

Meeting Minutes

APICS Chicago Board of Director's Meeting, November 3, 2005

Call to Order: 6:15 PM

Attendees: Rich Godin, Sheila Bustamante, Mike Valentino, Tim Wilson, Dan martin, Kerry Fechner, Candace Klixbull, Mike Sheahan, Rich Gendon, Pauli Johnson, Marty Gartner, Charlene Vig

Absent: Bill Steinke, Eric Schaudt, Ron Isack, Brian Danaher

Review/Approval of Minutes: A motion was made to approve the minutes from the meeting on September 8, 2005, with a revision to the wording of the "Review of Financial Status" section. The revised wording is as follows: "Eric Schaudt presented an overview of the balance sheet, profit/loss statement and budget-to-actual year-to-date. The report was accepted as presented." The motion was seconded and passed.

Review of Financial Status: Candace Klixbull, on behalf of Eric Schaudt, presented an overview of the balance sheet, profit/loss statement and budget-to-actual year-to-date. The report was accepted as presented. There was a discussion concerning investing additional funds.

Action: Tim Wilson to follow-up with Eric Schaudt regarding the balance of the investment account and report back at the next Board Meeting on 1/3/06.

Action: Tim Wilson and Candace Klixbull to explore the possibility of a consent agenda and report back at the next Board Meeting on 1/3/06.

Action Plans to Meet Strategic Goals: Tim Wilson discussed four possible objectives to focus on in the upcoming year. The objectives included: External communication, seminars, national manufacturing week and professional development meetings. There was lengthy discussion concerning what the key objectives should be relative to the organization's strategic plan. Focus was given to external communication.

Action: Candace Klixbull to create a "Communications Calendar" outlining what needs to be communicated, the frequency of the communication and the individual responsible for the communication. This will be communicated to the Board by 11/18/05.

There was discussion concerning using a consolidated e-mail approach that provides updates on multiple activities (rather than several e-mails with individual activities).

Action: Sheila Bustamante to draft a "sample" consolidated HTML e-mail and send to the Board by 11/18/05.

There was a brief discussion concerning hiring administrative help. In addition, there was a discussion concerning seeking out student help with marketing and advertising efforts.

Action: Charlene Vig to follow-up with Pete Stonebraker regarding the possibility of having students assist with the marketing and advertising efforts. This task is to be completed by the next Board meeting on 1/3/06.

There was a brief discussion surrounding using a volunteer for drafting the communication e-mails.

Action: Tim Wilson to check with potential volunteers for interest in this position and report back to the Board by 1/3/06.

Unfinished Business:

The following actions are carried over from the meeting on 9/8/05:

1. Tim Wilson to provide Sheila Bustamante with a President's Message for the next newsletter.
2. Sheila Bustamante to work with Marty Gartner to get an update on education for the newsletter.
3. Sheila Bustamante to include several items in the next newsletter: our advertising rates, a disclaimer on all advertising placed in the newsletter, and a note about sponsoring PDM's.

Actions from the Board meeting on 10/4/05 are completed.

New Business:

1. *Ethics Policy* – Rich Gendon spoke briefly about the revised ethics policy.
Action: Everyone is to read the ethics policy and provide Rich Gendon with feedback by 12/9/05.
Action: Rich Gendon to present a revised version of the ethics policy to the Board on 1/3/06.
2. *Newsletter* – The next newsletter will be published in November.
Action: Sheila Bustamante to provide the group with the submission deadline for the newsletter ASAP.
3. *Passport (C-Bar)* – The decision was made to review Passport (C-Bar) on a semi-annual basis (February and August).
Action: Kerry Fechner to schedule a review meeting for February by 1/15/06.
4. *Updates from Conference* –
 - a. Rich Godin discussed the possibility of asking Jason Worm present at a PDM.
 - b. Rich Godin discussed contacting Logic Tools.
 - c. Rich Godin to form a team to discuss COPS. The team will consist of Marty Gartner and Dan Martin.
Action: Rich Godin to organize a team meeting and report back to the Board on 1/3/06.
 - d. Marty Gartner discussed a session on performance metrics that was presented by a Logistics Professor at Georgia Tech.
Action: Marty Gartner to e-mail the presentation from this session to Mike Valentino.
 - e. Tim Wilson discussed using a company coordinator as a panel to review upcoming topics for seminars or professional development meetings. In addition, Tim discussed using donated space to seminar costs down.
 - f. Dan Martin discussed the need for a stronger focus on RFID and bar coding at Conference.
 - g. Kerry Fechner discussed her experience as a volunteer at Conference and encourages others to volunteer in the future.

5. Marty Gartner discussed the new CSCP certification and the need to create a program around it.
Action: Rich Godin to set-up a call with Marty Gartner, Bill Steinke, Tim Wilson, and Dan Martin to discuss the CSCP certification.

Next Meeting, Tuesday, 1/3/06

Meeting Adjourned: 9:05 PM

Summary of New Actions:

1. Tim Wilson to follow-up with Eric Schaudt regarding the balance of the investment account and report back at the next Board Meeting on 1/3/06.
2. Tim Wilson and Candace Klixbull to explore the possibility of a consent agenda and report back at the next Board Meeting on 1/3/06.
3. Candace Klixbull to create a "Communications Calendar" outlining what needs to be communicated, the frequency of the communication and the individual responsible for the communication. This will be communicated to the Board by 11/18/05.
4. Sheila Bustamante to draft a "sample" consolidated HTML e-mail and send to the Board by 11/18/05.
5. Charlene Vig to follow-up with Pete Stonebraker regarding the possibility of having students assist with the marketing and advertising efforts. This task is to be completed by the next Board meeting on 1/3/06.
6. Tim Wilson to check with potential volunteers for interest in this position and report back to the Board by 1/3/06.
7. Everyone is to read the ethics policy and provide Rich Gendon with feedback by 12/9/05.
8. Rich Gendon to present a revised version of the ethics policy to the Board on 1/3/06.
9. Sheila Bustamante to provide the group with the submission deadline for the newsletter APAP.
10. Kerry Fechner to schedule a review meeting for February by 1/15/06.
11. Rich Godin to organize a team meeting and report back to the Board on 1/3/06.
12. Marty Gartner to e-mail the presentation from this session to Mike Valentino.
13. Rich Godin to set-up a call with Marty Gartner, Bill Steinke, Tim Wilson, and Dan Martin to discuss the CSCP certification.

Outstanding Actions from 9/8/05:

1. Tim Wilson to provide Sheila Bustamante with a President's Message for the next newsletter.
2. Sheila Bustamante to work with Marty Gartner to get an update on education for the newsletter.
3. Sheila Bustamante to include several items in the next newsletter: our advertising rates, a disclaimer on all advertising placed in the newsletter, and a note about sponsoring PDM's.