



APICS TOLEDO - CHAPTER #69

Minutes of the ANNUAL Meeting

Meeting Date: 06/15/2016

Members of the Board as of March 16, 2016:

- | | |
|----------------------------|---------------------------|
| * Chairman | Bruce H Brechin |
| * President | Lindsay Vollmar |
| * Executive Vice President | Open |
| * VP Administration | Don Gardner |
| * VP Education | Sheryl Holbrook |
| * VP Finance | Open (B Brechin – acting) |
| * VP Membership | Lisa McLaughlin |
| * VP Programs | Cyndi Sayer |
| * VP Publicity | Vanessa Burkard |
| * VP Student Liaison | Danielle Long |
| Webmaster | Open |
| Newsletter Editor | Karen Startzman |



- | | |
|------------------------------|------------------|
| Student Chapter Advisor UT | Professor Sundar |
| Student President, UT | Zack Lozar |
| Student Chapter Advisor BGSU | Karen Eboch |
| Student President SCMA, BGSU | Katherine Eboch |
| Student Director APICS, BGSU | Logan Tietz |

* Chapter Officer with voting rights for Board Proposals

Subject	
Open	The meeting opened at 6:00 PM on June 15, 2016. Attendees: Bruce Brechin, Sheryl Holbrook, Don Gardner, Lisa McLaughlin, Danielle Long, Cindi Sayre, Karen Startzman, Vanessa Burkard, Matthew Gardner, Miegan Murdock, and Zack Lozar.
Minutes of Previous Meeting and Matters Arising	Actions from Prior Meetings None The minutes from last year's meeting were reviewed. Bruce proposed accepting the minutes and Cyndi seconded the motion, vote 10-0 in favor.
President's Report	Bruce provided the following report for Lindsay. Overall a successful year for the chapter, with positive results in a number of areas however there were a couple of areas where results were disappointing Channel Partner Agreement & Chapter Benchmarking and Reporting 2014 – 2015 <ul style="list-style-type: none"> APICS measures chapter against a set of performance standards for both CPA and CBAR

- Chapters must meet CPA to be eligible for CBAR
 - Toledo in full compliance with all 16 requirements
- Chapter achieved Gold CBAR award (maintaining Platinum status)
- Expect to be in compliance with CPA for current chapter year and achieve Gold CBAR again

Finance

- Strong financial performance (better than planned)
- Expecting to see some growth in end of year balance

Donations

- Increased on prior year, supported APICS scholarship and endowments \$8000, Mid Atlantic District Case Competition Prize funds \$1000 and \$700 to student chapters
- Fewer student scholarship applications received and scholarships awarded, recognize need to improve our communication

Membership

- Seen strong growth over the last year
- Improved membership retention rate, tracking on a monthly basis

Education

- Total of 8 education offerings
 - 6 CPIM classes (1 in-house), 1 CSCP class and 1 MRP seminar
 - Revenue generator for chapter approx. \$63000 this year
- Strong exam pass rates, exceeding APICS averages

Programs

- Excellent mix of tours and meetings
 - Tour attendance was good but meeting attendances were varied
- Already some events scheduled for next year

Publicity and Newsletter

- Revamped email formats,
- Created chapter Twitter presence
- Maintaining and updating website
- Newsletter now has dedicated editor, better adherence to schedule

Student Chapters

- Increased membership for both BGSU and UT chapters
- Both achieved Gold standard for Student Chapter Management Award
 - BG maintains platinum status
 - UT first time at Gold level
- Students participating in CPIM classes and taking certification exams
- Looking to build stronger relationship between the two student chapters

- Have VP Student Liaison, first time for a number of years

Marketing

- Gave this more focus than in prior years
 - Have had several discussions with potential customers
 - Specific marketing event, less successful than we hoped
 - Need to adjust our thinking for the coming year

Board changes

- Don stepping down after more than 6 years, much appreciated and sorry to lose his experience
- Vanessa stepping down after 1 year as VP Publicity, she brought a fresh perspective and new ideas
- Lindsay stepping down after 3 ½ years as she has moved to CA, we wish her success in her new opportunity with SpaceX, however as immediate past president she automatically becomes board Chair
- Looking to a strong future with three new board members joining Cyndi, Dani, Lisa, Sheryl and Bruce

Financial Report
Current cash, CD balances, outstanding bills, etc.

Bruce provided the following report.

The 2015 – 2016 Budget was agreed at the August 2015 Board meeting.

The board agreed to go with a worst case scenario, where education classes were at break even and no in-house classes were included however we planned a marketing event in August at a cost of \$1000 which we hoped could lead to an increase in class registrations and memberships.

