

ASQ SECTION 1304 MEETING MINUTES

June 10, 2014

J. Greene's Pub
10017 Manchester Rd.
Warson Woods, MO 631222

CALL TO ORDER: The meeting was called to order at 6:00 pm. A quorum was present.

PARTICIPANTS:

Cindy Duhigg	X	Denise Arthur	O	Ed Vallorani	X	Ian Meggarrey	O
Jim Ebone	X	John O'Reilly	O	Katarina Gowins	X	Kunita Gear	O
Chris Anderson	X	Pam Hustedde	O	Randy Thompson	X	Eddie Davis	X
Don Cooley	O	Tony Indihar	X	Kim Rochetti	O	(Debby Pidgeon)	O

APPROVAL OF MINUTES:

May minutes were maliciously encrypted by a ransom virus (along with everything else on the secretary's hard drive). IT reported that nothing since the previous backup was recoverable.

- Motion that the May minutes be reported as missing, and we note in record that nothing critical was lost. Motion passed.

TREASURER'S REPORT (Kat): (Attachment #1)

Amended: from National – in compliance

Second quarterly report due mid-July

Recurring internet charge: should check request be in the record? Agreement that yes, Denise could submit and Kat countersign.

- Motion that the Treasurer's Report be accepted. Motion passed.

HQ NEWS (Kat):

Member Engagement Pilot Program rolling out

<<CINDY: Click on the link E-MAIL REPORT TO TEAM

2014 Goals Review (Kat):

INCREASE IMPACT (John) COMPLETE

GROW MOC (Pam) Section brochure: no coupons were received at the last meeting

GROW MEANS (Chris): will present an ASQ video at September's meeting

PROCESS PERFORMANCE (Ian): no update

IMPROVE WORKFORCE ENGAGEMENT (Ed) COMPLETE

ASQ Calendar Review – Member Units Key Dates (Kat): (Attachment #2)

All on target

<<CINDY: E-MAIL DON THAT CERT RESERVATIONS ARE DUE 8/15

OFFICER'S REPORTS

Programming (Chris Anderson):

No MOU for June, as yet: PMI hasn't used an MOU in past. Working on it.

AMENDED BY E-MAIL (6/11/14): PMI has agreed to sign the MOU (Attachment #3)

Education (Eddie Davis):

Welcome new Education Chair

Debby has handed off all documentation; complete transfer of activity will take place within the next month

Eddie has a good procedural understanding from Debby

Just SSBB and CQM are currently planned

Certification (Don Cooley): (per John)

Will update on exams next month

Voice of the Customer (Ed Vallorani): (Attachment #4)

No conclusions, as baseline data is still being generated.

Newsletter/Internet Liaison (Ian Meggarrey): Nothing to report

Placement (Jim Ebone): Nothing to report

Examining (John O'Reilly): Nothing to report
Recertification (Kunita Gear): Nothing to report
Membership (Pam Hustedde): Nothing to report
Audit Chair (Randy Thompson): Nothing to report
Nominating (Tony Indihar): Nothing to report
Arrangements (Tony Indihar): Nothing to report

UNFINISHED BUSINESS

- Mentoring Subteam Update (Cindy):
 - Subteam has met twice, with a third meeting scheduled for June 12
 - SWOT analysis performed
 - Decision to forgo feasibility report (no precedent/experience to base it on), in favor of drafting a project plan for a test case
 - Subteam will present project plan to the LC at the July meeting
- Scholarship information to be posted to website

>>TONY WILL E-MAIL INFO TO CHRIS, WHO WILL POST NOTICE

- The website home page was updated as we watched
- The LC meeting minutes will be posted to website by next week

NEW BUSINESS

- **SEPTEMBER MEETING**

>>TONY WILL SET UP ENGINEER'S CLUB FOR SEPTEMBER

>>KAT WILL CALL CATERING FOLKS FOR STEAK DINNER

- **One speaker and a video**
- Possible ESI tour in the fall (Kat):
 - About 50 members interested in tour were unable to attend. We could have another tour in the fall.
 - Focus would be on the innovation center but would include the pharmacy tour
 - Select date(s) for tour if it is determined that a revisit is something that the members would be interested in – Cap attendance again at 60
 - Thoughts on using Sugarfire BBQ instead of Sodexo – Sugarfire would be cheaper

