



Bluegrass Automotive Manufacturers Association

P.O. Box 646

Saline, MI 48176

bama@toyota.com

www.bamagroup.org

February 17th, 2023

Dear Supplier Executive,

Thank you for your membership in the BAMA organization and for your company's participation in this past year's activities. BAMA hopes you found the membership rewarding as we resumed in-person meetings in FY 2023. We continue to work to identify ways to improve the value of BAMA to your company, your members and our customer, Toyota Motor North America, Inc. We understand that BAMA members are still facing numerous challenges, and we are working diligently to build upon the achievements of FY 2023 to provide greater opportunities for collaboration in FY 2024.

As a recap, in FY 2023 the National Meeting events were a success. Key highlights were:

- The networking event in June 2022 was our first meeting back together in person. We reconnected over golf, a local distillery or a horse farm tour. We also initiated the new executive BAMA member contact.
- BAMA partnered with Louisville Urban League, United WAY, and Russel Promise for the Philanthropic event in October 2022. Together we clocked in 415 hours of volunteer work while cleaning up three areas and donating 400 kits.
- The Learning Conference in February 2023 allowed members to exchange best practices with industry leaders and learn from all of the regions in one action-packed event. Members attended a total of eight workshops carefully organized by BAMA regions. Each workshop showcased activities and best practices developed by the region in the four years since the previous Learning Conference.

Our objective is that your membership's value continues to improve and that your company maintains their BAMA membership in the upcoming FY 2024. The following information your company's expectations as a BAMA member plus region and participation responsibilities. Additionally, we would like to call your attention to key changes we are making in the organization for FY 2024.

- Engagement Summaries will be formalized
- Monthly Membership dues communication bi-weekly to weekly to improve awareness/timeliness of payment
- Enhanced global connection and coordination with affiliate associations

To continue to join us in the success BAMA had in FY 2023, please complete [the online Statement of Commitment form](#), declaring your commitment to uphold the expectations of BAMA and submit payment of the membership fee [for each location wishing to participate in BAMA activities]. Please note: this message is addressed to your company's Executive **and** A-Level BAMA contact. Please coordinate accordingly.

We look forward to seeing how your FY2024 BAMA Memberships aids your company to learn, thrive, and exceed your goals.

Sincerely,

Scott Jamieson
President

Ryan DeBoer
Vice President

Scott Hubbard
Treasurer

Kimberly Clarke
Secretary

FY 2023 Tentative BAMA Conferences/National Meetings:

May 16-17, 2023: Networking/Golf (French Lick, IN)

September 12-13 2023 : SDC (York, MI)

February TBD 2024: Benchmarking (San Antonio, TX)

All planned events, dates, and locations are subject to change.

Member Company Responsibility:

- ❑ Review this information and complete complete [the online Statement of Commitment form](#) declaring your commitment to uphold the expectations of BAMA.
 - **Please complete a separate SOC for each Member Plant Location no later than [Friday, March 10th, 2023](#).**
- ❑ Appoint a BAMA Executive Champion responsible for championing BAMA support within their organization, ensuring the right people are placed in the Manufacturing Executive and Plant Region Lead roles, and ultimately accountable for company involvement in BAMA. It is optional for this person to engage in BAMA activities, however we encourage this person to support where there is capacity.
- ❑ Appoint a Manufacturing Executive (formerly the A-Level Representative) who is responsible for the overall relationship between the Member Company and BAMA. This person should be the most engaged with the organization.
 - Executive Level representative with influence to make changes to manufacturing operations are advised for this role. If desired, this person can be the same as the BAMA Executive Contact.
 - The Manufacturing Executive is expected to attend:
 - ALL 3 BAMA National Meetings/Conferences.
 - At least (2) regional workshops.
 - Manufacturing Executives are required to attend their companies' regional workshop if they are the host.
 - Manufacturing Executives should be prepared to serve in a leadership role in their region within 4 years.
- ❑ Appoint a Plant Region Lead (formerly the Key Plant Representative) who can implement and/or disseminate learnings from BAMA. This position can be filled by multiple individuals in a company, as necessary.
 - A Plant Region Lead is expected to attend ALL regional workshops or send a designate that is a SME in the workshops planned activity.
 - If able, the Plant Region Lead should attend BAMA National Meetings/Conferences.
- ❑ Provide a Billing Contact and Purchase Order number (if necessary) on the SOC to ensure that the Annual Dues invoice is sent to the correct person.
- ❑ **Ensure the annual BAMA membership fee of \$1,400.00 is paid by the due date of [Friday, April 14th, 2023](#).** *An invoice will be sent to the Manufacturing Executive and the Billing Contact (provided on the SOC) the 3rd week of February 2023.*
 - Dues can be paid via check, ACH or you can use our online credit card payment option.
- ❑ If your company has multiple locations, each location wishing to participate in BAMA activities must be an individual member, provide an SOC and pay dues separately. It is expected that all Member Companies attend the regional activities and all National Meetings.
- ❑ If a Member Company is active as an Executive Committee member, they should also continue active participation in their respective region.
- ❑ Any Member Company initiated changes need to be addressed to the BAMA Board of Directors for resolution.

Region Responsibility:

- ❑ Appoint a Chair and Co-Chair for a minimum one-year term. Chair or Co-Chair is to be a Manufacturing Executive or Plant Region Lead (Manufacturing Executive is preferred). All Member Companies agree to support and participate in Chair/Co-Chair responsibilities based on a Region developed rotation schedule. Each member company is expected to serve in a leadership role within the next 4 years.
- ❑ Develop a regional theme and KPI to promote the principles of TPS development through hands on activities.
- ❑ Conduct workshops as defined by the BAMA Annual Plan. These workshops should rotate between Member Companies and last a minimum of 2 days. All Member Companies agree to Host Regional Workshop Activities based on region developed rotation schedule.

Attendance and Participation Responsibilities:

- ❑ A company representative must attend all National Meetings. Manufacturing Executive is expected to attend all National Meetings. BAMA Executive Champion and Plant Region Lead are to attend when possible, or serve as an alternate for the Manufacturing Executive.
- ❑ A company representative must attend all region workshops and participate in region calls as designated by the Chair or Co-Chair of the region. If a Plant Region Lead is unavailable to attend a region activity, please designate a member of your organization who can support the activities and take learning back to your organization.
- ❑ The company must participate in engagement summaries, timely submission of information, and commitment to improve your organization by sharing and demonstrating knowledge gained from BAMA activities within your company.

Note: It is important to understand that attendance and participation is critical to our success. Companies not meeting the expectation will be asked to improve or re-evaluate their BAMA membership.