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Minutes Michigan Lean Consortium (MLC) Board meeting 28th September, 2010

Present: 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, Lauren Stewart, MLC intern

Apologies: Debra Setman - Chair

Meeting was held at the OU INCubator, 401 Sunset Lane, Rochester MI 48309 and started at 1:51 pm

Legal status

- Phil set up a conference call with Chris and Benjamin last week. Benjamin apologized for not getting started on the 501 (c)(6) application. Benjamin undertook to give us a timeline for filing the registration Monday 27th. On that day he called Phil and told him given his workload he could no longer do this as he is now much busier than when he first was assigned this task.
- Phil is to go back to the legal executive at BCBS and explain what has happened and ask for a new person to be assigned. Just in case this does not work out Jason is meeting with a legal counsel at DTE Wednesday 29th. He will enquire if DTE's legal dept can handle this. Failing this we will ask members if they have contacts within their operations that can help. Concurrently Chris will research what is actually required to get this done.

Insurance

- Willie confirmed MLC board is now covered with insurance through Cincinnati Insurance This provides coverage since MLC's inception.
- Jason raised the question of indemnifying any presenter etc that we may have at an event with a clause in the by-laws. He will check implications with DTE legal staff – generally it was agreed we would add this.

Today's event

- Great job by Mark Graban. Much participation and engagement with those present. 28 attendees plus five from MLC board, Amanda, Melanie and Lauren. Four no shows. Seven new members, eight paid for just the event. Mark will be sending his presentation to Chris for sharing; will also post on MLC website.

Upcoming events

October 11 th	Lean Career night at OU
Nov 10 th	Russ Scaffede at GRCC auditorium. Lean Leadership presentation 8:30 to 11:30 Board meeting to follow lunch (just board) with Russ. 1:30 to 3:30 pm.
December 4 th	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.
December 8 th	looking for activity. Not Health Care – mfg or office. Ken to look through member list for possible tour/visit. Phil to also ask Howard Weston. Back up conduct a training/workshop.

Membership/advisory group

Phil shared the advisory meeting contents from meeting held today at OU following Mark Graban's presentation. Present were Phil Berry, Pick Fleming, Howard Weston, Bill Costantino.

An event debriefing took place with +'s and delta's. Several ideas for future events/benchmarking were put forward. See flip chartcopies on separate .doc and Phil's minutes to come.

West Michigan chapter

- Chris met last week with both GRCC Lean Champion class organizers and the SME user group leader to discuss partnering with MLC for mutual benefit. MLC is to provide a flyer for GRCC to share with its current class participants and with past graduates. It will also be shared with the SME chapter 038 user group. Chris will contact Melanie (who prepared the flyer for the Michigan HR day) to update it with the Scaffede November event information.
- Chris and Rick to meet with the Right Place October 11th

City of Detroit

- An organization change has taken place which is maybe getting in the way of moving forward. Jason undertook to follow up with Bob Buckler.

Metric/dashboard/survey

- A list of possible dashboard items was discussed. It was agreed that while we may gather a wide range of data we will post no more than 5 metrics. Ken will extract a range of metric from existing database and we will select those to be initially posted at the November 10th meeting. Final decision for metrics for 2011 will be an agenda items for the December 4th strategy session.
- A survey getting members input will be finalized at the November 10th meeting. Ken will send it out approx November 17th after all votes are in.

MLC board election

- Ken reviewed process. Several details were discussed. Lauren to create the email address vote@michiganlean.org which will send all votes sent to that address to both Chris and Jason. They will tabulate independently and compare results before sharing voting details with the board. Ken proposed that we adopt the process as written. Seconded by Rick. Unanimously approved.
- Lauren will post the election process overview .pdf file the afternoon of October 1st following the email Chris will be sending to members requesting nominations.

Committee structure

- Phil led a discussion on possible committees. See flip chart copy below. Narrowed down to five. Phil will provide a brief summary of the roles of each.

Next meeting agenda items

- Committee structure
- Mike Rother and Bill Costantino next steps going forward
- MLC dashboard metrics
- Election process update
- Survey review
- Agenda for Dec 4th meeting with new board members

Meeting closed at 3:35 pm.

Next Board mtg November 10th at GRCC.

COMMITTEES



