

## **Minutes**

**BOD Meeting, November 11, 2004**

**Call to Order:** 6:00 pm

**Attendees:** Jeff Batt, Sheila Bustamante, Kerry Christianson, Marty Gartner, Rich Gendon, Righ Godin, Jay Jyotishi, Dan Martin, Bill Steinke, Eric Schaudt, Pete Stonebreaker, Charlene Vig, Tim Wilson; guests Sandra Chavez, NEIU student chapter co-president; Jason Hulst, H&R Block; Paulie Johnson, Shure, interested member

### **Review/Approval of Minutes**

Eric Schaudt moved to approval the minutes from the August meeting as presented. Seconded and passed.

### **Review of Financial Status & Budget Approval – Bill Steinke reporting for Candace Klixbull**

A quick balance sheet was presented. A budget to actuals report will be done at the next meeting. Jason Hulst, from H&R Block presented his ideas for managing the chapter's reserve (long term) funds. The presentation materials are on file. He discussed our needs for accumulation of dues, distribution of payments, protection of our finances (from inflation/risk), and keeping our legacy (having money to pass from year to year). He presented 3 separate investment vehicles for maximizing interest, including a laddered bond portfolio.

Tim Wilson moved to approve the investment plan. Rich Godin seconds. A discussion followed. Management fees for the plan will be around .2% yearly compared with the management fee on retirement funds, which is around .1% yearly.

Bill moved to amend the motion to approve the investment plan pending a review of the H&R contract agreement. The amendment was approved.

The motion was approved as amended.

**It was also recommended that a quarterly investment review become part of the Treasurer's report.**

### **Student Chapter presentation**

Sandra Chavez discussed her experience at the International Conference and expressed her thanks for the opportunity to attend on scholarship. She was most impressed with the scope of the APICS organization. She explained how students are assigned mentors at the conference and there was one student from Africa.

### **Strategic Plan Discussion**

The various tactical plans of the chairs were discussed. Programs volunteered that they would review the locations where PDMs are being offered. Charlene Vig urged that we consider work effort when launching new initiatives – make sure that new efforts have adequate support before we take on too much.

Kerry Christianson reminded chairs that she is seeking to keep the Board on top of measurements, including measurements of various events. She also volunteered to put together web surveys for anyone that needs them.

The major plan for education is to sustain current activity levels, then grow. **Tim will investigate and coordinate a breakfast (morning) event, A new VP of Education needs to be recruited.**

The marketing plans encouraged the most discussion. Eric Schaudt reiterated the need for a sustainable effort in marketing – reaching the same audience multiple times over an extended

period of time using different channels. Jeff Batt congratulated everyone on the effort to support the AT Expo in September. Everyone thought it was a worthwhile effort. Bill added that the marketing chair needs to develop content for easy use – standard documents on what the chapter is about – powerpoints, press releases, advertising copy, etc.

Jeff will coordinate a marketing subcommittee made up of those members who volunteered.

Bill moved to approve the Strategic Plan as presented. Eric seconded. Motion passed.

The membership plan needs to be added. Charlene will complete the Strategic Plan documentation. She will also update the calendar to reflect when the Strategic Plan needs to be reviewed (during budgeting).

Each chair will select 1-2 key metrics for reporting to the board as well as additional metrics that they will use to manage their functions.

#### Communications

Jay Jyotishi reports. The newsletter is ready to be issued pending resolution of the ad from ISCEA. Bill and Jay will discuss the issue and settle it outside of the Board meeting.

#### Programs

Rich Gendon reported that programs is generally running on budget for the year.

#### Education

Tim presented. Bill mentioned that an MRP class needs to be scheduled at Oakton in January due to student demand.

### **New Business**

Rich Gendon, Tim, Marty and Charlene spoke briefly of their meeting at Elmhurst College and the College's interest in forming a partnership.

Rich Gendon will present, via email, a policy on presentations by commercial concerns. He will also be moving to the role of company coordinator, which opens up another position. Tim reminded everyone that Board members get extra certification maintenance points.

Eric moved that the chapter reduce its dues from members to \$40 in an effort to absorb the January dues increase from Society. Discussion followed. The current Chicago chapter dues are \$55, one of the highest in the country. Society is increasing its due by \$15 as of 1/1/05. Eric stated that he thought we had three options: a) to do nothing, resulting in an increase of \$15 for dues for our members; b) raise our dues along with Society's dues to prevent any future dues increase to members; c) reduce our dues to hold members' cost steady, which is the motion presented.

A vote by show of hands was taken. The motion failed with 4 in favor, 8 against.

Dan Martin moved to increase chapter dues \$5 resulting in a total dues increase to members of \$20. This motion failed with 5 in favor, 7 against.

Rich Godin briefly discussed the idea behind APICS new branding as the Association for Operations Management. The new logo was shown.

Jay handed over materials for doing the newsletter in hopes that someone else will take the job. He is no longer interested in doing it.

Pete Stonebreaker spoke about POMS, the Production and Operations Management Society, asking for nominees for their Excellence Award. He will email additional information to the Board. POMS is seeking a Chicago-area company and/or individual for this award.

Meeting Adjourned at 9:05 pm

Upcoming Events:

PDM on RFID Tuesday, November 16 at the Hyatt Oakbrook.  
Next BOD Meeting: TBD