

## **Minutes**

### **BOD Meeting May 24, 2005**

**Call to Order:** 6:15 pm

**Attendees:** Sheila Bustamante, Kerry Christianson, Rich Gendon, Rich Godin, Pauli Johnson, Candace Klixbull, Dan Martin, Bill Steinke, Eric Schaudt, Charlene Vig, Tim Wilson

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

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

### **Review of Financial Status & Budget Approval –Candace Klixbull**

Candace Klixbull presented the financial summary with no discussion.

The budget was presented based on feedback from the last meeting and discussed. The budget was recalculated and adjusted to result in a surplus for next year. \$4580 was added for the company coordinator budget. There was a brief discussion about reimbursement for conferences. The budget was approved.

### **Measurements – Kerry Christensen**

Congratulations to Kerry on her upcoming wedding! Best of Luck!

The Education Committee reported their measurements

### **Chair Reports**

Programs – Sheila Bustamante & Pauli Johnson

Dates have been set for programs for next year, although speakers & topics are not yet chosen. There will be a PDM on June 21. Charlene Vig requested that a PDM in the fall feature students as the presenters. There was a general discussion about PDMs – how many should be offered, when, etc.

Rich Godin will chair a committee to host an event around the new SCP Certification early next year. Dan Martin will join, with advisement from Tim Wilson and Pauli.

The Programs Strategy Team was formed – Bill and Dan will join Pauli and Sheila. Tim and Charlene are available as needed.

Education – Tim Wilson

The Basics class for June 9 will be canceled. The 3-day Friday course offering has been a success. In-House Education has increased recently. There was a discussion about offering test vouchers to class participants. It is being done informally now. Marty Gartner will join Eric, Bill and Tim in a discussion about formalizing the offer.

Charlene will call Society to get more details about the Enterprise Membership and how we will recognize it at the chapter level.

Company Coordinator – Rich Gendon

Rich plans to reach out to Corporate members that have lapsed in a retention effort over the next several months.

Rich will also send his ethics policy to Charlene to be posted for review. Along with the ethics policy, Tim will be assembling a committee in the fall to review and update the Operating Procedures (SOP) for the chapter. Society's SOP will serve as a starting point.

Quality – Kerry Christensen

The surveys are ready for posting. The Passport review will be June 28 and will include Kerry, Charlene, Eric, Bill & Tim. Tim will secure a location.

Academics – Charlene Vig

Only 2 Fogarty Paper entries were received this year. Charlene is re-evaluating the academics strategy for next year and would like to recruit new volunteers. Rich Gendon will try to re-engage Elmhurst College.

**New Business**

There will be no June Board meeting due to the PDM. A post-year celebration meeting will be held the first or second week in August, during the week, with dinner, etc. Charlene will organize with input from Bill.

Bill passed out the bylaw changes that Association will be voting on. Contact Eric if there are any concerns.

Eric reminded everyone about the Leadership Institute in August in Rosemont. He also talked about the Volunteer Workshop in conjunction with Conference in October. The deadline for early registration is July 15.

The Executive Board for FY 2005-06 will be President, Tim Wilson; President-Elect, Charlene Gerke Vig; Treasurer, Eric Schaudt; Secretary, Candace Klixbull

Meeting Adjourned at 8:01 pm