

## **Minutes from Retail Consumer Products Committee Meeting January 16, 2008**

### **Attendees:**

Chris Fabian, Professional Service Solutions, LLC  
Dave Keltner, Cerqa  
Brian F. Eddy, Subcon  
Mark Blevins, Toshiba America Consumer Products, LLC  
Steve Miller, Advanced Communications Technology, Inc.  
Mary Ellen Smith, Panurgy OEM  
Liane Bandanza, Hewett Packard  
[Shima Adyorough](#), The Home Depot  
[Ishak Kang](#), Vox UI

Lynn Brothersen, RLA

1. Introductions: Introduced Liane Bandanza to the Committee, attending her first committee meeting. Liane served as a speaker and panel member in Columbus.
2. Requested Bio's and photos from committee members not yet submitted for posting on the RLA Committee web page.
3. Reviewed and approved the Minutes of December 18, 2007 Committee meeting. Lynn will post the adopted minutes to the RLA website.
4. Reviewed 2008 Committee Goals and objectives. Mark Blevins and Mary Ellen Smith explained two new proposed goals and objectives, which were adopted by the committee. It was agreed to postpone subcommittee assignments until 2009. Mary Ellen Smith's goal to develop an industry survey was adopted. Mary Ellen, Steve Miller, Dave Keltner and Liane Bandanza agreed to form a sub-committee to develop the survey for review and approval at the next committee meeting. Mary Ellen Smith suggested that each committee member could send the survey to 10 business acquaintances or associates. Each committee member will distribute the survey on their own and we will consolidate the results and distribute them to the Committee. Basis is to ask within the various industries what is important to them as it pertains to Reverse Logistics. This can be used as an aid for the committee to pursue future goals. The survey will ask appropriate questions from the Retail Consumer Product Committee pertinent to RLA.
5. The Committee members reviewed the proposed Committee Mission statement drafted by Shima, and some discussion followed. A minor change to the Committee mission statement was made and adopted. The final version, which will be posted to the web site by Lynn states:

## **RLA Retail Consumer Products Committee Mission Statement**

- “To develop a comprehensive data base on reverse logistics literature and researched material, which would enable an organization to plan and implement a top quality program to complete the supply chain cycle.”
6. Discussion among members attending the Las Vegas RLA convention and expo. Mary Ellen and Liane are planning on arriving in Vegas on Saturday, February 2<sup>nd</sup>. Mary Ellen offered to assist Lynn with set up.
  7. Chris Fabian proposed holding a committee luncheon for those attending the RLA Committee meeting in Las Vegas on February 4<sup>th</sup>. It was agreed that Committee members attending RLA Convention & Expo, and Lynn, would meet at 12:15, in the registration area on the mezzanine floor, conference area, for lunch at a hotel restaurant TBD. Chris agreed to buy the Committee Lunch prior to the Committee meeting, which will be held at 2pm, February 4<sup>th</sup>.
  8. Chris Fabian proposed that Committee should have a co-chair person who would be elected by the Committee and would succeed Chris as Committee Chair at the beginning of the 2009 Calendar year. Chris asks for those interested in being the Committee co-chair, please submit you name to Chris & Lynn prior to our next meeting. We will develop a ballot method to select from those interested by majority vote of existing committee members. This will not only insure a backup in the event Chris cannot attend a future meeting, but also provide a method of succession to Chair the Committee going forward, insuring new and fresh ideas and committee leadership change on a consistent basis.
  9. Lynn suggested that the Committee consider scheduling a Seminar in 2008 (location TBD) to discuss retail issues. This item will be added to the Las Vegas committee meeting agenda. We would also decide which company has a 3psp that would like to host a site tour.

### **Action Items:**

Lynn: Remove goal #4 from the reviewed goals & objectives and submit for addition to the Committee web-page

Lynn: Committee minutes from last meeting, adopted, to be added to the Committee web-page.

Lynn: Add revised mission statement to Committee web-page

Dave, Maryellen, Liane and Steve: Prepare the survey to be presented for review and approval at the next Committee meeting to be held at 2pm, February 4, 2008.

Lynn: Insure conference capability for non-attending members is available for the Las Vegas Committee meeting.

Chris: Finalize minutes from mutual notes (Lynn & Chris) from January 16, 2008 Committee meeting.

Chris: Finalize Agenda for the next Committee Meeting to be held at the Las Vegas RLA Convention & Expo, February 4, 2008 at 2pm.

Meeting Adjourned at 5:15pm ET.