

ISM-CI Board Regular Meeting Minutes

Meeting Date: September 23, 2008

- I. **The meeting was called to order by** President Shafer at 6:00 PM, 23 September 2008.

Board Members Present:

Todd Shafer, C.P.M., President
Donna Satre, C.P.M., Immediate Past President
Venessa Pehde, Secretary

Board Members absent:

Andy Nichol, Vice President, currently overseas on business.
Prasad Kamat, Treasurer
Jocelyn Stull, Candidate for Treasurer, 2009

Quorum: A Quorum was present.

Others participating:

Deb Swartzendruber, Candidate for President 2009
Dr. Robert Kemp, Candidate for Board Director, 2009

Location: EFCO, Gold Meeting Room

- II. **Reading of the minutes of the last board meeting:** The reading of the minutes was omitted.

III. **Old Business:**

1. Slate of Officers 2009.
 - a. President Schafer reviewed progress on a proposed slate of officers for the 2009 nominating committee. Dr. Kemp reported that Michael Panos, CPSM, Goodrich, to stand for Affiliate Vice President, Kelly Green, CPSM agreed to stand for one of the board Directors vacancies and Caron Findley withdrew her stand on the board due to personal reasons. The board slate was updated by Dr. Kemp with bio page sent to the board.
2. Update of ISM-CI Bylaws.
 - a. The revised bylaws are ready for the membership review and vote up or down vote in September-October 2008. President Shafer will present the By-Laws at the October dinner and send the By-Laws out to the ISM-CI members' right after the dinner.
 - b. Nominations – 9 people on list but need Nominating Committee to vote.
3. Finance – status not reviewed since Jocelyn is absent.

IV. New Business:

1. President Shafer cancelled the 6:00 pm conference call with proposed Dinner Speaker, Clear Edge Partners (Consulting firm), due to no phone in meeting room.
2. Caron Findlay stepped down as a Board of Director candidate due to personal reasons. "For personal reasons, I will need to withdraw my application to the board of directors at this time. I will be happy to support the group in other non-board activities. I am sorry for the late notice to you. Thank you for your understanding, Caron"
3. President Shafer and Dr. Kemp mentioned the possibility of a tour of EFCO.
4. Past ISM-CI Meeting 9/ 9
 - a. Dates listed of upcoming events well received
 - b. Too much food left over and only had 6 no show's
5. Todd Shafer will schedule the last two ISM-CI Board of Directors meetings for 2008 on the Outlook calendar for October 28th and November 25th. There will be no BOD meeting in December.
6. Education Committee: There is an immediate need for the Education Committee to be formed with a minimum of seven members. Dr. Kemp has agreed to take the lead on contacting a few candidates to lead the committee.
 - a. Education / Speaker Budget - Prasad and Jocelyn one of the main discussions last night were to develop the education committee and then let them develop an education / speaker schedule for 2009. The idea was that seminars would not only pay for themselves but make some money. That would leave us to establish a speaker budget for 2009. This budget is for speaker costs only. Not the dinner costs with PM. President Shafer will ask both Prasad and Jocelyn to brainstorm on an annual Dinner / Speaker budget so that we could provide the committee with a budget to work with. Some guidelines with will be provided to the committee.
 - b. Perhaps ten (10) dinner meetings
 - c. Perhaps two (2) plant tours
 - d. Perhaps two (2) panel discussions with ISM members
7. Budget Ideas were discussed.
 - a. Give a gift certificate to presenter?
 - b. Have a seminar ½ day and speak in the evening and only pay if does seminar?
 - c. Will receive \$100/person due to membership increases.
 - d. Source of ISM-CI's money from seminars and membership dues.
8. Donna Satre has a book that explains what each committee does and offered to get a summary to give to the committees.
9. Marketing Committee:
 - a. Since Karl Wendt stepped down, there needs to be a new Marketing Committee formed that can work closely with the Education Committee – possibly meeting at the same time.
10. Dinner Committee: A Dinner Committee is needed – duties can possibly be rotated.
 - a. There was too much food left over at the last dinner meeting.

- b. Donna Satre suggested boxing up extra food and selling it to members for \$5.
 - c. President Shafer will ask Kelly Green how they plan food for our dinner meetings.
- 11. Secretary, Venessa asked about forming study groups for C.P.M./CPSM with a mentor program. "How to get started and can this be incorporated in the Education/Marketing Committees?"
- 12. President Shafer and Dr. Kemp will look at the roster for Committee members.
 - a. Todd will ask Bradley Nordmeyer and Nate Perlewitz from Goodrich if they want to be on a committee.
- 13. Dinner meetings:
 - a. President Shafer said for now we will be able to keep prices for dinner costs for 2009 between \$15-16 per head.
 - b. Proposed Dinner Meeting Topics
 - i. Panels are usually well received
 - ii. Commodity Forecasting and Strategies
 - iii. Finance and Economics
 - iv. Legal/Negotiations (combine these topics)
 - v. Outsourcing/Insourcing (conduct with panel)
 - vi. Physical Resource Management (PDI/Hy-Vee)
 - vii. Product and Service Management (conduct with Early Supplier Involvement panel – John Deere, Pella, Vermeer)
 - viii. Quality Management – tentative
 - ix. Risk (BCP, Green, Customer Driven, Sustainability)
 - x. Strategic Sourcing (conduct with panel)
 - xi. Talent Management (conduct with HR representative – Generation X and Y)
 - c. ISM-CI and APICS-CI joint meetings
 - i. Can we try charging \$20 per person?
- 14. Seminars:
 - a. President Shafer said, "I know our budget is tight, and we may have to dip into the cash reserves depending on how much money we make on seminars. "
 - b. Held twice a year fall (August/September) and spring (April)
 - c. One day seminar with a meeting point in Marshalltown.
 - d. Invite members from Kansas City and Omaha
 - e. Topics
 - i. C/I Lean
 - ii. International Business – How it Affects You
 - iii. Talent Management
- 15. ISM-CI web site:
 - a. There is concern that we are losing e-mail blasts to business spam, so the web site might be a better option.
 - b. Todd will contact Prasad to ask if the person making the newsletter can update the web site.
 - c. Education Committee can provide input – use web site as our database.

16. Ames-based Sigler Cos. Has purchased Vivamedia, a Latino advertising agency in Des Moines. Nannette Rodriguez, founder and head, has agreed to join the staff of Sigler-owned Innova Ideas as Director of Hispanic Marketing.

VI. Adjournment:

There being no further business at this time President Shafer asked for at motion the Adjourn. The motion was made by Dr Kemp and seconded by Donna Satre. The meeting adjourned at 7:00 PM

Authenticated:

Todd Shaffer, C.P.M.
President, ISM-CI

Venessa Pehdi
Secretary, ISM-CI