

**Members of the Board of Directors as of June 7, 2011:**

* Chairman	Brent Schlegel
* President	Bruce H Brechin
* Executive Vice President	Open
* VP Administration	Don Gardner
* VP Education	Open (B Brechin – acting)
* VP Finance	John Blevins
* VP Membership	Lisa McLaughlin
* VP Programs	Sheryl Holbrook
* VP Publicity	Open (B Brechin – acting)
* VP Student Liaison	Open (S Holbrook – acting)
Webmaster	Gary Capone/Bruce Brechin
Newsletter Editor	Mike Grejtak



Student Chapter Advisor UT	Professor Sundar
Student President, UT	Jenni Jones
Student Chapter Advisor BGSU	Karen Eboch
Student President, BGSU	Bryce Hamilton

\* Position has voting rights for Board Proposals

Subject	
Open	<p>The meeting opened by the Chapter Chairman, Brent Schlegel at approximately 6:30 PM.</p> <p>Attendees: Brent Schlegel, Bruce Brechin, Sheryl Holbrook, Don Gardner, John Blevins, Karen Eboch, Lisa McLaughlin, Mike Grejtak, Dr. Jim Pope, and Tom Eleinko.</p> <p>Brent welcomed attendees and outlined the agenda</p> <ul style="list-style-type: none"> <li>• Review 2010 Annual Meeting Minutes (Don Gardner)</li> <li>• President's (Bruce Brechin)</li> <li>• Financial Reports (John Blevins)</li> <li>• Programs Report (Sheryl Holbrook)</li> <li>• Election of 2010 – 2011 Board of Directors (Brent Schlegel)</li> <li>• Other Business</li> </ul> <p>Brent then asked Don to review minutes of the 2010 Annual Meeting.</p>

Minutes of 2009 Annual Meeting and Matters Arising

The minutes were reviewed with minor correction to show Dr. Pope in attendance. Brent asked if there was a proposal to accept the minutes. Proposed by Bruce and seconded by Sheryl, vote 10-0 in favor.

President's Report

Bruce addressed 3 specific areas in his report, Membership, Education, Student Chapters, and then concluded with some general remarks

**Membership**

	<b>Jun-08</b>	<b>Jun-09</b>	<b>Jun-10</b>	<b>Jun-11</b>	<b>Delta</b>
BGSU	68	40	52	35	-17
UT	23	31	43	31	-12
<b>Toledo</b>	<b>161</b>	<b>135</b>	<b>128</b>	<b>133</b>	<b>5</b>
Professional / Enterprise	122	132	121	125	4
Academic	3	3	6	7	1
Retired	0	0	1	1	0
Corp Voting	36	0	0	0	N/A
Corp Assoc	138	0	0	0	N/A

It does appear that our membership has stabilized and I think it likely that we will remain around the 130 level unless we identify industries / companies where we can recruit members.

Analysis by APICS indicates that approximately 1/3 of new members leave within 5 years or less and my own analysis of Toledo membership changes showed similar results.

We are now contacting members by e-mail approximately 2 months prior to their membership renewal date, again one month prior and once after the membership lapses. Unfortunately the contact information which comes from the APICS database is not always current and meaning some e-mails come back as undeliverable.

We ask that if a member has decided not to renew they tell us the reasons for their decision.

Member participation at chapter events continues to be an issue, I have been a member of the chapter for just under 10 years and this is a perennial problem. Despite the best efforts of Sheryl to provide an interesting program with new venues and the offer of free meetings we probably see fewer than 20% of the chapter membership during the year, and although not really a matter of comfort it is no different to many other chapters.

We are also unable to fill all chapter board positions and this does impact the chapter as some areas do not receive the attention they deserve, however I am delighted to thank Lisa McLaughlin for volunteering to join the board this year and take on the role of VP Membership.

### **Education**

Able to award 4 student scholarships of \$500 each  
Planning to donate \$2000 for Scholars program at APICS Conference

Continued CPIM classes, Toledo and Terumo Cardiovascular Systems  
CPIM class demand has been weak in Toledo, with 7 or fewer participants in each of the 2 classes. The fact that we only ran 2 classes in Toledo and 2 with TCVS has meant that our income from education classes has been lower than in prior years.

Thank this year's active instructors Shirley Torrance and Jim Pope.

Next year's plans are to offer CSCP in October.

Jackson Community College intends to offer CPIM classes with Shirley Torrance as instructor.

We hope to offer another series of CPIM classes in Toledo with the first class starting early in 2012.