Discussion: 21 of the waitlisted members were students, so demand might not be as great as the waitlist number suggests

Agreement: No ESI tour at this time: Might be good for spring (for example), or a side trip (not as a full meeting)

Suggestion: Another (different) site tour might be good

>>CHRIS WILL REPORT ON LOGISTICS OF TOYOTA TRIP (\$/time/programming)

>>JIM WILL CONTACT GM IN WENTZVILLE TO SEE IF TOURS ARE AVAILABLE

>>JOHN WILL CALL STL BLUES TO SEE ABOUT (operational) STADIUM TOUR

>>FIND MONEYBALL GUY – IS HE IN ST. LOUIS?

NEXT MEETING:

July 8, 2014, 6:00 pm

August 12, 2014, 6:00 pm

J. BUCK'S

101 S. Hanley Rd.

St. Louis, MO 63105

REVIEW OF MINUTES AND ACTION ITEMS (Cindy)

ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 7:34 pm.

ATTACHMENT #1

**Treasurer's Report – ASQ section 1304
LC meeting – June 10, 2014
Bank Balances as of 05-30-2014**

Last Member meeting (May): Express Scripts tour

Account Information

MM Balance: \$57,553.90
Checking Balance: \$17,633.19
Petty Cash: \$150.00

Outstanding charges (awaiting request / approval)
\$51.78 Recurring charge for 1and1 internet server – would someone on the internet committee complete a request?
\$1,918.35 Caterer for the May meeting at express scripts –
\$50 Dierbergs (5/20/14) I assume this is for gift cards for speakers
\$148.42 J greene's (5/15/14) May LC meeting –

Check cut but not delivered: Ed's World conference expenses (SORRY ED – I had intended to deliver it to you at the last LC meeting.)

Treasurer Notes:

REMINDER: New Request form available. As of 4/8/14, this form to be used for any requests for payments or to cover charges made to the account. The request requires one officer approve the request, the second signature can be an officer or an LC member.
Also please make sure to document what the charge is for, and if it is for a meal, purpose and a list of attendees would be good supporting documentation. Try not to combine charges, since this is also used to show the dual approval for single charges over \$500. If you need a copy let me know.

The next quarterly report to National will be due in July.

The tax free form will expire in October. Do we have the process documented on "How to apply"?

Month	Checking Balance	Money Market	petty cash	Misc Acct	Total
January 2013	\$8,698.59	\$62,482.39	\$150.00		\$71,330.98
February	\$6,040.06	\$ 62,494.80	\$150.00		\$68,684.86
March	\$7,831.47	\$ 57,501.00	\$150.00		\$65,482.47
April	\$7,966.35	\$57,506.67	\$150.00		\$65,623.02
May	\$10,928.60	\$57,512.53	\$150.00		\$68,591.13
June	\$10,928.60	\$57,512.53	\$150.00		\$70,454.31
July'13	\$12,414.84	\$57,524.06	\$150.00	\$25.00	\$70,113.90
August'13	\$15,338.92	\$57,529.92	\$150.00	\$25.00	\$73,043.84
Sept'13	16,475.84	\$57,535.59	\$150.00	\$25.00	\$74,186.43
Oct'13	\$14,469.72	\$57,541.01	\$150.00	\$25.00	\$72,185.73
Nov'13	\$15,874.69	\$57,544.37	\$150.00	\$25.00	\$73,594.06
Dec'13	\$15,279.51	\$57,546.81	\$150.00	\$20.05	\$72,996.37
January 2014	\$10,870.82	\$57,549.25	\$150.00		\$68,570.07
Feb'14	\$10,902.41	\$57,551.46	\$150.00		\$68,603.87
Mar'14	\$12,512.81	\$57,553.90	\$150.00		\$70,216.71
Apr'14	\$14,709.16	\$57,558.71	\$150.00		\$72,417.87

