow.

Jeff Batt reported that the University of Chicago is interested in an APICS-related round table. It would be at no cost to the chapter. Details to follow.

Strategic Plan

Bill led a discussion on the strategic plan and BOD reorganization. Materials are attached. Discussions around what positions to fill immediately; how much of an 'organization' does the Board need?; Rich Godin recommended that the External Auditor position be someone truly external to APICS; Charlene recommended that we consider adding BOD positions for partner organizations

Recruiting will be done in the short term for Programs, Membership, Company Coordinator. Jeff Batt will fill the position of Marketing Director working with Matt Phol. Tim and Marty will mentor Jeff and the incoming person for Programs. Charlene and Eric will mentor Membership and Company Coordinator.

Action Items regarding the strategic plan

- Mentors as noted above will develop job descriptions for the respective positions, Charlene will coordinate for BOD feedback **(TO DO 7)**
- Once job descriptions are complete, Bill will send an email for the openings to Instructors followed 2-3 days by an email to the membership **(TO DO 8)**
- Bill would like any feedback about the org chart prior to the next meeting. Each BOD meeting should consider goals and tactical plans for their respective positions

New Business

Candace will send budget spreadsheets prior to the next meeting.

There will be a joint PDM next October with ISM.

Jeff will present a Marketing Plan at the next BOD Meeting.

Charlene will provide a detailed Quality report at the next meeting.

Charlene will post a reminder about the Fit-To-Print Award.

Dan Martin will craft a motion regarding BOD member positions for the next meeting.

The Next BOD Meeting will be April 27, location TBD.

The Next PDM will be on April 20 at the Oakbrook Hyatt.

Thank you to Dan Martin for bringing Green Treats!

Congratulations Candace

Meeting Adjourned at 8:46 pm.

Minutes submitted by Charlene Vig, secretary

ACTION ITEM SUMMARY

1. Candace will revise the financial report format for the next meeting
2. Bill Steinke will purchase David Ross' books for door prizes at the next PDM
3. Steve to obtain necessary contracts for the plant tour and have Bill sign them
4. Eileen to add the tour to the calendar once contracts are signed
5. Eileen to send an email notice about the tour, first to the initial list of interested people, then to the membership at large 3 days later
6. Steve to forward interested parties list to Marty for use in Lean education promotions
7. Mentors as noted above will develop job descriptions for the respective positions, Charlene will coordinate for BOD feedback
8. Once job descriptions are complete, Bill will send an email for the openings to Instructors followed 2-3 days by an email to the membership