



Red River Valley Chapter North Dakota and Northern Minnesota

13 January, 2012

Meeting minutes to the "Red River Valley Chapter of the
American Production and Inventory Control Society, Inc." (APICS RRIV Chapter)
Held at Phoenix International 1441 44th Street NW, Fargo, ND, 58102
On January 13th, 2011 at 1200.

Attendees: Michaela Nyland, Kerry Kolle, Vinod Lall, Scott Braun, Keith Vollbrecht, Brent Sender

Regrets: Rial Stedman

Guests:

Scribe: Michaela Nyland

Copies: lone Dykstra

Meeting called to order at: 12:06

Minutes to the September 21st, 2011 Board meeting were presented.

Motion: Moved by Kerry, seconded by Rial. Unanimously accepted: Motion carried.

The action items from the September Board meeting were reviewed.

Future Meetings - Michaela Nyland

The next Board meeting will be held 24, February, 2012. **Everyone can call in to the conference call number: 866-744-1953 password 5645077.** The VC room is reserved at Phoenix for those that would like to attend in person. Michaela will send an email reminder one week prior to the meeting time to confirm date and time.

Treasurers Report – Kerry Kolle

- .A/R \$ in question- need deposit info from Phoenix Check – MHN to get to Kerry
Assets: \$6437.03
A/P \$ 2825.85
Equity: \$5524.20
- Kerry sent out the financials.
- Follow-up- Michaela confirmed with Gate City that they had deposited the Phoenix International Check into a wrong account and has since corrected it. Kerry has an updated transcript from Gate City showing the deposit of \$2,382 into the money market account.

Programs Report - Rial Stedman – absent

- Bobcat tour happened in November – very informative – need to get survey back from Rial.

Education Report – Keith Vollbrecht

- CPIM – BSCM Feb, MPR Mar, DSP Apr, ECO May, SMAR is June – action: start with an email to instructors to see who is interested in classes. Keith is considering the VP of Education position and will begin the email notification with the instructors as well as put together a class schedule.
- Michaela and Keith to meet off-line to transfer class interest list as well as materials for classes week of Jan 16th.
- Will leave the instructor pay rate as it was for 2012.

Administration Report - OPEN

- Michaela will do the communications with the membership and handle the board minutes till a replacement can be found.

Membership Report – Scott Braun

- Goodrich members went invalid- Scott to send out communication to see if we can get them back. Without Goodrich, membership dropped significantly.

Marketing Report – Brent Sender

- Michaela and Brent to work off-line on getting a marketing folder ready.
- Brent to get new quotes and send to board so letterhead can be ordered.
- Going to do another annual letter to membership with 3 coupons valid for PDMs/Tours to membership. Action: Michaela

Other Business:

- Need to begin discussions on who will be Kerry's replacement as VP of Finance. Needs to be an active board member. Michaela to check into any other stipulations for the finance position.
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New Business:

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Motion to adjourn by Kerry, seconded by Brent. Unanimously accepted.

Meeting adjourned at 12:45.

**Next Meeting: February 24th, 2012, 12:00am-1:00pm.
Conference Call in to 309-748-8906.
VC room at Phoenix is also reserved.**