

Location: [Clayton Plaza Hotel](#) (formerly Crowne Plaza Hotel) private room in restaurant
7750 Carondelet Ave
Clayton, MO 63105
(314) 726-5400

Call to Order: Welcome

Attendance and Quorum:

Ed Vallorani	x	Chris Anderson	X	Steve Flick		Kyle Jeffers	X	John O'Reilly	
Kat Gowins	X	Denise Arthur	x	Kunita Gear		Thomas Miller	x	Bryan Signaigo	X
Cindy Duhigg	X	Jim Ebone		Tony Indihar		Sandra Mohr		Randy Thompson	x
Mark Lynch	x								

Minutes: Dec meeting notes: no updates for committees noted, not action items noted, motion to accept notes as submitted, any updates would be incorporated into January meeting notes.

Treasurer's Report: 2015 – 1099 report submitted to National on time. Secretary signature for 3rd quarter 2015 report turned in on 1/12/16. The 2015 year end report is due Feb15. Audit to be performed prior to submittal, tentative week of feb 1st. to be done by 2/5/16. Audit committee: Randy Thompson, lead; Mark Lynch, Kat Gowins

Donations to Epworth: 30 toys plus 3 cash donations equaling \$35, turned in to Epworth Dec 11. Picture to be made available for the website

Action item review: No items listed in Dec 15 meeting notes.

2016 Fall Conference Date: Nov 3rd, 2016
3 tracks: project mgmt, ISO changes, misc
Planning for 125 attendees (includes staffing)
7-8 regular speakers
8am to 3 pm, 3:30 to 5 network
Next mtg: Jan 26th: discuss & choose venue

Sharepoint (mark lynch) can use as storage & working point repository
Structured by National
Login needed, can be assigned if need one (contact Mark), will set password

Everyone on LC needs to go on to sharepoint and look around.

Uses: Job process flows – can be stored in a folder

Along with and LC task list – the site can send emails notices of assigned tasks

**Do we need a sharepoint Administrator?

Only National can create new accounts

Business Alliance Subcommittee Report proposed with amended text (change verbiage to require proposal, local and a due date), accepted by LC to be sent by email blast and post to web.

LC Meeting Agenda

January 12, 2016

Committee Reports:

Programs	John O'Reilly	Upcoming Programs	2 speakers for Mar; 1 speaker for Feb set (may be John as 2 nd) May meeting – Engr. Club? Ed suggested a Possible program – wine tasting: \$200 samples, will allow single bottle purchases, will need a venue with volunteers to fill glasses
Education	Thomas Miller	Classes and Workshops	Dates set for all of 2016 classes All at St Charles Comm. College All instructors are committed Information to be in 123 before next class Cert list from membership Pass list from ASQ Currently the BB class is ongoing with 6 people
Arrangements	Tony Indihar	Upcoming Venues	Fvazzis for feb Need venue for march
VoC	Steve Flick	Survey Results	Used survey monkey – received ½ the responses as usual
Social Media	Bryan Signaigo	Update	Been quiet – discussed options Linked In About 400 people, heavy on Pharmaceuticals Post benefits of getting certificates Post congrats on certs on Linked In & Facebook Email blast / web post: “JOIN US” on LinkedIn and Facebook
Website	Chris Anderson	Website Redesign	No action yet Common complaints – things are too deep, have to search too many layers Information is out of date Chris needs access to Linked in and Facebook accounts in order to push postings to social media from webpage
Mentorship	Denise Arthur	Program Update	Benchmarking Review mentor survey results Offer RUs (professional development 0.1 based on time spent) Denise to verify with recert department Very few sections have done this
Cert Exams			March 5 th @ engineers club
Membership			Letters sent to cert recipients 12 new members in jan 19 new members in dec

ASQ Calendar Review

- 12/2 February venue/speakers finalized

- 12/8 Dec. minutes sent to LC
- 1/6 March venue/speakers finalized
- 1/19 Jan. minutes sent to LC
May through December minutes posted to Website
- 1/27 Locations/Instructors finalized for April/May Certification Prep classes
- 2/3 April venue/speakers finalized
- 3/5 Certification Exams

New Business:

Needs for Upcoming Meeting: things for Jan meeting: Registration, RUs, Name tags (Cindy)
John to call pappy's

Review of Minutes and Action Items:

Kat: amend business alliance paperwork for email blast / linkedin / facebook/ webpage

Mark: sharepoint – Use/ don't use (LC)

Administrator

Logos: if anyone needs one to use – contact Ed

Mark: send Thomas the member list with cert Owners for targeted emailing

Bryan: add info to LinkedIn about conference, trainer/class proposal requests once available

Cindy: explore pharmaceutical speaker for feb meeting (1/15/16)

Bryan / CHRIS: add link on erbsite to LinkedIn & Facebook pages

Thomas: send mentor survey results to Denise,

If needed: Denise or Thomas will send survey out again.

