

Minutes

BOD Meeting, March 30, 2005

Call to Order: 6:00 pm

Attendees: Sheila Bustamante, Kerry Christianson, Marty Gartner, Rich Godin, Dan Martin, Bill Steinke, Eric Schaudt, Tim Wilson, Paulie Johnson, Candace Klixbull, Mike Sheahan, Ron Isack, Mike Valentino; guests: Brian Danaher, Ernesto Gonzalez.

Review/Approval of Minutes

Eric Schaudt moved to approve the minutes from the February meeting as presented. Seconded and carried unanimously.

Chair Status Reports

1. Review of Financial Status & Budget Approval:

A summary financial statement was presented. The AXA Financial meeting was scheduled for April 6. The Finance subcommittee consisting of Eric Schaudt, Candace Klixbull, Charlene Gerke-Vig and Bill Steinke (Tim Wilson is unable to attend) will meet with Dave Weeks CFP at his offices in Oak Brook in order to discuss Chapter capital fund investments.

2. Programs:

OK for Quality EXPO. Novotny PDM scheduled on April 12th at the Double Tree (formerly Hyatt) in Oak Brook. Plant tour scheduled in Milwaukee. A subcommittee consisting of Eric Schaudt, Pauli Johnson, Rich Godin and Mike Valentino will investigate topics and PDM locations.

3. Public Education:

Cancelled nine of seventeen classes this fiscal year and the average class size has slipped from eleven to ten. Scheduling on the fourth Thursday of every month a breakfast with APICS. The first one was hosted by Tim Wilson at the Egg Harbor in Lincolnshire, IL. This will be the permanent location for the breakfast in that geographic area

Ron Isack attended the open house at Moraine Valley and reported that they are turning people away for their Lean training. Ron agreed to make contact with Nancy Glickman (Glickman@morainevalley.edu) to discuss opportunities..

4. In-house Education:

The hard work with Avon Products seems to have generated interest in in-house CPIM classes.

5. Marketing:

The subcommittee will meet next week at a date, location and time TBD. Members include Mike Sheahan, Jeff Batt, Tim Wilson, Marty Gartner, Rich Godin, Brian Danaher and Bill Steinke.

6. Membership:

An existing membership letter template with new logo is being developed and new members from January to the present will be contacted.

7. Quality:

The first Passport Review has been scheduled for April 5th at NEIU. Those to attend are Charlene Gerke-Vig, Eric Schaudt, Tim Wilson, Kerry Christianson and Bill Steinke.

Function Goals/Objectives and Tactical Plan Discussion

The various tactical plans of the chairs were discussed. Each functional area and the Board were asked to brainstorm the following:

1. What needs to be done?
2. How will it get done?
3. Who will do it?
4. What are the action plans and time-lines to get it done?
5. How will we know when we have accomplished our goals (metrics)?
6. How will we sustain and grow participation?

Programs – Goal: To select topics, activities and locations that meet a wide range of member needs and that reach a broad cross-section of the Chapter's membership and non-members as well.

Objectives: To hold six Professional Development Meetings per fiscal year, including one joint meeting with another Chapter and one joint meeting with another association. Programs will also organize two plant tours per fiscal year.

Resources needed:

- Need more inter-region event planning
- Recruit a Programs co-chair
- Develop a schedule through fiscal 2006
- Collect membership survey data relative to topics of interest, locations, program length, format, times, etc.
- Perform PDM survey redesign
- Solidify relationships with NAPM/ISM, PMI, ASQ

Education – Goal: To grow average class size and the number of classes offered, to conduct workshops/symposiums each fiscal year, and to conduct instructor-training sessions.

Objectives: To increase average class size to 15 students, and reduce scheduled class cancellations by 50%. To plan and offer two workshops/symposiums per year and offer at least one instructor development programs (TTT/LDI) per year.

Resources needed:

- Create an instructor development subcommittee
- Develop a mentor/content expert program
- Cultivate college affiliations/interfaces (create partnerships)
- Perform instructional format review (traditional vs. new). Three consecutive Friday classes extended and marketed (especially in the south)
- Develop new offerings (lean, TOC, ERP, warehouse, value stream mapping)
- Also develop possible resurrected offerings (IM, JIT, SFC)
- Perform cohort follow-up (offer bundled CPIM product)
- Set-up a separate Workshop Subcommittee within Education to manage them (possibly bundle with PDMs, offer discount incentives?)
- Pricing – check online for competitive course charges, include workbook?
- Develop ESL classes in Spanish
- **Action Item:** Ernesto Gonzalez and Tim Wilson to research
- When offer BSCM, consider including a membership fee in price
- Offer test vouchers with each class
- Schedule appreciation dinners

Membership – Goal: To expand and extend professional, corporate and student members.

The stake in the ground is current membership (about 1100). This level must be maintained and then grown. To do this the Membership must develop programs to maintain (retain) existing levels and attract new members.

Resources needed:

- Targeted mailing to south side market
- Survey (use Survey Monkey) non-member customers
- Survey drops as to why.
- Prepare a salary range survey
- Initiate breakfast/dinner meetings in south and grow to other areas
- Create a membership mindset 1) all BOD have membership forms 2) provide new member prerequisites 3) encourage student membership (APICS classes)
Action Item: All BOD to do by next BOD meeting. Download form and have SASEs.
- Create a Members Only page on the Chapter website
- Price bundled events
- Continue personal contact for new/suspended members
- Provide recognition in the Newsletter for 1) new members 2) 1st time membership re-ups 3) 5-10-15-20-etc. years if consecutive membership.
Action Item: Sheila and Dan to do by next publication
- Establish metrics

Quality – Goal: To manage Passport and maintain Platinum standing.

Resources needed:

- Historian for data collection
- Collect monthly dashboard data quarterly
- Format and distribute data
Action Items: All function chairs to report their selected metrics to Kerry monthly, and create activity/milestone chart information. All BOD members to send requirements to Kerry for survey information by April 8th

Meeting Adjourned at 9105 pm

Upcoming Events:

PDM	April 12, 2005
Quality EXPO	April 19, 2005
Seminar	April 21, 2005
BOD Meeting	April 27, 2005 (Wilson Sporting Goods)
Breakfast	April 28, 2005