ATTACHMENT #2

MEMBER UNITS KEY DATES

12/31/2013	4th QTR ENDS	All	All	
12/31/2013	Section officer and committee ends (6 month gap appointment)	Sections - all	Sec	
1/1/2014	1st QTR BEGINS	All	All	
1/1/2014	Officer and committee chair terms start	All positions	All	
1/8/2014	Miscellaneous income reporting due (1099)	Division and section treasurers	Div/Sec	http://asq.org/member-leader-community/key-tasks/finance/index.html
1/10/2014	Member leader events at World Conference - registration opens	All	All	TBA
1/10/2014	Submit certification site and proctor information for March 1 exam	Section Certification chair	Sec	Send to cert@asq.org
2/15/2014	Annual financial report/audit due	Division and section audit committee chairs	Div/Sec	http://asq.org/member-leader-community/key-tasks/finance/index.html
2/28/2014	Member unit awards proposals submissions due to Awards Board for May BoD agenda	Division and section awards chairs	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf
2/28/2014	Member unit testimonial awards nominations due to Awards Board for May BoD agenda	Division and section awards chairs	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf
2/28/2014	Member unit scholarship proposals submissions due to Awards Board for May BoD agenda	Division and section scholarship chairs	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf
2/28/2014	Section Leader Excellence Award	Section awards chairs	Sec	http://asq.org/quality-press/display-item/index.html?item=R104N&xvl=76091493
3/14/2014	Deadline to promote World Conference and get recognized	Division and section chairs, newsletter editors, internet liaisons	Div/Sec	http://wcqi.asq.org/member-units/index.html
3/31/2014	1st QTR ENDS	All	All	
4/1/2014	2nd QTR BEGINS	All	All	
4/2/2014	RD Nomination Period Begins	SAC Chair, Nominating Chair, CD, Section Chairs	SAC/Sec	
4/16/2014	Member leader events at World Conference - registration closes	All	All	http://wcqi.asq.org/leader-events.html
4/18/2014	Submit certification site and proctor information for June 7 exam	Section Certification chair	Sec	Send to cert@asq.org
4/20/2014	Section Quarterly Financial Report (1st QTR - MAR)	Section treasurers	Sec	http://asq.org/member-leader-community/key-tasks/finance/index.html
4/30/2014	World Conference registration closes	All	All	http://wcqi.asq.org/index.html
5/1/2014	Fellow nominations due	Division and section examining committee chairs	Div/Sec	http://asq.org/members/account/fellow.html

5/3/2014	WCQI - Community Leadership Institute (ITAG & training)	TCC & SAC-related communities; local member communities	All	http://wcqi.asq.org/leader-events.html
5/3/2014	WCQI - Member Leader Dinner	TCC & SAC-related communities; local member communities	All	http://wcqi.asq.org/leader-events.html
5/4/2014	SAC Business Meeting - Spring	All SAC and section leaders	SAC/Sec	http://wcqi.asq.org/leader-events.html
6/4/2014	RD Nomination Period Ends	SAC Chair, Nominating Chair, CD, Section Chairs	SAC/Sec	
6/18/2014	RD Election Period Begins	SAC Chair, Nominating Chair, CD, Section Chairs	SAC/Sec	
6/30/2014	2nd QTR ENDS	All	All	
7/1/2014	3rd QTR BEGINS	All	All	
7/16/2014	RD Election Period Ends	SAC Chair, Nominating Chair, CD, Section Chairs	SAC/Sec	
7/20/2014	Section Quarterly Financial Report (2nd QTR - JUN)	Section treasurers	Sec	http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html
8/1/2014	Section call for officer nominations begins (recommended)	Section nominating committee chairs	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
8/15/2014	Submit certification site and proctor information for October 4 exam	Section Certification chair	Sec	Send to cert@asq.org
8/31/2014	Member unit awards proposals submissions due to Awards Board for Nov BoD agenda	Awards Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf
8/31/2014	Member unit Testimonial Awards nominations due to Awards Board for Nov BoD agenda	Awards Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf
8/31/2014	Member unit awards scholarship submissions due to Awards Board for Nov BoD agenda	Scholarship Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf
9/30/2014	3rd QTR ENDS	All	All	
9/30/2014	Section call for officer nominations ends (recommended, 30 day min required)	Section nominating committee chairs	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/1/2014	4th QTR BEGINS	All	All	
10/1/2014	Nominations due for all Society Awards and Medals	Awards Chair	All	http://rube.asq.org/about-asq/how-we-do/pdf/a-02-00.pdf
10/1/2014	Section announces officer slate to members (recommended)	Section nominating committee chairs	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/1/2014	Section elections begin (if needed, recommended)	Section nominating committee chairs	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/17/2014	Submit certification site and proctor information for December 6 exam	Section Certification chair	Sec	Send to cert@asq.org

