

LC Meeting Minutes

March 9, 2015

Location: [Helen Fitzgerald's](#) – Boardroom
 3650 S Lindbergh Blvd
 St. Louis, MO 63127
 (314) 984-0026

Call to Order: Meeting opened at 6:00 pm

Attendance and Quorum: a quorum was met

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

Minutes: The minutes from the February LC meeting were accepted.

Treasurer's Report: The February report was reviewed. Cindy will send out the March report by e-mail

2015 Goals Review:

- A standard format to be established for the process maps and work instructions for each position. – In Progress
- The kick off meeting for the YMCA book fair is Sat Feb 28th. Literacy program presentation will be given at the March 19th meeting: sign-in sheet has space for crediting hours to ASQ -- M-F, 8-12 (F to 3); in April will expand, including Saturdays. In August, we can help with book fair itself.
- Thomas will reach out to Ed to review past practices in regards to the half day seminars.
- New certifications/free meeting

<<MOTION: new member and certificate free meetings will be limited to 3 subsequent meetings' expiration PASS
 ACTION ITEM: revisit in October meeting, to determine utilization – Membership Chair (Mark)

WQCI Conference (2 people@\$495 ea.)

ACTION ITEM: Get back to Ed by 3/23 to confirm if you can attend (All)

Committee Reports:

Programs	John O'Reilly	Upcoming Programs	Mar 19 th – Boeing, Lean April 19 th - Dawn Newman, Boeing, coaching & lean improvement AND SEED dance expo May – Lori Wolf from BJC Sept (tentative) – Bill Troy, Head of ASQ Amy Slovacek, Value stream mapping workshop (May 30 8-12?), <u>Expanding the meeting survey to ask what tools people want to hear about</u> Have an MOU with APICS, ~\$30/person, guaranteed 25 people w/ appetizers We have a table to present materials of our choice
Education	Thomas Miller	Classes and Workshops	SSBB Class wrapped up, getting evaluations April classes in 123 CQA, CQE, SSGB August classes shortly
Arrangements	Tony Indihar	Upcoming Venues	Mar 19 th Syberg's; 33 as of this morning Apr 16 th Forest Park Clubhouse confirmed May is at the Engineers club

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			Kenricks has been contacted Refurbished Trophy
VoC	Steve Flick	Update on Weekly Emails	Better than normal response to survey >50% of attendees (mostly ASQ members/certifacees) Less positive: networking and professional development aspects of meeting Specific tools/concepts: send comments
Website	Chris Anderson	Planned Updates & Discussion	Awaiting input
Mentorship	Thomas Miller	Update	Nick has been updated; the committee will meet after the end of the semester
Certification	Kyle Jeffers	March Exams	March exams: 28 people, 3 proctors

ASQ Calendar Review: *Ed to add LC & member meeting dates to the calendar.* All need to get caught up on meetings.

ACTION ITEM: Missing minutes to be sent to Website by April LC Meeting (Cindy)

New Business: (15 minutes)

- April joint meeting with APICS, CSCMP and Transportation Club ** Need MOU / proposal ; this could be a 2nd meeting for the month of April – still working on it

Next Location: Granite City Brewing; April 13th
11411 Olive Blvd (Olive & Craig)
Creve Coeur, MO 63141
(remember the LC meeting are the 2nd Monday of the month this year)