### **Student Chapters**

BGSU continues their historic performance level, they have a busy program of events and chapter members participated in Toledo chapter PDMs, Mid Atlantic District Meetings and the MAD Case Competition.

The chapter has achieved Gold in the Student Chapter Management Program for 2010 – 2011, this is their 6<sup>th</sup> successive year at the Gold level and will be recognized with a second Platinum Award.

UT chapter is gaining strength and has been more active, as well as their own program members have participated in Toledo chapter PDMs, Mid Atlantic District Meetings, and came first in the undergraduate category at the MAD Case Competition in February.

I know the board is keen to continue to promote APICS within the College of Business and grow on this year's success, the one challenge I hope they will meet for 2011 – 2012 is participation in the Student Chapter Management Award Program.

Thanks to Student Chapter Advisors, Karen Eboch at BGSU and Professor Sundar at UT for their support of their chapters, to the student board members for their hard work and also to Sheryl Holbrook who has been covering VP Student Liaison as well as VP Programs.

### **General Remarks**

Maintenance of the chapter website has been an area of concern for much of this year, unfortunately pressure of work and very limited free time meant that David Dinwoodie has been unable to function as webmaster and we have been unable to find a replacement from within the chapter or from the student chapters.

Accordingly we have asked Palladian International to recreate our website using Wordpress as a Content Management System. Using a CMS allows authorized individuals to upload content to the website easily without the need for any specialized knowledge, we expect to have the site operational by the end of June.

The chapter received the Gold C-BAR award for Chapter Year 2009 – 2010, this was our 4<sup>th</sup> successive gold award and

we hope to achieve gold for 2010 – 2011 which would make us a platinum chapter.  
 At present scoring for this year has us at the silver level but the submission is not yet complete and I am confident we will reach the gold level.

Finally I would like to thank those who served on the board during the year; John Blevins, Don Gardner, Sheryl Holbrook, Lisa McLaughlin and Brent Schlegel as well as Newsletter Editors Paula Taynor and her successor Mike Grejtak without their time and effort I am sure the chapter would cease to exist.

This concludes the President’s Report for Chapter Year 2010 – 2011.

Financial Report

John opened by reminding the group that the fiscal year runs from July 1<sup>st</sup> to June 30th. The Finance Report covers 11 months actual budget for July 1, 2010 through May 31, 2011, with an estimate of income and expenditures for June 2011.

Income July 1, 2010 to May 31, 2011	\$23,249.17
Expenditure July 1, 2010 to May 31, 2011	<u>\$25,107.60</u>
<b>YTD Net Income</b>	<b>\$(1,858.43)</b>

Checking Account Balance July1, 2010	\$19,260.90
Checking Account Balance May 31, 2011	<u>\$22,266.61</u>
<b>Total Chapter Assets June 1, 2011</b>	<b>\$22,266.61</b>

John provided the following estimate of income and expenditures for June 2011.

**Major Items - June Income**

Test Fees and Membership Rebates	\$ 100.00
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**Major Items - June Expenditure**

Donation to APICS Scholars Program	\$ 2,000.00
CPIM Instructor Fees	\$ 2,800.00
Professional Fees, other	<u>\$ 164.14</u>
<b>Total Estimated Expenditures</b>	<b>\$ 4,964.14</b>

Estimated Net Income June 2011	<b>\$ (4,864.14)</b>
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Estimated Funds June 30th 2011	<b>\$ 17,402.47</b>
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	<p>For a more detailed report see Appendix A.</p> <p>Chapter income in 2010 – 2011 showed a decrease over prior years. John noted that the decrease in Chapter funds was expected and is on target with the budget plan. The major income for the Chapter is through the Certification Classes and classes were down slightly this year. It is important for the Chapter to seek these opportunities and continue the strong support in this area.</p> <p>Income continued to allow the Chapter to provide donations to scholarships, endowments donations, and Student Chapter donations to fund educational trips. Bruce also noted how important this was to encourage young adults to become engaged with APICS and to build on this for future Chapter members.</p> <p>Brent recommended we set a minimum target for funds so we understand when we need to cut back on the donations. John mentioned that this would be discussed at the annual budget planning meeting which will be held within the next month.</p> <p>This concluded the Finance report and there were no questions. Brent proposed adoption of the report and this was seconded by Sheryl, vote 10-0 in favor.</p>
<p>Programs Report</p>	<p>Sheryl presented the Programs Report.</p> <ul style="list-style-type: none"> <li>• PDMs <ul style="list-style-type: none"> <li>○ Ten events total</li> <li>○ Four joint meetings (BGSU, ASQ, ISM, and UT) <ul style="list-style-type: none"> <li>▪ BGSU attendance figures not available</li> </ul> </li> <li>○ High Attendance 62 ("Managing Quality - Across Industries" Panel Discussion, joint with UT)</li> <li>○ Lowest Attendance 5 (Toledo Gear Motor Lunch Tour, lunch and learn)</li> <li>○ Average attendance – 26, compared to target goal of 26</li> </ul> </li> <li>• Tours <ul style="list-style-type: none"> <li>○ Three plant tours, 2 with programs</li> <li>○ Attendance average 11 (note UPS and Mercy St. Vincent both had 15 and 14 respectively)</li> </ul> </li> </ul> <p>Compared to Strategic Plan, the programs were on or above target. Two more programs were scheduled than the target number of 8. Average attendance was above target goal, and program ratings were all favorable. The highest rated programs were Insourcing and ("Managing Quality - Across Industries" Panel Discussion, both with average rating of 97%.</p> <p>Program topics being planned for 2011 – 2012 include The Economy, First Solar stand-alone Quality presentation, and Communications. Suggested venues being considered include Bowling Green, Toledo Zoo,</p>

