



## Meeting Minutes

APICS – Chicago BOD Meeting, September 8, 2005

Call to Order: 6:05 PM

**Attendees:** Dan Martin, Rich Gendon, Kerry Fechner, Mike Valentino, Tim Wilson, Sheila Bustamante, Brian Danaher, Candace Klixbull, Rich Godin, Eric Schaudt

**Absent:** Pauli Johnson, Bill Steinke, Marty Gartner, Mike Sheahan, Ron Isack, Charlene Vig

**President's Message:** Tim Wilson informed the Board that Eric Schaudt has won the 2005 Voluntary Service Award. Congratulations Eric!

There was a brief discussion about incorporating the guidelines of *Robert's Rules* into future Board meetings. Tim will purchase copies of *Robert's Rules* for Candace Klixbull, Sheila Bustamante, Dan Martin and Kerry Fechner. Tim will also look into obtaining pamphlets on *Robert's Rules* for the Board.

**Review/Approval of Minutes:** Tim Wilson moved to approve the minutes. Motion was seconded and passed.

**Review of Financial Status:** Eric Schaudt presented and overview of the balance sheet, profit/loss statement, and budget to actual year-to-date. The report was accepted as presented.

## Chair Reports

**Membership:** Mike Valentino reported that we have 1,024 active members and 44 suspended members. They have sent out about 650 mailings thus far.

**Company Coordinator:** Rich Gendon reported that we currently have 55 corporate memberships. This compares to 60 companies at this time last year and 80 companies in 2001. Of the 55 current corporate memberships, 9 will expire this month and 7 will expire next month. Rich continues to contact these companies by phone although this is a very time consuming task.

**Programs:** Rich Gendon reported that the next Professional Development Meeting (PDM) will be on Tuesday, 9/20/05, at the Hyatt Lodge, at 6:00 PM. There will be a new format for the PDM that will include round table discussions with a brief, 30-minute presentation. The food will be horderves. The price will be \$35.00. Sheila Bustamante reported that she is working on scheduling Brian Carroll for a PDM in 2006 that will be sponsored by the University of Illinois Chicago.

There was some discussion surrounding sending out a survey in October for Programs. Sheila Bustamante will work with Pauli Johnson to send out this survey.

**Communications:** Sheila Bustamante reported that the June/July issue of the newsletter was just published. She is working on scheduling four future e-mail blasts with Brian Carroll. She is going to include several items in the next newsletter: our advertising rates, a disclaimer on all advertisements placed in the newsletter, a note about sponsoring PDM's

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and an update on the registration deadline for conference (which is now 9/30/05). She is requesting updates for the next issue of the newsletter. She needs an education update from Marty. In addition, she needs a "President's Message" and a note about new CPIM's and new members from Tim.

Academics: Charlene Vig reported that she is coordinating the PDM for November and that she is thinking about using the Holiday Inn, O'Hare, as a venue. Charlene also reported that the business cards are being completed and that only APICS certifications will be noted (... sorry Bill). In addition, the brochure is being finalized and she hopes to have it ready for mailing next week. She is coordinating with Mike Sheahan on the mailing list and the postcards went out in August to our own larger mailing list of about 5000 names. She mentioned that she will be launching a small marketing effort to get college students and professors to attend the November PDM and to drum up interest for the Case Competition in February.

Quality: Kerry Fechner reported that we received Platinum status for Passport last year. We have a new format for Passport called C-Bar which is in an electronic format. Candace was given an action item to incorporate a review of C-Bar into the agenda for future BOD meetings. Tim Wilson is going to finalize the list of metrics used by the Board. All Chairs must submit their metrics to Kerry one week prior to the next BOD meeting. Candace Klixbull will set-up a monthly e-mail as a reminder to submit metrics.

Unfinished Business: Rich Gendon discussed setting-up a separate subcommittee to discuss specific ethical issues that the Board may encounter. A motion was made by Rich Gendon to establish this subcommittee. Rich Godin amended the motion to include creating one code of ethics for the Board and Instructors. The amended motion was approved. The original motion was approved. The sub-committee was established and the members are Dan Martin, Kerry Fechner and Rich Gendon.

New Business: Eric Schaudt gave an overview of the survey results on Survey Monkey. Eric will categorize the results and send them to the Board.

**Meeting Adjourned: 8:05 PM**

**Actions:**

- ? Tim will purchase copies of Robert's Rules for Candace Klixbull, Sheila Bustamante, Dan Martin and Kerry Fechner. Tim will also look into obtaining pamphlets on Robert's Rules for the Board.
- ? Sheila Bustamante will work with Pauli Johnson to send out this survey.
- ? Sheila Bustamante is going to include several items in the next newsletter: our advertising rates, a disclaimer on all advertisements placed in the newsletter, a note about sponsoring PDM's and an update on the registration deadline for conference (which is now 9/30/05).
- ? Tim will provide Sheila with a President's Message and an update on new CPIM's and new members for the next newsletter,
- ? Sheila will work with Marty to get an update on education for the newsletter.
- ? Candace Klixbull will incorporate a review of C-Bar into the agenda for future BOD meetings.
- ? Tim Wilson will finalize metrics to be used by the Board.
- ? All Chairs will send their metrics to Kerry Fechner one week prior to the meeting.
- ? Candace Klixbull will set-up a monthly e-mail to serve as a reminder to submit metrics.
- ? Eric Schaudt will compile the results on Survey Monkey and send them out to the Board.