Review of Minutes and Action Items: see italicized, underlined items

Adjournment: 8:02 pm

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St. Louis Section Calendar

Month	Date	Action	Responsible	
February	2/2/2015	Program Chair finalizes speakers for April meeting	Program Chair	
	2/2/2015	Arrangements Chair finalizes Venue for April meeting	Arrangements Chair	
	2/6/2015	Education Chair finalizes locations and instructors for classes for June Exams	Education Chair	
	2/9/2015	Program Chair sends details of April meeting to VoC	Program Chair	
	2/9/2015	Program Chair sends details of April meeting to Webmaster	Program Chair	
	2/9/2015	Arrangements Chair sends details of April meeting to VoC	Arrangements Chair	
	2/9/2015	Arrangements Chair sends details of April meeting to Webmaster	Arrangements Chair	
	2/9/2015	Section 1304 LC Meeting	All	
	2/12/2015	Education Chair creates classes in 123signup for June Exams	Education Chair	
	2/13/2015	Education Chair sends details of April classes to VoC	Education Chair	
	2/13/2015	Education Chair sends details of April classes to Webmaster for June Exams	Education Chair	
	2/15/2015	Annual financial report/audit due	Treasurer/Audit/Chair	
	2/16/2015	Webmaster posts April meeting details on website	Webmaster	
	2/16/2015	Webmaster posts classes on website for June Exams	Webmaster	
	2/16/2015	Finalized January minutes sent to Webmaster for posting	Secretary	
	2/17/2015	VoC begins to promote April Meeting	VoC Chair	
	2/17/2015	VoC begins to promote classes with April start for June Exams	VoC Chair	
	2/17/2015	Section 1304 Membership Meeting	All	
	2/20/2015	Webmaster posts final January minutes on website	Webmaster	
	2/27/2015	Member Leader Orientation - Phoenix, AZ	All	
	2/27/2015	WCQI (2015)- Exhibit Booth Furnishing Orders Due	All	
	2/27/2015	Member Leader Reception in Phoenix, AZ	All	
	2/28/2015	Section Leader Excellence Award Deadline	All	
	2/28/2015	Section awards proposals due to Awards Board for May BoD	Nominating Chair	
	2/28/2015	Section scholarship proposals due to Awards Board for May BoD	Nominating Chair	
	2/28/2015	Section testimonial awards nominations due to Awards Board for May BoD	Nominating Chair	
	March	3/9/2015	Program Chair finalizes speakers for May meeting	Program Chair
		3/9/2015	Arrangements Chair finalizes Venue for May meeting	Arrangements Chair
3/9/2015		Section 1304 LC Meeting	All	
3/13/2015		Deadline to promote World Conference and get recognized	All	
3/16/2015		Program Chair sends details of May meeting to VoC	Program Chair	
3/16/2015		Program Chair sends details of May meeting to Webmaster	Program Chair	
3/16/2015		Arrangements Chair sends details of May meeting to VoC	Arrangements Chair	
3/16/2015		Arrangements Chair sends details of May meeting to Webmaster	Arrangements Chair	
3/16/2015		Finalized February minutes sent to Webmaster for posting	Secretary	
3/19/2015		Section 1304 Membership Meeting	All	
3/20/2015		Webmaster posts final February minutes on website	Webmaster	
3/23/2015		Webmaster posts May meeting details on website	Webmaster	
3/24/2015		VoC begins to promote May Meeting	VoC Chair	
3/31/2015		1st QTR ENDS	All	

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Month	Date	Action	Responsible
April	4/1/2015	2nd QTR BEGINS	All
	4/3/2015	RD Nomination Period Begins	Chair
	4/6/2015	Classes Begin for June Exams	Education Chair
	4/13/2015	Section 1304 LC Meeting	All
	4/16/2015	April Monthly Meeting	All
	4/17/2015	Member leader events at World Conference - registration closes	All
	4/20/2015	Finalized March minutes sent to Webmaster for posting	Secretary
	4/24/2015	Webmaster posts final March minutes on website	Webmaster
	4/30/2015	World Conference registration closes	All
	4/30/2015	Section Quarterly Financial Report (1st QTR - MAR)	Treasurer
May	5/1/2015	Fellow nominations due	Nominating Chair
	5/2/2015	Community Leadership Institute: ITAG and leadership training	WQCI
	5/2/2015	Member Leader Dinner in Nashville, TN	WQCI
	5/3/2015	Annual Business Meeting in Nashville, TN	WQCI
	5/3/2015	SAC Business Meeting - Spring, Nashville, TN	WQCI
	5/4/2015	WCQI 2015 in Nashville, TN	WQCI
	5/5/2015	WCQI 2015 in Nashville, TN	WQCI
	5/6/2015	WCQI 2015 in Nashville, TN	WQCI
	5/11/2015	Section 1304 LC Meeting	All
	5/18/2015	Finalized April minutes sent to Webmaster for posting	Secretary
	5/19/2015	May Monthly Meeting	All
	5/22/2015	Webmaster posts final April minutes on website	Webmaster
	5/29/2015	RD Nomination Period Ends	Nominating Chair
	5/31/2015	Section awards proposals due to Awards Board for Feb BoD	Nominating Chair
	5/31/2015	Section awards scholarship due to Awards Board for Feb BoD	Nominating Chair
5/31/2015	Section Testimonial Awards nominations due to Awards Board for Feb BoD	Nominating Chair	