	<p>or Toledo Art Museum.</p> <p>This concluded the Program report and there were no questions. Bruce proposed adoption of the report and this was seconded by Karen, vote 10-0 in favor.</p>																				
Election of Board of Directors	<p>Brent presented the following list of candidates for board positions at the meeting:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><b>Office</b></th> <th style="text-align: left;"><b>Candidate</b></th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Bruce Brechin, CPIM, CSCP</td> </tr> <tr> <td>Executive VP</td> <td></td> </tr> <tr> <td>VP Administration</td> <td>Don Gardner, CPIM</td> </tr> <tr> <td>VP Education</td> <td></td> </tr> <tr> <td>VP Finance</td> <td>John Blevins</td> </tr> <tr> <td>VP Membership</td> <td>Lisa McLaughlin</td> </tr> <tr> <td>VP Programs</td> <td>Sheryl Holbrook</td> </tr> <tr> <td>VP Publicity</td> <td></td> </tr> <tr> <td>VP Student Liason</td> <td></td> </tr> </tbody> </table> <p>No additional candidates came forward. There being no contest for any position, Brent proposed the candidates be voted into office, seconded by Bruce, vote 10-0 in favor.</p> <p>Congratulations to the new Board members.</p>	<b>Office</b>	<b>Candidate</b>	President	Bruce Brechin, CPIM, CSCP	Executive VP		VP Administration	Don Gardner, CPIM	VP Education		VP Finance	John Blevins	VP Membership	Lisa McLaughlin	VP Programs	Sheryl Holbrook	VP Publicity		VP Student Liason	
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Other Business	<p>Brent thanked Dr. Pope for his involvement with the Chapter over the past 13 years and wished him well in his retirement. That sentiment was echoed by everyone. No other business</p>																				
Close	<p>John proposed closure of the meeting, seconded by Sheryl, vote 10 – 0 in favor. The meeting transitioned to the monthly Board meeting.</p>																				



APICS TOLEDO - CHAPTER #69

Minutes of the Annual Meeting

Meeting Date: 6/7/11

**APPENDIX A – Finance Report**

Due to size of file, finance report is included as a separate attachment.

