

# Buylines



October 2008

of the Institute for Supply Management—St. Louis, Inc.

## President's Message . . . .

“Without changing our patterns of thought, we will not be able to solve the problems that we created with our current patterns of thought.”

- *Albert Einstein*

What did you think the first time you heard the term “Lean” as business jargon? Simply put, “Lean” is the elimination of waste in our business to meet our customer’s needs faster and more efficiently. And Lean is not just about manufacturing, it’s about eliminating waste in work processes in all kinds of businesses. Lean is one way for us to think differently about old problems such that we can solve them, not just shift our issues from one area to another. Elimination of waste includes eliminating wasted resources, wasted time, and wasted effort.

ISM St. Louis has two great venues to increase your understanding of Lean this month.

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## Manufacturing Tour— *Come One, Come All!*



*ABOVE AND BEYOND HONING*

It is tour time at ISM St. Louis. On October 23, 2008 ISM St Louis will visit one of Saint Louis premier manufacturing companies – Sunnen Products Co.. Registration begins at 5:30p.m. Tours will begin at 5:45 p.m. Dinner will follow with a quest speaker from Sunnen.

When Joe Sunnen and his wife, Cornelia, took his fledgling business on the road in 1924 to sell his valve lifter tools from the back of a converted 1916 Hupmobile, the couple had little more than some camping gear, \$10 and a spirit to succeed. It was that innovative spirit that proved to be the Sunnens’ greatest asset.



One of the first Sunnen products was the manual cylinder hone which was introduced in 1928 by Joe Sunnen. This product was used first by garages to “touch-up” cylinders when they put in new rings. And where cylinders were resized by boring, the hand hone was used just as a finishing operation. An improved version of the original portable hone is still widely used for automotive and industrial applications.

Joe and Cornelia Sunnen’s vision is still alive and well at Sunnen Product Company, which has grown from its humble beginnings to become the largest integrated precision bore sizing company in the industry. Worldwide, Sunnen employs more than 800 and, with a home base in the heart of the United States, has facilities in Switzerland,

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**PRESIDENT** *Cont. from page 1*

**October 16** we will present the first of three ISM satellite seminars for 2008/2009. The first seminar “**Applying Lean Concepts in Supply Management**” will be held at Meramec Community College. These half-day satellite seminars include lunch and are a great learning opportunity in a short period of time.

Our general dinner meeting **October 28** will be a tour of **Sunnen Products Co.**, where we will have the opportunity to see actual projects Sunnen has applied Lean concepts and practices, and hear from those who are leading the work.

Sometimes all it takes for us to have a new idea on an old problem is to get away from our daily routine for a while and hear some fresh thoughts. Hope to see you in October!

**Julie B. Wulff, C.P.M.**  
[President@ismstlouis.org](mailto:President@ismstlouis.org)

**MANUFACTURING TOUR** *Continued from page 1*

Italy, the UK, France, Poland, Russia and China.

Sunnen Products Company has been a global leader in the manufacture and distribution of bore sizing and finishing equipment, engine rebuilding equipment, and tooling and abrasives since 1924.

**Sunnen Products Company**, St. Louis, Missouri, manufactures a wide range of precision bore sizing systems, honing machines, precision bore gages, tooling, abrasives, honing oils and coolants, and accessories. The headquarters facility covers 486,000 sq. ft. (45,150 sq. meters) and has approximately 500 employees.

Sunnen is located at 7910 Manchester Road, St Louis, MO 63143.

To view a map, paste the link below to your browser:

<http://www.mapquest.com/maps?city=Saint+Louis&state=MO&address=7910+Manchester+Road&zipcode=63143-2712>

**ISM National Board of Directors**

**By Marty Rutkovitz,  
President-Elect**

Have you ever wondered: Who is on the Board? What do they discuss? What did they decide? When did they meet? This information, as well as other



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related items, can be found by following this link on the ISM website: “[www.ism/About ISM/Association Governance/ISM Minutes & Reports](http://www.ism/About%20ISM/Association%20Governance/ISM%20Minutes%20&%20Reports)”. It is very interesting to read what occurred at these meetings as their decisions and directives not only affect each of us as a member of ISM, but every affiliate across the country. Reading the minutes, reports, and appendices will provide you insight into the financial health of our organization, the strategies behind the strategy, and other key areas that directly affect the general membership. As always, your affiliate Board of Directors encourages each of our members to contact us with ideas, suggestions, and any questions you may have.

