



Minutes Michigan Lean Consortium (MLC) Board meeting 25 March, 2010

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

Meeting held at the offices of BCBSM, Creyts Road, Lansing MI. commenced at 2:30 pm

Membership

- Ken LePage shared the proposed layout for the membership certificate. This is to be sent to all new members as an attachment to a welcome email. Motion to approve made by Chris, seconded by Willie. Unanimously approved.
- A welcome letter was also reviewed. Approved with minor changes. Motion made by Ken, seconded Rick. Approved unanimously.
- The membership application which was used for the first time at the workshop held this same day was reviewed. It worked very well. Minor change needs to be made to allow it to be submitted electronically incorporating some form of electronic signature to be used. Ken to pursue this.
- After the DTE meeting in April a short meeting will be held after the “event” to share with interested parties what the role of the advisory group is to be. Amanda is to please publicize this “extra” meeting so those who are interested will know they need to stay longer that day.
- Goal is to have the membership database reside on the website once it is up. Ken and Amanda will have access to update and maintain it.

Finance

- Account opened with Bank of America. Initial deposit \$315 being annual membership fees from Board members
- Collected at first workshop event \$975 (21 1 year memberships and two \$15 event only payments) plus a \$100 donation. Total funds on hand \$1390.00

Website

- Jason gave a very detailed update and provided a schedule of milestones/dates going forward.
- Initial website was shown showing work to date. This can be accessed using www.michiganlean.net. Please use the address to keep up to date with ongoing development of the site. Some discussion took place on layout and look. Advisory group tab to be added plus we will need event registration capability.

- All Board members need to either confirm exiting bios or provide an updated bio to Amanda together with a photo by April 16th for inclusion in the website.
- Social media - a Facebook group page has been set up for MLC. At the time of the board meeting there were 24 fans. As of noon April 5th this is now 34. Please invite/encourage friend to become fans. Amanda has recommended MLC has a Twitter account. Jason is to ask her to set this up.
- Ken, Jason and Amanda to have a conference call to determine how the membership database will be handled in future, especially in relation to web hosting/access. This discussion will be the second part of a scheduled (to be?) call between Ken, Phil and Rick.

Legal entity

- Benjamin Grier joined the meeting by telephone at 3:15. He is reviewing the material provided by Chris especially in relation to confirming 501 (c) (6) as being correct for MLC.
- Before registering MLC as a non profit we first need to be registered as an entity in Michigan. Chris is to complete this. Willie is to provide MLC's EIN number to Benjamin.
- Phil will set up a conference call with Benjamin, Chris, Willie and himself for Friday April 2nd to get an update from Benjamin and confirm next steps.

Insurance

- Phil provided an update following his contacting the 501 Alliance... They do not provide the type of insurance we may need. He spoke with Larry Wells at Michigan League for Human Services. More information to come. So far it appears the Board director/officer insurance for both individuals and organization will cost \$1,000 per year.
- Phil is to get quotes/information from at least two other insurance providers. Jason will provide Phil with contact information.

Event(s)

- April 7th – webinar with Mark Grabin – details on Facebook. Leadership Presence on the Frontlines.
- April 21st - DTE benchmarking event 8-12 am
- May 12th – webinar Jamie Flinchbaugh – effective coaching to build leadership of the workforce.

Other topics

- Debra made a suggestion to attend the Michigan Government's Mackinac Policy weekend. She was asked to gain more information on potential benefits
- We will join the Detroit SME Chamber. Debra to follow up.
- Rick and Chris are to meet with Right Place in GR
- Jason advised of U of M's willingness to promote MLC. They have 1,400 email contacts and will do e-blasts for MLC.

- Jason will send out his IQPC presentation. Please review and provide to Jason questions to be placed before the panel at DTE April 21st. Please get back to Jason by Wednesday April 7th.
- A Hansei was conducted on the day's workshop. Please see notes from this review/learning session below.

Meeting was adjourned at 4:20.

Next Board meeting April 22nd at DTE Ann Arbor Boardroom, President's Room (6th floor of the Ashliegh Mews bldg), 414 S. Main St., Ann Arbor, MI at 4:00 to 6:00 pm

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Registration ↳ members	More in-Depth on fewer topics
Sign	Time mgt
group activities	more time to plan
engagement	handouts/evals
Diversity	no confirmation of registration
planning	point for each event
# of people	↳ need checklist