IR S	Income	1Q Actual	1Q Plan	2Q Actual	2Q Plan	3Q	3Q Plan	April	May	June	4Q	4Q Plan	YTD Income
2	Classes and Books	5,588.73	-	1,031.00	7,093.00	8,281.38	7,093.00	586.50	613.00	-	1,199.50	-	16,100.61
3	Membership Rebates	1,325.00	1,625.00	1,783.25	1,625.00	1,600.00	1,625.00	700.00	200.00	-	900.00	1,625.00	5,608.25
8	PDMs and Test Fees	205.97	400.00	340.00	800.00	254.22	800.00	515.12	125.00	100.00	740.12	400.00	1,540.31
	<b>Total</b>	<b>7,119.70</b>	<b>2,025.00</b>	<b>3,154.25</b>	<b>9,518.00</b>	<b>10,135.60</b>	<b>9,518.00</b>	<b>1,801.62</b>	<b>938.00</b>	<b>100.00</b>	<b>2,839.62</b>	<b>2,025.00</b>	<b>23,249.17</b>
IR S	Expenditure												YTD Expenditure
10	Donations	-	-	1,500.00	3,000.00	1,100.00	2,000.00	-	-	2,000.00	2,000.00	5,000.00	4,600.00
	"Staff" Payments (Instructors, Webmaster)	150.00	150.00	1,400.00	2,950.00	1,400.00	1,550.00	-	-	2,800.00	2,800.00	1,550.00	5,750.00
12	Professional Fees,												
13	Memberships	255.48	630.00	75.00	575.00	75.00	575.00	400.00	-	75.00	475.00	650.00	880.48
	Postage, Books, Printing,												
15	Publicity, etc	122.48	127.00	1,496.84	1,279.00	2,335.55	1,367.00	1,810.72	26.01	-	1,836.73	39.00	5,791.60
	Other, Hotels, Conference,												
16	Meals, etc	2,335.21	2,720.00	1,401.66	1,700.00	2,291.40	2,860.00	1,717.06	251.05	89.14	2,057.25	2,640.00	8,085.52
	<b>Total</b>	<b>2,863.17</b>	<b>3,627.00</b>	<b>5,873.50</b>	<b>9,504.00</b>	<b>7,201.95</b>	<b>8,352.00</b>	<b>3,927.78</b>	<b>277.06</b>	<b>4,964.14</b>	<b>9,168.98</b>	<b>9,879.00</b>	<b>25,107.60</b>
	<b>Net Income</b>	<b>4,256.53</b>	<b>(1,602.00)</b>	<b>(2,719.25)</b>	<b>14.00</b>	<b>2,933.65</b>	<b>1,166.00</b>	<b>(2,126.16)</b>	<b>660.94</b>	<b>(4,864.14)</b>	<b>(6,329.36)</b>	<b>(7,854.00)</b>	<b>(1,858.43)</b>
	Opening Balance	19,260.90		23,517.43		20,798.18		23,731.83	21,605.67	22,266.61			
	Closing Balance	23,517.43		20,798.18		23,731.83		21,605.67	22,266.61				
	Net Increase (Decrease) in Account	4,256.53		(2,719.25)		2,933.65		(2,126.16)	660.94	(22,266.61)			
	Checkbook Balanced?	YES		YES		YES		YES	YES	NO		YES	

## APPENDIX B – Programs Report

### APICS Toledo

#### 2010/2011 Programs Recap

Date	Event	Topic	Location	Speaker/Contact	Attendance	Evaluation Results		
						Speaker/ Topic	Facility/Dinner/ Location	Meeting
09/21/10	PDM	Career Pathing	Pizza Papalis	APICS Toledo Board	20			
09/29/10	Joint PDM - BGSU SCMI	"SCM Career Paths" Panel Discussion	BGSU Campus	Karen Eboch	9			
10/14/10	Plant Tour / Program	Distribution	UPS	Dr James Pope/Karen Vaughn Customer Chain Consulting, Bill Ritchie	15			
11/16/10	PDM	Quick Response Manufacturing (QRM)	Maggie's Family Restaurant Mercy St Vincent Medical Center	Steve Smith Storeroom Solutions, Inc, George Krauter	27	94	61	81
12/16/10	Plant Tour / Program	Lean in the Healthcare Industry	Manhattan's	ASQ	14			
01/18/11	PDM	You Can't Be Lean with a Fat Storeroom	LaRoe's Restaurant	Sauder Woodworking, Norm Hoepfner	19	90	91	87
02/17/11	Joint PDM - ASQ	Food Quality & Safety	Langley Banquet Hall	First Solar, Mike Koralewski O E Meyer, Dave Spencer Mercy Health System, Janell Vickers	46	90	97	100
03/17/11	Joint PDM - ISM	Insourcing	UT Campus		42	100	90	100
04/19/11	Joint PDM - UT	"Managing Quality - Across Industries" Panel Discussion			62	98	92	100
05/25/11	Lunch 'n Learn	Plant Tour	Toledo Gearmotor	John Toth	5			

#### Alignment with Strategic Plan

Offer a minimum of 8 events

15

10 events (3 plant tours, 2 with programs) (3 joint meetings, plus panel discussion at UT) (one program by Toledo Board and one program by faculty) (Lunch 'n Learn)

14

Maintain event attendance at an average of 26

5

Actual average was 25.9

Minimum of 10 members attending plant tours unless a lower restriction applies

Only 5 for Toledo Gearmotor (Jennifer Rygalski from QBS and engineering student from UT) (outreach to UTAPICS?)

Remove (10 member minimum) from strategic plan

Survey chapter attendees after each PDM. Report results to the speaker and to the next Board meeting; provide an action plan to resolve any major concerns

(typically no survey cards after plant tours)

No survey cards for Career Pathing and BGSU-SCMI PDMs

Create a formal record of all events