

Location: [Haveli](#) (private room in restaurant)
9720 Page Ave
St. Louis, MO 63132
(314) 423-7300

Call to Order: Welcome @ 6:02 pm

Attendance and Quorum:

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

Minutes: Mark Lynch moved to approve Oct meeting minutes, John O'Reilly seconded, motion passed to approve the October 2015 meeting minutes.

Treasurer's Report: The 2015 financials in the 2016 Budget attachment
The 3rd quarter report to National had some errors, Cindy to correct and re-submit

Chair Topics:

- Action item review
 - Process map owner – see 2016 Business plan attachment
 - Epworth House / Christmas toy donation – no expected issues
 - Next year's education schedule – No update
 - Blast information due date – Nov 12

- Section 1304 / Bizmanulz business alliance - - subcommittee to meet Monday 11/16 (Kat, Mark & John)

2016 Fall Conference

9 out of the 12 people that had expressed interest attended the 1st meeting. Meetings will be held the 4th Tuesday of each month at C.J. Muggs in Clayton.

Date of the conference: Thursday, November 3, 2016

Theme: Quality: moving from today to tomorrow

Two tracks, with possibility of a third:

Transitioning to the new standards (ISO 9000:2015, ISO14001:2015)

Project Management (possible to do in combination with PMI)

Keynote and lunch speakers

NEXT steps:

Establish format, pricing structure, speaker costs, publicity strategy

Input from the LC:

Sept Quality Progress magazines had a list of potential speakers

Need good marketing starting no later than July, suggest “save the date” as early as January in emails

Put on the National Calendar

Invite other groups to participate: PMI, APICs,

Possible co-sponsor with SLU

2015 Awards and Scholarship

Tony to email to LC list of previous recipients of the awards

Nominees approved for awards: Jesse Stevenson for Tech award, Kat Gowins for Kaufman , Steve Flick for Volunteer, Deufesel – no nominee

Scholarship:

3 applications: Laura Ebone, Douglas Fritz & Rachel Alaveros

All met the requirements, by random draw Douglas Fritz was chosen

2016 Budget

Budget committee met by Fuze web meeting (trial of free version)

Budget proposed (previously sent to LC by Ed, Updated to be sent to LC by ED) – change per the following:

raise the cost of dinner meetings by \$5 across the board starting in January,

remove the \$150 for screen purchase (one was purchased through Craig’s list for less than \$50)

add another \$100 to “office supplies” to cover the annual cost for Office 365 for the treasurer computer

Jim Ebone moved and Tony Indihar seconded to approve the budget as amended the changes noted

2016 Business plan:

Per the National edict discussed in the regional conference call, each section only has to pick the items important to their section from the list supplied to establish 2016 business plan.

PAR awards are determined solely from: member growth, members in good standing and member leader engagement

Mark suggested the goals and LC amended the proposed list

1. Global Expansion: Increase Quality Awareness: identify champions at 3 local colleges to promote Quality and the section: Ed/SLU; Cindy/community colleges; John/WU
2. QBOK Leadership: Increase Quality training to section membership and St Louis region:
 - a. Hold ½ day seminars: Thomas
 - b. Hold Fall conference (open to the public): Tony
 - c. If approved: Partnerships with local companies to expand training opportunities: Kat
3. Operational Excellence: Improve Member leader capability to serve: Organize leadership work product onto sharepoint site (dropbox, or similar): define standard work for LC members (continuation of 2015 project) : Mark

Committee Reports:

Programs	John O'Reilly	Upcoming Programs	Need to finalize Jan / SLU? Feb: Favazz's Set up promo code in 123 for special situations
Education	Thomas Miller	Classes and Workshops	No report
Arrangements	Tony Indihar	Upcoming Venues	Dave & Buster's: Dec 8 meeting John /SLU: arrange room (Anheuser Bush, may use prefunction area as well depending on the attendance #'s) & catering Feb: set for Favazz's Mar: WU?
VoC	Steve Flick	Survey Results	Results previously sent via email – no report
Certification	Kyle Jeffers	December Exams	December 5 th exams scheduled & arrangements set
Other Chairs	Jim Ebone	Placement	Changing the format and direction, time better spent than finding and posting local jobs that can be found on websites
	Chris Anderson	Website	Moving to a different server, will set up and send out link As always – CHAIRS to SEND INFORMATION so it can be posted on the Website, Early & OFTEN