**Welcome New Members**

*Welcome to our recent new members. Thank you for your participation.*

**Mr. Robert L. Bellm**

Hager Co.

**Ms. Janice K. Cato**

Covidien

**HATS OFF!!!****New CPSM Certifications**

**Ms. Brandi Schmidt, CPSM** - Covidien

**New C.P.M. Certifications**

**Ms. Larhonda Harlan, C.P.M.** - Continental General Tire

**Mr. David M. Heacock, C.P.M.** - Continental General Tire

**Mr. Robert D. Maul, C.P.M.** - American Water

**Mrs. Theresa R. Scully, C.P.M.** - ISC Surfaces

**Mr. Randall C. Shucart, C.P.M.** - ICL Performance Products LP

Please contact Rebecca D. Klutho at 314-525-9522 or [ismstl@sbcglobal.net](mailto:ismstl@sbcglobal.net) with news about yourself or your company.





What if...

## DISASTER RECOVERY PLANS

By:  
**Eugene M. Kattak,**  
 CPSM, C.P.M.,  
 Career Bank  
 Facilitator  
 ISM-St. Louis

Many innovative companies have established formal programs to address the “What ifs” that could cause serious disruptions to operations. Disaster Recovery Plans assess threats to the business and then identify activities an organization can take to mitigate those risks.

Personally, we use these principles with our families to prepare for violent/inclement weather, fire, flood, a natural gas leak, an auto accident or other threats to the health and safety of our family. Since these incidents are characteristically beyond our control, it’s our assurance policy to ensure the safety and well-being of our family. Met-Life has driven this point home in their recent advertising campaign extolling the benefits of Met-Life insurance products to prepare for the “What if’s” in L-I-F-E.

With the recent gloomy employment and economic outlook, I wonder how many of us have contemplated or even prepared a Disaster Recovery Plan for our careers?

Besides taking steps to weather the financial impact of an unemployment storm (experts say to have a minimum of six months worth of living expenses in a highly liquid account), below is a list of some additional steps that one can take to prepare for the unwelcomed bitter reality of a career disruption.

1. **Stay current.** Keep track of directional trends within Supply Management through participation in ISM and ISM-STL meetings, seminars, events, etc.
2. **Update your resume.** Don’t treat your resume as a tool that you take out when you need it;

rather view it as a diary, memoir or autobiography. It’s your personal “Declaration of Independence”! Treasure it; protect it; but don’t lock it away and forget about it!

3. **Network.** Cultivate connections through professional/trade associations, business relationships, educational institutions, networking web-sites, friends, neighbors and family. Although business processes have changed over time, much of what gets done (or doesn’t get done) is dependent upon relationships. The greater the Integrity and Ethical Quotient (IEQ) others you interact with assess you to have, the more inclined people will be to help put your career back on track.
4. **Be flexible.** When you’re faced with a career disruption, consider how your skills and accomplishments can apply to businesses outside of the industry in which you had last worked. By expanding your search horizon you increase your chances of landing on your feet. An industry change can be most beneficial to your professional development while many employers view candidates from other industries desirable for the new perspective they can bring to the organization.
5. **Sharpen your skills.** Routinely take time to assess your tool box and take the necessary steps to enhance your marketability. If concepts such as “Lean”, “Six-Sigma”, “Cash Flow”, “In-sourcing”, “Risk Management”, “Supply Reliability”, etc. are a bit fuzzy to you, it is time to develop a training program to provide you a clearer view.

There are a myriad of career enhancement actions one can deploy. Since I’m not a professional Career Coach, nor do I play one on TV, the above tip list is intended to get your creative juices flowing.

Interestingly, the above tips can help you avoid a career disruption.

So, plan for tomorrow. It may be here sooner than you think.

