

Minutes Michigan Lean Consortium (MLC) Board meeting by conference call 4 February, 2010

Present: Debra Setman - Chair, Chris Wilson -Secretary, Willie Brown – Treasurer, Ken LePage – Membership Liaison, Philip Berry – Ad Hoc Board Member, Rick Fleming – Ad Hoc Board member, Amanda Benjamin – Pawley Institute

Meeting commenced at 5:10 pm

\* Initial item was review of remainder of **MLC Bylaws**. Several additions were suggested and will be incorporated in an edited version to be issued by the Chair.

\* **Survey**. Ken LePage gave an update on the survey. More than 30 responses have been received. Three actions to take place going forward are:

- 1) Ken to send a follow up notice to those to whom the survey was sent encouraging those who have not responded to do so.
- 2) Board members to send a list of new names for the survey to be sent to. These names to be sent by email to Ken and Amanda.
- 3) Amanda will also seek how to send the survey to people who have connected to MLC via LinkedIn or to ask them to contact Ken.

\* **Legal entity**. Chris provided an update on input from the Iowa and North Western consortiums on their direction for legal status. Both have registered as 401 © 6 entities. He has also registered MLC with the Michigan Non-profit Association [www.mnaonline.org](http://www.mnaonline.org) and purchased a “Starter Kit”. He is to follow up with Brandon Seng, Director Member Services of MNA. Once clear confirmation of direction is confirmed he will meet with an attorney in Grand Rapids to get confirmation. This will be shared with the MLC Board. Phil Berry will also ask recommendations of BCBS legal people as that is also a non-profit organization. Willie is to follow up with his bank to determine what actual documentation will be required to open a bank account. Chris to ascertain if MLC can obtain a tax ID prior to legal registration.

\* **Benchmarking**. Jason to follow up for DTE hosted event. Discussion took place on type. Presentation form senior exec preferred in line with initial survey preferences. Possible dates in March were discussed Jason to confirm. Note - now confirmed 9-12 March 19<sup>th</sup>.

\* **Website**. Debra to follow up with Oakland/Pawley. Possible student assignment. Others please consider and suggest alternative low cost options.

\* **Logo.** An alternative (more modern) logo had been suggested. Amanda/Debra to research files and share with Board members.

\* **Agenda** for next meeting February 25<sup>th</sup> 5:00 pm at Setman home

- Survey results
- Website plan & overall communications plan
- Legal status finalization
- Financial estimate for 2010
- DTE benchmarking visit—detailed agenda, marketing, advertising etc.

Meeting concluded at 6:15 pm.