10/20/2014	Section Quarterly Financial Report (3rd QTR - SEP)	Section treasurers	Sec	http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html
10/30/2014	Sections appoint incoming committee chairs (recommended)	Section chairs (with SLC approval)	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/30/2014	Section Elections End (if needed, recommended)	Section nominating committee chairs	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
11/1/2014	Section officer and committee lists due	Section secretary	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
11/30/2014	Member unit awards proposals submissions due to Awards Board for Feb BoD agenda	Awards Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf
11/30/2014	Member unit Testimonial Awards nominations due to Awards Board for Feb BoD agenda	Awards Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf
11/30/2014	Member unit awards scholarship submissions due to Awards Board for Feb BoD agenda	Scholarship Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf
12/15/2014	Section Business Plans Due	Chair	Sec	
12/15/2014	Section Budgets Due	Treasurer	Sec	
12/31/2014	4th QTR ENDS	All	All	
12/31/2014	Section officer and committee terms end	All section positions	Sec	
12/31/2014	Section officer and committee terms end (1 year)	Sections - all	Sec	
1/1/2015	Section officer and committee terms begin (1 year)	Sections - all	Sec	

Attachment #3

MEMORADUM OF UNDERSTANDING “PMI & ASQ Joint Meeting”

This agreement shall outline and set forth various terms and conditions whereby the St. Louis Chapters/Sections of **PMI** and **American Society for Quality (ASQ)** shall function in a cooperative manner for the purpose of co-hosting a **joint meeting** for the benefit of the members of both of the hosting organizations as well as any non-members wishing to attend. This event shall be referred to in this memorandum as the “Event”.

1. Date, Time & Location of Event:

Crowne Plaza St. Louis
7750 Carondelet Avenue
Clayton, MO 63105
Thursday, June 16, 2014
5:30 – 8:30pm

2. Event Details:

a. Registration:

- i. Each organization shall be responsible for registering its members for the event through its usual process.
- ii. Registration is to be closed at least two days prior to the event and an estimated headcount is to be provided to PMI at that time. A final headcount is to be provided at the door.
- iii. Each organization is responsible for administering its own check-in process at the Event including the providing of nametags.

b. Room Setup: See “Crowne Plaza Event Contract”

c. Food: Buffet dinner. See “Crowne Plaza Event Contract”

d. Beverages: Coffee, tea and soda included. Cash bar available.

e. Program:

5:30 – 6:30pm	Check-in, networking, cash bar
6:30 – 7:30pm	Buffet dinner
7:30 – 8:30pm	Speaker – Brittany Hagedorn “Get the Most from Simulation”

3. Event Duties & Responsibilities:

- a. PMI shall be solely responsible for performing the following activities:
 - i. Coordinating with the Crowne Plaza on all venue and food/beverage service.

- ii. Coordinating with the speaker.
- iii. Coordinating all audio visual equipment.
- iv. Administering check-in for PMI members and guests including nametags.
- v. Supplying PMI promotional signage and/or brochures (optional).
- vi. Serving as Master of Ceremonies of the Event.
- vii. Promoting the Event in a manner consistent with its prior practices.