## "Why Keep Learning"

**By Patrick Williamson C.P.M**

Whether for professional advancement or personal enrichment, keeping current with the changes in business and technology will serve us all well. Many of the ideas, tools, technology and business procedures that we utilize today will be obsolete in the future. It wasn't long ago that computers were using punch cards and were housed in large rooms, calculators were big, bulky and did not do much more than the basics. Letters and phones were the communication vehicles of the day. Now look where we are, pocket size computers and laptops we take everywhere, instantaneously e-mailing and text messaging our ideas and doing business

all over the globe. What will the next 10 years bring!

We all will be required to learn a different skill and mindset than we have today. Change is happening far more quickly than in years past and will only continue to accelerate as the years go by. This is particularly true in technology fields in relation to business.

I cannot stress how important and vital it is that you keep learning and keeping abreast of the latest in accounting, business and technology advances in our world today. This must be a fundamental part of your career planning and personal goal setting. To help in your search for up to date information ISM Saint Louis will bring speakers to the

general meetings and seminars to provide the educational and professional learning we all need.

Set aside the time now to attend the General meetings, seminars and web-seminars that your affiliate makes available to you and continue to learn, grow and expand your knowledge base, you will become an even greater asset to your company and be ready for all the opportunities the future may bring.

As always if you have topics you want to see your affiliate bring to the meetings please share them or if you have a topic that you yourself would like to speak on please contact Patrick Williamson C.P.M. at [Pro-D@ismstlouis.org](mailto:Pro-D@ismstlouis.org)

Thank you and Keep On Learning!

## ISM Events Calendar - Oct.-Dec., 2008

Month/Date	Event	Time	Location
October 1	<b>Manufacturing ISM Report on Business available</b>		
October 3	<b>Non Manufacturing ISM Report on Business available</b>		
October 7	<b>Marketing Committee Meeting</b>	5:30	STL Bread Co. - Des Peres
October 14	<b>Board Meeting</b>	5:30	TBD
October 16	<b>Lean Satellite Seminar</b>	8:30 a.m.-1:30 p.m.	St. Louis Com. College - Meramec
October 28	<b>General Meeting - Plant Tour: Sunnen Products Co.</b> Speaker: Bill Kerber	5:30	Sunnen Products Company
November 3	<b>Manufacturing ISM Report on Business available</b>		
November 4	<b>Marketing Committee Meeting</b>	5:30	TBD
November 5	<b>Non Manufacturing ISM Report on Business available</b>		
November 11	<b>Board Meeting</b>	5:30	TBD
November 18	<b>General Meeting - Lunch Meeting</b> Speaker: Cindy Wessel - Hidden Costs of Global Sourcing	11:30-1:00	Graphic Arts Building 105 Progress Parkway 63043
November 27	<b>ISM Closed</b>		
December 1	<b>Manufacturing ISM Report on Business available</b>		
December 2	<b>Marketing Committee Meeting</b>	5:30	TBD
December 3	<b>Non Manufacturing ISM Report on Business available</b>		
December 9	<b>Board Meeting</b>	5:30	TBD
December	<b>NO GENERAL MEETING</b>		

# PROFESSIONAL CREDENTIALS CORNER



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## ISM - St. Louis, Inc. is seeking a corporate sponsor for educational seminars.

In an effort to keep the costs of upcoming educational seminars affordable, the Education Committee is looking for member organizations willing to host training sessions. We are especially looking for sites to host the upcoming CPSM and Bridge review courses which will begin in early 2009. Ideally, we would find partner(s) who are centrally located that have available parking and access to break areas. In exchange for providing the facilities, reduced tuition would be provided to the hosting firm. If you are interested in discussing further, please contact Deb Schaffer at (314) 766-3812 or [debschaffer@mail.com](mailto:debschaffer@mail.com).

## C.P.M. Exams

Make your plans now to register for your C.P.M. Exams before the final registration deadline on December 31, 2008. Your exam registration is valid for one (1) year from the date you register. Even though the renowned C.P.M. will be moving into recertification-only status in January 2013, ISM recommends that you register and complete all modules before December 31, 2008 to allow time for registra-

tion for any failed exams. Make sure to order your C.P.M. study materials now as many items are “while supplies last” and are limited in quantities. For more information, go to <http://www.ism.ws/certification>.

