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Minutes Michigan Lean Consortium (MLC) Board meeting 10th November, 2010

Present: Debra Setman – Chair, Jason Schulist – Vice Chair, Chris Wilson -Secretary, Ken LePage – Membership Liaison, Willie Brown – Treasurer, Philip Berry – Ad Hoc Board Member, Rick Fleming – Ad Hoc Board member

Meeting was held at the GRCC ATC Building, Fountain Street, Grand Rapids and started at 12:35 pm

Finance

Cash in the MLC bank account #3591.33. Takings at today's event at GRCC \$930 (note expenses need to be deducted from this)

Ken raised the question concerning credit card payments. Chris echoed his concern. It seems that the inability to process credit cards either online or at events is inhibiting members from joining.

Suggested to use PayPal. Willie is to follow up perhaps with assistance from Lauren.

Legal status

1229Phil has been unable to get any action at BCBS.
1230Jason will work with legal staff at DTE

Today's event

- 1 Great job by Russ Scafede and the panel. Super attendee involvement. Good event all round.
- 2 The process used to list out event registrations needs to be revised. Ken to connect with Lauren to cover this.

Future events

December 3rd 2-5:30 at MSU's James B Henry Executive Education Center.
Introduce 2011 board, presentation from a MSU faculty member in

amphitheatre- Lean teaching at MSU, breakout groups on MLC's 2011 strategy focus/report back, networking with hors d'Ouevres and a cash bar.

December 4th 2011 10:00 am to 5:30 pm at Grand Haven.
Agenda to be prepared. It will include new board members meeting retiring board members, selection of roles for new board members, committee lead assignment, and hand over new to old of duties etc, strategy planning for 2012 board action.
Rick to confirm date with Micron Rother/Costantino – Jason to follow up with Mike Rother on doing a Toyota Kata overview as a 2011 event

Membership/advisory group

No advisory group meeting was held.

Committee structure 2011

- 1 Proposed committee list shared. Some modifications made. Phil to provide updated/combined list for December 4th meeting.
- 2 Committees will be led by a board or advisory group member. New board to decide.
- 3 It was noted that some board member roles (secretary/treasurer etc) may need more definition as MLC grows so duties are clear.

Website - Partners/connections with MLC

- 1 Lauren to be asked to change tab to Supporters/Partners - Debra
 - 2 Those that are clearly partners are to be identified as such by "bolding" their name.
 - 3 Create new tab – Presenters. Under this list presenters/panelists at events with photo and bio information
- Proposed Debra, Seconded Rick – passed unanimously

City of Detroit/MLC

- 3 Debra following up. More to come.

Metric/dashboard/survey

- 4 Ken is to update Debra with proposed list. Final decision for metrics for 2011 will be an agenda items for the December 4th strategy session.
- 5 A survey getting members input will be finalized at the November 10th meeting. Ken provided to Chris to send it out approx November 17th after all votes are in.

MLC board election update

- 1 11 votes received to date. Chris is going to send out email reminder tonight encouraging voting participation.

Expense approval process

- 2 All expense claims require approval of both the Chair and the treasurer. Digital (email) approval is acceptable.
- 3 Proposed Jason, seconded Ken – approved unanimously

MLC branded giveaways

- 1 We are running out of giveaways. Debra to get some ideas/pix for review.

Next meeting agenda items

- 2 Debra/Jason to finalize agenda. Some items are:
 - Handover of responsibilities to new board members
 - Core principles
 - 2011 MLC metrics
 - Hoshin planning
 - Calendar forward scheduling – events/board meetings
 - Geographical spread of events
 - Committees

Meeting closed at 2:30 pm.

Next Board mtg December 4th with new board members.