- b. ASQ shall each be responsible for performing the following activities:
 - i. Administering check-in for ASQ members and guests including nametags.
 - ii. Supplying promotional signage and/or brochures (optional).
 - iii. Assisting with the coordination of the program schedule during the event.
 - iv. Promoting the Event in a manner consistent with its prior practices.
- c. These responsibilities may be modified by written consent of all parties to the Event.

4. Financial:

- a. Allocation of Expenses:
 - i. All banquet related expenses shall be allocated to each organization on a per person basis. These costs include food, beverages (not including individual purchases from the bar), taxes, customary gratuities and room fees. Each organization shall pay the actual per person rate as determined by the final invoice issued by Crowne Plaza at the close of the event. The estimated per person rate is \$34.18 based on a total headcount of 60 people per the "Crowne Plaza Event Contract".
 - ii. PMI shall be responsible for arranging for and paying the following payments and expenses:
 - 1) Payment for all PMI registered members and guests at the actual per person rate.
 - 2) Contracting and coordinating all arrangements with the venue.
 - 3) Making all payments to the venue.
 - 4) Reimbursement of all speaker-related expenses.
 - iii. ASQ shall each be responsible for arranging for and paying the following payments and expenses:
 - 1) Reimbursing PMI for all ASQ registered members and guests at the actual per person rate.
 - 2) Reimbursement to PMI shall be made within 30 days of receipt of invoice.
- b. Any modification to the above allocation of expenses must be in writing and agreed to by both parties.

- c. All financial information and books and records pertaining to the Event shall be maintained by PMI in a manner transparent to the other party. The authorized representatives of each party may inspect and have access to the records upon providing reasonable notice.
5. Authorized Representatives and Notices: The authorized representative to function for each party in all respects regarding the Event shall be as listed below. Any notices or signatures required by this memorandum together with all other communications between the parties shall be directed to these authorized representatives unless additional or different representatives are designated in writing by the parties.

PMI Jody Rougely, PMP
 Director of Dinner Meetings
 Program Committee, St. Louis PMI Chapter
 618-920-0923 cell
 dinnermeetings@stlpmi.org

ASQ Chris Anderson
 Program Chair
 314-853-9693 cell
 chris@bizmanualz.com

6. Termination: This agreement shall terminate when the event is completed and all financial obligations have been satisfied.
7. Ownership Rights:
 - a. In the event the Event results in the development of a tangible product such as, but not limited to, a paper, article, survey, book, report, study, transcript, tape or video recording, film, or any other form of property, the parties shall own it jointly unless stated differently in this memorandum.
 - b. Except as included or as part of a product referred to in the preceding paragraph, any confidential proprietary information released by one party to the other in connection with the Event shall be returned to the disclosing party at the termination of the agreement and shall not be released to or used by any person thereafter except the disclosing party unless the parties agree differently in writing.
8. Non-Agency: None of the parties is nor shall be the agent for any other and shall not have the authority to incur liability or debt for another. The powers, rights and responsibilities of each party are limited to those stated in this letter or in any modification agreed to in writing by all parties.
9. Non-Endorsement of Products and Services: Engaging in the Event shall not in any manner be construed as an endorsement of any product or service of a

person or entity and it is specifically understood and agreed by all parties to the Event that they shall not engage in any action or knowingly permit any action to be undertaken which can be construed as an endorsement of a product or service of any person or entity.

10. Non-Liability of National/Parent Organizations: It is understood and agreed by all parties to this memorandum of understanding that any national or parent organization associated with any of the parties shall not be liable or responsible to any party that may incur expense in connection with the Event for any expenses or liabilities associated with the Event, and no party to this agreement shall represent to any third party that any other party to this agreement is responsible for or liable for any expense or activity associated with the Event.

The terms outlined in this agreement are acceptable by all parties as indicated by the signatures below. This agreement becomes effective as of the most recent date below.

BY PMI – ST. LOUIS CHAPTER

<i>Signature</i>	<i>Date</i>
<i>Print Name</i>	<i>Title</i>

BY AMERICAN SOCIETY FOR QUALITY – ST. LOUIS SECTION

<i>Signature</i>	<i>Date</i>
<i>Print Name</i>	<i>Title</i>