

Minutes

BOD Meeting, April 28, 2004

Call to Order: 6:15 pm

Attendees: Marty Gartner, Eric Schaudt, Charlene Vig, Tim Wilson, Jeff Batt, Bill Steinke, Jay Jyotishi, Barbara Zver, Dan Martin and guests Shelia Bustamante, Rich Gendon, Ron Isaak, Roger Tyrell, Mike Valentino

Review/Approval of Minutes

Bill Steinke moved to approval the minutes from the March meeting, as amended.

President's Comments

- The NEIU Student Chapter plans to submit their Student Management Program materials this week to Charlene Vig. Bill to be the independent reviewer **(TO DO 1)**
- Bill gave some history of the chapter to help orient our guests who are vying for involvement on the BOD
- Open positions include Programs Director, Membership Director, Company Coordinator, Academic Liason, Marketing team members, and Quality Director

Review of Financial Status

No financial report tonight. Final budget approval needs to be by June. Please review the budget and plan on email discussions with a preliminary budget approval at the May meeting.

Chair Reports

The chair reports below include ideas presented when discussing the open positions. The following items are required to help new BOD members acclimate: C-Manual, Job Description, BOD-assigned Mentor, Plan/Goals with expected results, timelines and budget

Shelia Bustamante and Rich Gendon volunteered for Programs with Tim Wilson for mentoring; Ron Isack and Mike Valentino volunteered for Membership with Eric Schaudt; Roger Tyrell volunteered for Company Coordinator with Dan Martin assisting

Bill will mail C-Manuals to the new volunteers **(TO DO 2)**

Mentors should meet with the new volunteers to work on plans due at June Meeting, keeping in mind budget adjustments. By the next meeting, each position should have an initial bullet list of ideas **(TO DO 3)**

Charlene to email Strategic Plan and Mission to new volunteers **(TO DO 4)**

Public Education

Presented by Tim. Report presented and on file. There is a 40% drop in registered students this year compared to last year; 40% of the scheduled classes have been canceled; Prarie State College may not work out; fewer classes are being scheduled for next year

In-House Education

Presented by Marty Gartner. Kraft will be offering 6 courses in-house; Avon will also be conducting in-house classes in the next calendar year; 2 remote classes also going on

Marketing

Jeff Batt presented. Report on file. Matt Phol will be donating a software package to the chapter that will help to develop a formal marketing plan. Targeting September for a roundtable at U of Chicago. The preliminary marketing plan includes focused ideas for each BOD activity area including membership drives, building PDM attendance, and creating target company lists. Dan

Martin presented the idea of participating with NAPM in their August BOD Meeting. We will advertise it on our web site.

Communications

Jay will be submitting the Fit-to-Print Award application. The next newsletter is due out this week. The open BOD positions will remain in the current newsletter even though it appears that the initial positions are filled. Jay will purchase Adobe Writer.

Company Coordinator

- Grass-roots effort to contact each corporate member
- Establish communication channel
- Expand the relationship
- Needs survey

Programs

- Joint meetings
- "hire" some of the speakers for better balance
- add "regional hunters" for PDM alternatives and to get more reach – alternate sites for PDMs

Membership

- Average of 9-12 new members per month (local and national)
- Send a "re-discovery" letter for non-renewals
- Letters for new members
- Chicago charges \$55 for local members – is the right rate? It is the highest
- Offer one free PDM with every membership
- Sign-up for Basics class, get a free membership

Strategic Plan

- Shift chapter focus to the membership

New Business

- Marty has a list of companies that Bill Grauf will be working with to develop APICS story brochures
- Eric recommended that we also recognize and award these companies
- Dan moved to suspend the annual ballot for the election of officers with the BOD affirming the current officers for an additional year. Charlene seconded. Motion passed.
- We need to be sure that next year's budget includes student dues (\$20 each) for 2 student leaders at NEIU and \$1000 each for 3 scholarships to Conference
- Charlene will re-mail the strategic plan to the entire BOD for review and feedback (**TO DO 5**)

The Next BOD Meeting will be Wednesday, May 26

The Next PDM is June 15 at the Hyatt Oakbrook

The Region XIII Meeting will be June 25-26 in Peoria, IL

The June meeting will also move to Wednesday, June 30

ACTION ITEM SUMMARY

1. Bill to be the independent reviewer of NEIU's Student Management materials, due to Society by May 19
2. Bill to obtain C-Manuals for new volunteers
3. Develop plans for new BOD positions for June meeting with a bullet list ready for the May meeting
4. Charlene to email strategic plan and mission to new volunteers and to the entire BOD