Income for the year was forecast as \$43162

Expenditure for the year was forecast as \$54654

The year-end deficit was estimated as \$11492 but as the chapter was starting the year with \$32220 in the bank we anticipated that if we did no better than meeting the budget we would still finish the year with a balance of approximately \$20700.

Key contributors to the planned income included the following:

- 5 CPIM classes and 1 CSCP class plus sale of exam credits
- 1 Principles of MRP seminar hosted by Sauder in Archbold
- Membership and PDM fees.

Key expense areas included the following:

- Student Scholarship, Scholarship Endowment Funds and Case Competition donations
- Instructor fees for classes
- Books and exam credits for class participants
- PDM, Board, and APICS Mid-Atlantic District meeting expenses
- Marketing event

As of May 31st income for the 11 months was just over \$76250 and expenditure was slightly above \$60100 giving an 11 month surplus of \$16150.

I anticipate June income of \$2650 and expenditure of \$12938 meaning a deficit for the month of \$10300.

	<p>Using these estimates our full year income will be about \$79000 and full year expense about \$73000 giving us a surplus of approximately \$6000 for the year and a year-end bank balance of approximately \$38000.</p> <p>The reasons for the better than budgeted situation can be explained as follows:</p> <ul style="list-style-type: none"> • Chapter classes all ran with higher numbers than planned • Exam vouchers sales were higher than planned • MRP seminar attendance was 50% higher than planned • We ran 1 in-house CPIM class • Fewer board members than planned attended district meetings 																				
<p>Amendments to Bylaws</p>	<p>Discussion led by Bruce:</p> <p>Amendments were posted on chapter website and e-mailed to BOD members. The majority of changes are merely the replacement of “Chairman” with “Chair” or “Chairperson”. We have added a clarification that Chapter Officers must be members of the Toledo Chapter at the time of their appointment to the Board and must maintain their membership while in office. The responsibilities of the VP Student Liaison have been updated and finally the section about Board Members continuing in office automatically will be removed.</p> <p>Bruce proposed acceptance of the amendments, seconded by Sheryl, vote 10-0 in favor.</p>																				
<p>Election of Board of Directors for 2015-2016</p>	<p>The meeting concluded with elections for the 2016 – 2017 Board of Directors.</p> <p>Don proposed the candidates be voted into office all together on one vote, seconded by Vanessa, vote 10-0 in favor.</p> <p>The incoming board takes office on July 1st 2016 and is shown below</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Chairperson</td> <td>Lindsay Vollmar, CPIM</td> </tr> <tr> <td>President</td> <td>Bruce Brechin, CPIM, CSCP</td> </tr> <tr> <td>Executive VP</td> <td>Sheryl Holbrook, CPIM, CSCP, C.P.M</td> </tr> <tr> <td>VP Administration</td> <td>Lisa McLaughlin</td> </tr> <tr> <td>VP Education</td> <td>Matthew Gardner</td> </tr> <tr> <td>VP Finance</td> <td></td> </tr> <tr> <td>VP Membership</td> <td>Jennifer Bell</td> </tr> <tr> <td>VP Programs</td> <td>Cyndi Sayre</td> </tr> <tr> <td>VP Publicity</td> <td>Megan Murdock</td> </tr> <tr> <td>VP Student Liaison</td> <td>Dani Long</td> </tr> </table>	Chairperson	Lindsay Vollmar, CPIM	President	Bruce Brechin, CPIM, CSCP	Executive VP	Sheryl Holbrook, CPIM, CSCP, C.P.M	VP Administration	Lisa McLaughlin	VP Education	Matthew Gardner	VP Finance		VP Membership	Jennifer Bell	VP Programs	Cyndi Sayre	VP Publicity	Megan Murdock	VP Student Liaison	Dani Long
Chairperson	Lindsay Vollmar, CPIM																				
President	Bruce Brechin, CPIM, CSCP																				
Executive VP	Sheryl Holbrook, CPIM, CSCP, C.P.M																				
VP Administration	Lisa McLaughlin																				
VP Education	Matthew Gardner																				
VP Finance																					
VP Membership	Jennifer Bell																				
VP Programs	Cyndi Sayre																				
VP Publicity	Megan Murdock																				
VP Student Liaison	Dani Long																				
<p>Other Business</p>	<p>None</p>																				
<p>Close</p>	<p>There was no further discussion and Don proposed closure of the meeting, seconded by Cyndi, vote 10– 0 in favor and meeting closed at 7:15 PM.</p>																				