

Minutes

BOD Meeting, April 27, 2005

Call to Order: 6:05 pm

Attendees: Sheila Bustamante, Kerry Christianson, Marty Gartner, Rich Godin, Ron Isack, Candace Klixbull, Bill Steinke, Eric Schaudt, Mike Sheahan, Charlene Vig, Tim Wilson, Barbara Zver; and guest Debbie Ortiz

Intros, etc.

Congratulations to Candace on her recent promotion.

Review/Approval of Minutes

Bill Steinke moved to approve the minutes as written. Motion seconded and passed.

Discussion followed as to who had signed up for the Programs subcommittee. If you did, please let Pauli Johnson know - johnson_pauli@shure.com

Review of Financial Status & Budget Approval –Candace Klixbull

Candace Klixbull presented the financial summary with no discussion.

The budget was presented and discussed. Input is needed from Rich Gendon for a company coordinator budget. Charlene Vig recommended to reduce the volunteer governance budget by \$1500 because the money was accounted for in the academics budget. \$6000 was budgeted for an audit next year. Tim Wilson will review the financials prior to the audit. There was discussion around marketing expenses versus marketing efforts done by individual chairs. It was suggested that marketing dollars are kept by each chair, but tracked separately so that we can get a marketing expense total. A New Product Development line will be added and shall equal \$6000.

Measurements – Kerry Christensen

Charlene added this as a separate line item so that we spend 10 minutes each meeting checking our progress. No one was really prepared to do so tonight. Kerry will follow-up via email so that everyone can be prepared for the next meeting. Chairs will be expected to maintain measurements in the Yahoo Groups files area.

Chair Reports

Marketing – Mike Sheahan

Mike presented a preliminary marketing plan (on file). Please provide feedback to Mike prior to the next meeting - msheahan123@yahoo.com

Programs – Sheila Bustamante

Upcoming events are in the works – for June and for the fall. There will be a plant tour in August or September to the Milwaukee area.

Bill would like to organize a PDM around the use of the SCOR model.

The Annual Events brochure is usually mailed in July. Charlene will organize first a postcard mailing as a way to inexpensively correct bad mailing addresses, followed by the brochure. Ron Isack will assist with obtaining a suitable small business mailing list. Bill will assist with the catalog. Charlene will approve content, etc. with Mike.

Quality – Kerry Christensen

Kerry indicated that the membership survey is ready for publishing.

Public Education – Tim Wilson

Tim recommended that the measurement for classes be based on contact hours, not number of classes/students. This is a recommendation for the next fiscal year.

Corporate Education – Marty Education

Avon will be added as a customer. Kraft continues to support its APICS education plans.

Academics – Charlene Vig

Charlene noted that the Student Management materials are due this week. She also asked for volunteers to judge the Fogarty Papers in May – Tim, Ron and Rich Godin will participate. She also noted that Corporate and Individual Voluntary Service award applications are due at the end of June and May, respectively. Applications can be retrieved from the APICS web site.

New Business

Rich Godin noted that the Chicago Chapter is the most expensive chapter, in terms of dues, in Illinois. The Chicago Chapter dues are no longer among the highest in the country, though.

Eric noted that templates are available with the new logo. They are posted at http://www.apics.chicago.org/stationery_may_05.zip

Charlene will investigate the best way to get business cards.

Meeting Adjourned at 8:20 pm

Next BOD Meeting – Tuesday, May 24 (a change from the original schedule)