## CPSM® Computer-Based Exams

ISM now accepts online registrations for CPSM Exams (this includes the Bridge) that can be scheduled and taken at Pearson VUE professional test centers worldwide during any available testing time that meets your needs.

Just go to [www.ism.ws](http://www.ism.ws). Select Professional Credentials, then Certified Professional in Supply Management, and [Register for CPSM Exams](#). Once you register for your exam(s) with ISM, you will receive an e-mail confirmation that will include the Pearson Vue link to schedule your exam. You will be able to schedule your appointment(s) within 24 hours or less of receiving this confirmation. Exam registrations are valid for one year. Computer-based testing is available at the standard price of **\$180 members/\$265 nonmembers**. For any questions on the CPSM program, call ISM Customer Service at 480/752-6276 or 800/888-6276, extension 401 or e-mail [certification@ism.ws](mailto:certification@ism.ws).

## Need to Create Bid Documents?

## Visit the ISM Bid Specifications Database.



ISM's InfoCenter includes a Bid Specifications Database (BSD) that can give you a leg up when putting together a bid, proposal or contract. Rather than starting from scratch, visit the BSD and see if an existing document there can serve as a starting point — or template — for the document you need to produce.

Within the BSD are hundreds of examples of statements of work (SOWs), requests for quote (RFQ), requests for proposals (RFP), contracts and other documents related to the bidding process that you can review. These documents — more than 1,500 of them — come from organizations across the country, from many different industries and sectors. No matter what you're looking for, you are likely to find an example of a specifications document describing it in the BSD.

Check out the database by going to the ISM Web site ([www.ism.ws](http://www.ism.ws)), and selecting Tools, InfoCenter [Bid Specifications Database](#).

A resource like this is only as good as its best examples. If you have a bid document that has proven to be useful, we'd like to add it to our database. Please consider adding your document(s) to the BDS by sending them to us. Check out the BDS Web page for submission instructions.

## Current Career Bank Postings

Position	Date Posted	Industry	Location	Posted by
Procurement/Purchasing Agent	Sep-08	Manufacturing	Columbia, MO	Small Engineering Recruiters
Manager Materials & Sourcing	Sep.-08	Material Handling	St. Louis, MO	Wiese
Senior Buyer	Sep-08	Medical Instruments	Hazelwood, MO	Aesculap
Senior Buyer	Sep-08	Molding	Nashville, IL	Innertech
Director of Purchasing	Aug-08	Municipal Government	Kirkwood, MO	City of Kirkwood
Purchasing Specialist (Purchasing Lead - Greenfield Plant)	Aug-08	Cement Mfg	Bloomsdale, MO	Holcim
Warehouse Supervisor	Aug-08	Cement Mfg	Bloomsdale, MO	Holcim
Purchasing Manager	Aug-08	Manufacturing	Fenton, MO	Clayton Corp
Director - Global Supply Chain	Aug-08	Finance/Banking	St. Louis, MO	Wachovia
Purchasing Manager	Aug-08	Pharmaceuticals	Huntsville, AL	Fortune Personnel Consultants
MRO Sourcing Manger	Aug-08	Plastic Films	Clayton, MO	KLA Industries
Financial Procurement Manager	Aug-08	Plastic Films	Clayton, MO	KLA Industries
Strategic Sourcing Manger	Jul-08	Specialty Chemicals	Phillipsburg, NJ	First Pro
Strategic Sourcing Manger	Jul-08	Chemicals	West Lafayette, IN	First Pro
Purchasing Mgr (Rigid Packaging)	Jul-08	Consumer Products	Louisville, KY	JP Canon Associates

**For detail on the above postings, go to [www.ismstlouis.org](http://www.ismstlouis.org)!**

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July 2008 - June 2009

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**To post opportunities onto the ISM-St. Louis website, please complete the Career Bank Form and submit to Eugene Kattak, C.P.M. - ISM-St. Louis Career Bank Facilitator: [eugene.kattak@covidien.com](mailto:eugene.kattak@covidien.com)**

# Buylines

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