

## Minutes

**BOD Meeting, August 31, 2004**

**Call to Order:** 5:57 pm

**Attendees:** Jeff Batt, Sheila Bustamante, Kerry Christianson, Marty Gardner, Rich Gendon, Ron Isaak, Jay Jyotishi, Dan Martin, Bill Steinke, Eric Schaudt, Pete Stonebreaker, Roger Tyrell, Mike Valentino, Charlene Vig, Tim Wilson

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

Bill Steinke moved to approval the minutes from the June meeting as presented. Seconded and passed.

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

A quick balance sheet was presented. A budget to actuals report will be done each quarter. Candace has formed a committee to determine what sort of account the reserve funds should be placed into. A financial adviser has been involved. **Dan Martin recommended that options at Bank One be considered.**

### **Chair Reports**

#### Programs

Sheila Bustamante and Rich Gendon reported on the China Symposium and other events. A revised budget for the Symposium was presented. The Friday event has met minimum requirements. The PDM will actually be held outside of the hotel since the hotel does not have space to accommodate such a big group. **Rich will pass along the address to Eric so that the website can be updated.** The hotel will provide a shuttle. It is possible that sponsors will still be lined up for both events.

The BOD recognition event will be moved to the spring since the fall date could not be coordinated.

The Oct. PDM and tour is coming together. Special recognition goes to Mike Valentine for his work on putting the tour together and his work on the great stuff being done at Culligan.

Programs would still like to target one event this year specifically toward women. It was noted that 2 times as many small businesses are opened by women versus men. The event will most likely begin with a RoundTable discussion focused on women's issues followed by a more general PDM presenter, hopefully a female. **Charlene Vig will make some contacts.**

**Marty Gardner will also pass along information on a potential speaker. Rich will coordinate with Eric Schaudt and/or Charlene regarding his September meeting at Elmhurst College.**

#### Public Education

Tim Wilson presented. The SCM Basics class will be offered at a loss. If you know of anyone interested in attending, encourage them to register.

The College of Lake County, probably as the result of employee turnover, has declined to work with the chapter and will not allow us to use their South Lake campus as an outlet for public classes.

The CLC South Lake site was to be the trial site for a new class schedule of three consecutive Fridays as opposed to our current Thursday, Friday, Saturday offering. In light of the fact that we cannot now use CLC, we are investigating contracting with Harper College to trial the same schedule.

In an attempt to increase our educational offerings beyond CPIM, we are in the early stages of negotiation with Mr. Praveen Gupta of the Quality Technology Company to engage him as an instructor for a series of Six-Sigma courses covering areas such as Lean 6-Sigma, 6-Sigma and Purchasing, 6-Sigma and the Supply Chain.

A glossy brochure is currently being developed, to be mailed to the membership.

#### In-House Education

Marty presented. Revenue is slightly down. The goal for the year is to attract 3-4 new companies. BOD members shared possible leads. Marty has found that companies want a consistent instructor.

#### **Presentation of Summer Travel**

##### TEAM

Eric and Bill attended the TEAM event in Alexandria, VA. Parts of the presentations will be re-presented at the Region Meeting. Eric reiterated the importance of budgeting for BOD members to attend Region meetings.

##### Region X Office Training

Bill and Jay Jyotishi attended this meeting in Seattle. Bill explained the Nors Chapter C-Manual. Jay mentioned that the average member remains for 5 years. He also heard that general topics at PDMS – on leadership, the business climate – seem to appeal more than SCM-specific topics. He reported that C-Manuals will soon be made available on line. Jay also discussed how some chapters do succession plans for all positions and actually have wait lists for volunteers. Then Jay announced that he would like to advertise for his replacement. **Jay will develop a job description to pass to Eric for posting on the web site.**

#### **Old Business – Strategic Plan**

Eric and Charlene recommended a complete re-doing of the tactical plans. **BOD members should develop 2-5 tactical plans that relate to their office and pass to Charlene who will coordinate.** Tactical plans should map to the current objectives. Eric stressed that goals with measurements should be used.

#### **Chair Reports, continued**

##### Newsletter

Jay presented. Eric recommended that we put in reviews of the PDMs and publish survey results. The newsletter will be published after the Labor Day holiday.

##### Marketing

Jeff Batt presented. He presented info on the AT Expo, coming to Chicago at the end of September. Rich Godin is already leading a panel discussion. A lively discussion followed at to whether the chapter should participate with a booth. Several BOD members volunteered for booth duty. **Jeff will examine the requirements and make a final determination for participation in a week, but it was generally decided that the chapter would participate.**

A marketing plan will be developed as the strategic plan is being finished.

Kerry Christensen gave a demonstration of a mapping/demographic software that can be used for marketing. It was decided that the chapter will purchase the software. Kerry will be the original caretaker, working with Jeff.

Meeting Adjourned at 8:50 pm

Upcoming Events:

China Symposium: September 9-10 at the Doubletree in Downer's Grove  
Region XIII Meeting, September 11 at the Doubletree – all are encourage to register and attend  
APICS International Conference begins October 10  
Joint PDM with NAPM on the subject of ERP/JIT/Kanban with associated Plant Tour, Oct. 20.