



Meeting Minutes

APICS Chicago Board of Director's Meeting, March 7, 2006

Call to Order: 6:03 PM

Attendees: Rich Godin, Mike Valentino, Tim Wilson, Dan Martin, Candace Klixbull, Rich Gendon, Charlene Vig, Eric Schaudt, Chris Karsten

Absent: Bill Steinke, Ron Isack, Brian Danaher, Sheila Bustamante, Pauli Johnson, Kerry Fechner, Mike Sheahan, Marty Gartner

Review/Approval of Minutes: A motion was made to approve the minutes from the meeting on February 7, 2006. The motion was seconded and passed.

Review of Financial Status: The financial status will be distributed next week.

Chair Reports:

1. Programs:

- a. The next Professional Development meeting will be next Tuesday, March 14, 2006. We are expecting a great turn-out.
- b. Logistics for the meeting include Eric Schaudt to serve at check-in table and Rich Gendon to bring print outs, make announcements and bring slides.
 - i. **Action:** Charlene Vig to send blast e-mail text to the Fox Valley Chapter and Rick Gendon.
 - ii. **Action:** Rich Gendon to send blast e-mail text to Dave Otto.
- c. Take a look at the Fox River Chapter web-site. They are using I-Chapter.
- d. There was discussion surrounding hosting a Lean Workshop in September.
 - i. **Action:** Rich Godin to coordinate this with Marty Gartner.
- e. There was discussion surrounding the need to tie everything we do over the next year to the CSCP certification. The following are ideas generated during our brainstorming session:
 - i. Host a roundtable with the four CSCP SME's
 - ii. Host a PDM with one of the CSCP authors and coordinate with the surrounding chapters
 - iii. Host a Corporate members/Executives night
 - iv. Coordinate with the surrounding companies including:

<i>Grainger</i>	<i>Sears</i>	<i>Crate & Barrel</i>
<i>Walgreen's</i>	<i>Boeing</i>	<i>Sara Lee</i>
<i>Kraft</i>	<i>Motorola</i>	<i>Fortune Brands</i>
<i>Mc. Donald's</i>	<i>Target</i>	<i>Office Max</i>
 - v. If we bring in a speaker we should host three meetings (on North side, South Side, West Side, etc.)
 - vi. Host the Lean Workshop on the same day as a PDM
 - vii. Host a free event in April to talk casually about the CSCP with an "Open House" theme at the Oak Brook Double Tree
 - viii. **Action:** Eric Schaudt to determine if Robert Vokurka can attend

APICS-Chicago
PO Box 2007
Glenview, Illinois 60025-6007
phone: 847-604-3161
or 800-98APICS
fax: 773-442-0416

2. Education:
 - a. We are currently doing work with Abbott
 - b. **Action:** Mike Valentino to discuss APICS courses at Rollex with Marty Gartner
3. Quality:
 - a. No Update
4. Membership:
 - a. We currently have 976 members
 - b. **Action:** Mike Valentino to request data from Henri Winfield on past ten years of membership information for Chicago, Denver, Milwaukee and Minnesota chapters with a focus on CPIM information
5. Company Coordinator:
 - a. We currently have 43 Corporate Members which includes 15 companies within 90 days of expiration
 - b. Rich Gendon is working on arranging a dinner for the company coordinator
 - c. There was discussion about the idea that we need to focus on operational (shop floor level) workers as well

New Business:

1. Consent Calendar - Candace and Tim presented the guidelines for using a Consent Calendar moving forward.
 - a. ALL – Submissions for next month's Consent Calendar are due to Candace Klixbull by 3/20/06.
 - b. **Action:** Dan Martin and Tim Wilson to review the By-Laws
 - c. **Action:** Charlene Vig to document operating procedures
 - d. **Action:** Rich Godin to incorporate activities into our meetings
2. Board Meeting Dates – There was discussion surrounding the frequency of our Board Meetings in addition to the rate of absenteeism at the meetings.
 - a. A motion was made to change the next Board of Directors Meeting date from 4/4/06 to 4/5/06. The motion was seconded and passed
 - b. **Action:** Candace Klixbull (lead), Tim Wilson and Charlene Vig to discuss calendar for next board year
3. Networking – Chris Karsten discussed his thoughts on enabling more networking at our events. Chris discussed ideas he found in a book entitled, Never Eat Alone. They include the idea that “Good Networkers”...
 - a. ...Understand that success is found in personal relationships
 - b. ...Believe it is better to help more than to be helped
 - c. ...Believe in being a mentor/mentee at all times
 - d. ...Do their homework
 - e. ...Believe that getting involved as a volunteer is one of the first steps to increasing their circle of influence
 - f. ...Share their passions with others (are willing to open up)
 - g. ...Work at maintaining relationships with their acquaintances
 - h. ...Dream big

There was discussion around how we can enable networking at the next PDM.

 - i. **Action:** Rich Gendon to prepare a list of PDM attendees to pass out to each table
 - j. **Action:** Dan Martin to bring an icebreaker to the meeting

- k. **Action:** Rich Gendon to determine list of fist PDM attendees
4. Donation - A motion was made to donate \$500 to the student chapter at NEIU. The motion was seconded. After discussion the motion was withdrawn.
5. Region Meeting – The next region meeting is on April 22, 2006, in Springfield, Illinois. Go to the Region 13 web-site for more details.

Unfinished Business:

1. Nominating Committee – There was discussion surrounding the need accomplish this.
 - a. **Action:** Tim Wilson to work with Bill Steinke to complete this.

Next Meeting: Wednesday, 4/5/06, at 6:00 PM, Oak Brook Double Tree

Meeting Adjourned: 8:27 PM

Summary of New Actions:

- Charlene Vig to send blast e-mail text to the Fox Valley Chapter and Rick Gendon
- Rich Gendon to send blast e-mail text to Dave Otto
- Rich Godin to coordinate this with Marty Gartner on Lean workshop
- Eric Schaudt to determine if Robert Vokurka can attend a PDM
- Mike Valentino to discuss APICS courses at Rollex with Marty Gartner
- Mike Valentino to request data from Henri Winfield on past ten years of membership information for Chicago, Denver, Milwaukee and Minnesota chapters with a focus on CPIM information
- Dan Martin and Tim Wilson to review the By-Laws
- Charlene Vig to document operating procedures
- Rich Godin to incorporate activities into our meetings
- Candace Klixbull (lead), Tim Wilson and Charlene Vig to discuss calendar for next board year
- Rich Gendon to prepare a list of PDM attendees to pass out to each table at next PDM
- Dan Martin to bring an icebreaker to the next PDM
- Rich Gendon to determine list of fist PDM attendees
- Tim Wilson to work with Bill Steinke to complete the nominating committee

Open Actions from 2/7/06:

- Rich Godin to obtain three quotes in May for financial audit.
- Marty Gartner to lead team to develop recommendations on education strategy moving forward. Team includes: Bill Steinke and Rich Godin
- Dan Martin to lead team to develop pay structure for instructors. Team includes: Candace Klixbull, Rich Gendon, Kerry Fechner and Mike Valentino