

Minutes

BOD Meeting, January 26, 2005

Call to Order: 6:00 pm

Attendees: Sheila Bustamante, Marty Gartner, Rich Gendon, Bill Grauf, Rich Godin, Paulie Johnson, Candace Klixbull, Dan Martin, Bill Steinke, Eric Schaudt, Mike Valentino, Charlene Vig, Barbara Zver; guests Dave Weeks & Richard Sidell from AXA Financial; Dimitrios Saranteas from SME; Tim Hawkins from Chicago Manufacturing Center

Review/Approval of Minutes

Bill Steinke moved to approval the minutes from the August meeting as presented. Seconded and passed.

Review of Financial Status & Budget Approval – Bill Steinke & Candace Klixbull

Dave Weeks, from AXA Financial presented his ideas for an investments plan that extends into cash management. His basic recommendation was to have a 70/30 balance of bonds and stocks. Dan Martin moved to rescind the previous motion (from 11/11) to complete an agreement with H&R Block. *Bill Steinke, along with Tim Wilson, Candace, Rich Gendon, Rich Godin, and Dan Martin, will review investment options and present a recommendation to the Board at the next meeting* (To-Do). Charlene Vig recommended that a third investment company be considered for comparison because the H&R Block and AXA proposals were so different.

A quick balance sheet was presented along with a budget to actuals report. Everyone appreciated being able to see Budget-to-Actuals. While revenue is down, so is spending. A reminder to all chairs to spend their budget!

Candace announced that she plans to step down as Treasurer at the end of the fiscal year.

Charlene reminded everyone that, according to schedule, we should finalize a budget at the March meeting. *Preliminary budgets are due to Candace before the next meeting.* (To-Do)

Candace also recommended that spending limits be adopted for next year's Board. *She will draft a list of spending limit categories.* (To-Do)

BOD Management – Bill Steinke

A general discussion about the need for more marketing took place. Marty Gartner will be attending Association's Marketing meeting. It was generally agreed that we need outside help to complete an effective Marketing plan. Several BOD positions are in flux/open as we approach the second half of the year. The Treasurer's position is now open. Bill Steinke will be picking up Education. *Charlene will complete job descriptions for posting them on the web.* (To-Do)

Misc Chair Reports, as time allows

Company Coordinator – Rich Gendon

Rich Gendon assembled documentation for a policy on working with commercial concerns, but realized we first need an ethics policy. *Charlene will forward his materials to the BOD for review (To-Do). BOD Members should send feedback to Rich Gendon before the next meeting (To-Do). Rich will work on developing a Code of Ethics (To-Do). Eric Schaudt will look for Association's policy and send it to Rich (To-Do).*

Calendar Review – All

Region 14's Meeting and Student Case Competition is Feb. 5 in Downer's Grove

The next PDM is Feb. 16 at the O'Hare Marriott

The next BOD Meeting is Feb. 23 at Rollex

Region 13 is having a meeting on March 12 in Rockford

The Quality Expo is on April 19-21 – *BOD Members should contact Sheila Bustamante if they can attend. (To-Do)*

An Awards presentation and Career Discussion will be held at NEIU on April 5. Several BOD members volunteered to join Charlene for this major event on campus. Details to follow.

Marty asked if we will participate in any other expos/conventions. Charlene will follow-up with Jeff Batt.

Regional/Association Report – Eric Schaudt

Note that APICS is now calling itself an “Association” (not Society). Eric also mentioned that he has an approved electronic format for the new logo that can be used for printing.

Communications – Dan Martin

Materials for the newsletter are due to Dan asap.

Programs

Rich Gendon proposed a joint seminar with the Fox River chapter in April. The subject will be Change Management by Don Novotny. Rich would also like to schedule a separate PDM in support of the seminar. After some discussion of risk/benefits, the BOD unanimously gave its approval.

Sheila and Mike Valentino brought up the idea of purchasing a digital camera for chapter use. Charlene moved to a prove a spending limit of \$400 for a digital camera to be spent by Sheila and/or Mike. A reminder was made to buy extra cartridges.

Education – Marty Gartner

There was a general discussion about cut-off dates for classes. Still working on a final policy.

Meeting Adjourned at 8:55 pm