Next Location: Clayton Plaza Hotel Grill (formerly Crowne Plaza in Clayton)
7750 Carondelet Ave
Clayton, Mo 63105' (314) 726-5400

Adjournment: 8:10 PM

Submitted by KGOWINS

All

1/12/2016	LC Meeting
1/19/2016	January Monthly Meeting
2/9/2016	LC Meeting
2/16/2016	February Monthly Meeting
3/8/2016	LC Meeting
3/15/2016	March Monthly Meeting

Arrangements Chair

1/6/2016	Arrangements Chair finalizes Venue for March meeting
1/8/2016	Arrangements Chair communicates details of March meeting to VoC
1/8/2016	Arrangements Chair communicates details of March meeting to Webmaster
1/22/2016	Send meeting attendance information to LC
2/3/2016	Arrangements Chair finalizes Venue for April meeting
2/5/2016	Arrangements Chair communicates details of April meeting to VoC
2/5/2016	Arrangements Chair communicates details of April meeting to Webmaster
2/19/2016	Send meeting attendance information to LC
3/2/2016	Arrangements Chair finalizes venue for May meeting
3/4/2016	Arrangements Chair communicates details of May meeting to VoC
3/4/2016	Arrangements Chair communicates details of May meeting to Webmaster
3/18/2016	Arrangements Chair sends March meeting attendance information to LC

Certification Chair

3/5/2016	March Certification Exam
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Chair

1/6/2016	Send agenda for January LC meeting
1/15/2016	Make reservations for February LC meeting
2/3/2016	Send agenda for February LC meeting
2/12/2016	Make reservations for March LC meeting
3/2/2016	Send agenda for March LC meeting
3/11/2016	Make reservations for April LC meeting

Education Chair

1/4/2016	Classes Begin for March Exams
1/27/2016	Education Chair finalizes locations and instructors for classes for June Exams
1/29/2016	Education Chair communicates details of classes for June Exams to VoC
1/29/2016	Education Chair communicates details of classes for June Exams to Webmaster
1/29/2016	Education Chair creates classes in 123signup for June Exams

Membership Chair

1/8/2016	Membership Chair downloads membership data from asq.org
1/8/2016	Membership Chair sends 123signup member data file
1/13/2016	Membership Chair sends 123signup new member promotion code file
1/15/2016	Membership Chair sends new member welcome letters
2/5/2016	Membership Chair downloads membership data from asq.org
2/5/2016	Membership Chair sends 123signup member data file
2/10/2016	Membership Chair sends 123signup new member promotion code file
2/12/2016	Membership Chair sends new member welcome letters
3/4/2016	Membership Chair downloads membership data from asq.org
3/4/2016	Membership Chair sends 123signup member data file
3/9/2016	Membership Chair sends 123signup new member promotion code file
3/11/2016	Membership Chair sends new member welcome letters

Program Chair

1/6/2016	Program Chair finalizes speakers for March meeting
1/8/2016	Program Chair communicates details of March meeting to VoC
1/8/2016	Program Chair communicates details of March meeting to Webmaster
2/3/2016	Program Chair finalizes speakers for April meeting
2/5/2016	Program Chair communicates details of April meeting to VoC
2/5/2016	Program Chair communicates details of April meeting to Webmaster
3/2/2016	Program Chair finalizes speakers for May meeting
3/4/2016	Program Chair communicates details of May meeting to VoC
3/4/2016	Program Chair communicates details of May meeting to Webmaster

Secretary

1/19/2016	January LC Meeting Minutes Published
1/19/2016	Revised December LC Meeting Minutes sent to Webmaster
2/16/2016	February LC Meeting minutes published
2/16/2016	Revised January LC Meeting minutes sent to Webmaster
3/15/2016	March LC Meeting minutes published
3/15/2016	Revised February LC Meeting minutes sent to Webmaster

Social Media Chair

1/19/2016	Social Media Chair begins to promote March Meeting
2/9/2016	Social Media Chair begins to promote classes for June exams
2/16/2016	Social Media Chair begins to promote April Meeting
3/15/2016	Social Media Chair begins to promote May Meeting

Treasurer

1/8/2016	Miscellaneous income reporting due (1099)
1/22/2016	4th Quarter Financial Report to Officers for review
1/22/2016	Treasurer to send December transaction data to Chair for financial analysis
1/31/2016	4th Quarter Financial Report Submitted to National

- 2/26/2016** Treasurer to send January transaction data to Chair for financial analysis
- 3/25/2016** Treasurer to send February transaction data to Chair for financial analysis

VoC Chair

- 1/19/2016** VoC begins to promote March Meeting
- 1/29/2016** VoC sends December meeting survey report to LC
- 2/9/2016** VoC begins to promote classes for June Exams
- 2/16/2016** VoC begins to promote April Meeting
- 2/26/2016** VoC sends February meeting survey report to LC
- 3/15/2016** VoC begins to promote May Meeting
- 3/25/2016** VoC sends March meeting survey report to LC

WCQI

- 1/13/2016** Member leader events at World Conference - registration opens

Webmaster

- 1/15/2016** Webmaster posts March meeting details on website
- 1/22/2016** Webmaster posts final December LC Meeting minutes
- 2/5/2016** Webmaster posts classes on website for June Exams
- 2/12/2016** Webmaster posts April meeting details on website
- 3/11/2016** Webmaster posts classes on website for June Exams
- 3/11/2016** Webmaster posts May meeting details on website
- 3/18/2016** Webmaster posts final February LC Meeting Minutes
- 2/19/2106** Webmaster posts final January LC Meeting Minutes