

CHICAGO PRINT PRODUCTION CLUB
Board of Directors and Advisory Group Chairs Meeting

May 23, 2006
Leo Burnett Offices
Chicago, IL

MINUTES

The Presiding Officer was Vice President Tod Szewczyk. Those present were:

Nancy Cardea	Heather Huck	Tod Szewczyk
Dawn Christner	Gretchen Main	Julie Upchurch
Mary Day	Brian Morrissey	Genre Vartan
Nancy Flemm	Mary Beth Radeck	

Vice President Szewczyk welcomed the group and thanked them for attending.

GENERAL ADMINISTRATION

Approval – April Minutes

- There being no corrections, and upon motion duly made and seconded, the Board approved the Minutes of the April 25, 2006 Board meeting.

Treasurer's Report

Treasurer Huck reviewed main points of the Club's financial accounts. Following are the 3 account mentioned:

- Money Market Fund where credit card transactions take place (mainly for events);
- We recently moved our account to Fidelity for the local convenience, but they don't issue credit/debit cards, so we're keeping the previously mentioned Money Market account open for debit/credit transactions.
- LaSalle Bank account – all credit card income funnels into this account, and is then transferred into the above accounts.

Past President Cardea questioned the recent internet hacking into Principal Elements (PE).

- She would like an affidavit from PE stating that CPPC and its resources weren't compromised by the hacking. After further discussion, it was agreed that all committee heads will review their accounts for fraudulent activity.
- Treasurer Huck will talk with each Head to ensure financial consistency.
- Chair Vartan brought up inconsistency with the directory finances. We currently have an extra \$1800, but aren't sure where the dollars came from. Treasurer Huck will find out.

Treasurer Huck motioned, and VP Szewczyk seconded, for the Board to approve the April 25, 2006 Financial Report.

BOARD & ADVISORY GROUP REPORTS

(Vice) President

VP Szewczyk briefly discussed the transition from PE to Julie Brink.

- The Executive Board made a unanimous decision to change from PE to another management company/style.
- Upon suggested motion, the present Board Members also unanimously agreed with the Exec Board's decision regarding PE.
- The transition should be a smooth one, but be prepared for some clean up. Julie Brink's start date is June 1, 2006. Please don't contact her until this date.
- Don't give Barbara or PE anything new; just tie up loose ends with PE.
- It was recommended that we put her on a contractual agreement to be reviewed after 2 years. This will be discussed with Julie Brink next week.
- The first event affected by the transition will be the June Smart-Trac.
- If you encounter any issues during the transition, please inform President D'Anna or VP Szewczyk.

Career Resource

Chair Radeck reported that all is going really well with Career Resources, even mentioning such a great response was garnered that the most recent posting was requested be taken down due to an overabundance of qualified candidates.

- Past President Cardea mentioned and VP Szewczyk agreed, that anyone who's promoting jobs on our site should be members.
- Chair Radeck agreed, but reminded the group that the Club is here to help the community and for now we should keep it as a free service. We'll revisit this topic next year after giving Career Resources a chance to grow within the community.

Education

Vice Chair Flemm reported that all is set with the postcards, we're just waiting for sponsors.

- Xerox is the issue, as VC Flemm and Treasurer Huck have both been trying to contact them with no returned response since January.
- It was agreed by the Board that Xerox will be the sponsor of the June Smart Trac seminar.
- VC Flemm & Chair Mitchell will now pursue finding a sponsor for the August Smart Trac seminar.
- Chair Radeck will forward any new speaking sources to VC Flemm.
- A brief discussion of a 6-week seminar the Club held years ago broke out. The 6-week session idea was well received, and all agreed this should be looked into for next year.
- VC Flemm reported that she and Chair Mitchell are looking to make the Education seminars more interactive for 2007.
- Chair Day discussed her group at BBDO putting together a topic list of sessions they'd be interested in learning more about.

Marketing

Member Christner reported for Chair Smith that the test website is up, and we should be ready to launch in the next two weeks. Currently they're making sure the credit card area of the site works properly.

- VP Szewczyk would like the Board to be able to review the test site before it goes live.
- Jr. Member Main suggested sending an email to all members announcing the new site.

Membership

Vice Chair Upchurch reported that we are currently waiting for updated contacts from the paper show.

- This info is to come from Barbara at PE & Chair Clancy has been requesting the info for 2 weeks.
- VP Szewczyk reported that last year we had a total of 217 members, and we already have 213 for 2006.

Program

No one was present to discuss Program, but the Board did discuss the timeliness (or lack thereof) of event postcards and the paper show invite.

- Some Board members didn't receive invites at all, while others received them in plenty of time prior to the show.
- Many also mentioned getting seminar postcards the day of the seminar, or reported not getting them at all.

Special Events

Chair Day reported that the paper show was a great event, with a fantastic turn out (250-300 attended).

- We had over 100 walk-ins at the paper show, and still need to capture who these people are. This info is to come from PE.
- Chair Vartan will provide Chair Day with the AIGA list to better target members of that group.
- Next year, we need to better monitor entrance, as many entered without paying for the event.

Vice Chair Morrissey reported on the upcoming Summer Social.

- 2 email blasts have gone out to potential sponsors.
- We have already secured 3 premium sponsors and \$2400.
- We'll have new beachy themed giveaways this year, and the invites will follow suit.
- VC Morrissey will get projected costs to Treasurer Huck.
- Treasurer Huck mentioned that all Platinum Sponsors must be listed on all materials we produce, including the banner & invite. Other items (giveaways, etc) are exempt from this listing.

Chair Day reported that the Golf outing has been booked for August 14 at the same location as last year.

- Chair Day to find out when the OTSC event is this year, to ensure there's no conflict between the events.

Supplier Directory

Chair Vartan reported they are ready to begin printing this week.

- Treasurer Huck mentioned changing the address.
- Chair Vartan acknowledged this change needed to be made, as well as other corrections (agencies, membership, calendar, etc).
- VP Szewczyk will get all changes to Chair Vartan, hopefully by w/o 6/6.
- It was mentioned that coordinating these revisions could be Julie Brink's first project for the Club.

Immediate Past President's Report

Past President Cardea acknowledged the stress the Club and its Board Members have seen over the past year or so, and is glad to see we've made the proper changes to make it a better and happier place to volunteer our time.

OTHER BUSINESS

The next Board meeting will be held on Tuesday, June 27, 2006, at the Leo Burnett offices.

There being no further business, the meeting was adjourned at approximately 1:15pm.

Respectfully Submitted,

Julie Upchurch
Secretary