ASQ Calendar Review

Calendar attached – chairs and LC members to review for due dates per their responsibility

New Business:

- Website update: see notes in Chair Report section above

Needs for Upcoming Meeting:

December mtg: Cindy

to set up the Spaghetti activity (with Ed's support)
to make sure flyer about Emcee and meeting is available for email and website

Review of Minutes and Action Items:

Ed: check into National Sharepoint site

Kat: subcommittee for Partnership training guidelines

Tony: email list of previous Award recipients

Tony : email Douglas Fritz in regards to receiving the 2015 scholarship

Next Location (date) : 6:00PM December 1st @ Clayton Plaza hotel, 7750 Carondelet Avenue, Clayton, MO 63105

Adjournment: 8:25 pm

St. Louis Section Calendar

Month	Date	Action	Responsible	
November	11/1/2015	Section officer and committee lists due	Secretary	
	11/2/2015	Program Chair finalizes speakers for January meeting	Program Chair	
	11/2/2015	Arrangements Chair finalizes Venue for January meeting	Arrangements Chair	
	11/6/2015	Education Chair finalizes locations and instructors for classes for Mar. Exams	Education Chair	
	11/6/2015	Member Leader Orientation - Milwaukee, WI	All	
	11/6/2015	Member Leader Reception in Milwaukee, AZ	All	
	11/9/2015	Program Chair sends details of January meeting to VoC	Program Chair	
	11/9/2015	Program Chair sends details of January meeting to Webmaster	Program Chair	
	11/9/2015	Arrangements Chair sends details of January meeting to VoC	Arrangements Chair	
	11/9/2015	Arrangements Chair sends details of January meeting to Webmaster	Arrangements Chair	
	11/9/2015	Section 1304 LC Meeting	All	
	11/12/2015	Education Chair creates classes in 123signup for Mar. Exams	Education Chair	
	11/13/2015	Education Chair sends details of April classes to VoC for Mar. Exams	Education Chair	
	11/13/2015	Education Chair sends details of April classes to Webmaster for Mar. Exams	Education Chair	
	11/16/2015	Webmaster posts January meeting details on website	Webmaster	
	11/16/2015	Webmaster posts classes on website for Mar. Exams	Webmaster	
	11/16/2015	Finalized October minutes sent to Webmaster for posting	Secretary	
	11/17/2015	VoC begins to promote January Meeting	VoC Chair	
	11/17/2015	VoC begins to promote classes for Mar. Exams	VoC Chair	
	11/20/2015	Webmaster posts final October minutes on website	Webmaster	
	11/30/2015	Program Chair finalizes speakers for February meeting	Program Chair	
	11/30/2015	Arrangements Chair finalizes Venue for February meeting	Arrangements Chair	
	11/30/2015	Member unit awards proposals submissions due to Awards Board for Feb BoD agenda	Nominating Chair	
	11/30/2015	Member unit awards scholarship submissions due to Awards Board for Feb BoD agenda	Nominating Chair	
	11/30/2015	Member unit Testimonial Awards nominations due to Awards Board for Feb BoD agenda	Nominating Chair	
	December	12/1/2015	December Monthly Meeting	All
		12/5/2015	Dec. Cert. Exams	Certification Chair
		12/7/2015	Program Chair sends details of February meeting to VoC	Program Chair
		12/7/2015	Program Chair sends details of February meeting to Webmaster	Program Chair
		12/7/2015	Arrangements Chair sends details of February meeting to VoC	Arrangements Chair
12/7/2015		Arrangements Chair sends details of February meeting to Webmaster	Arrangements Chair	
12/14/2015		Webmaster posts February meeting details on website	Webmaster	
12/14/2015		Section 1304 LC Meeting	All	
12/15/2015		VoC begins to promote February Meeting	VoC Chair	
12/15/2015		Section Budgets Due	Treasurer	
12/15/2015		Section Business Plans Due	Chair	
12/15/2015		PAR Innovation Award Application Due	Chair	
12/21/2015		Program Chair finalizes speakers for February meeting	Program Chair	
12/21/2015		Arrangements Chair finalizes Venue for February meeting	Arrangements Chair	
12/21/2015		Finalized November minutes sent to Webmaster for posting	Secretary	
12/28/2015		Webmaster posts final November minutes on website	Webmaster	
12/28/2015		Program Chair sends details of February meeting to VoC	Program Chair	
12/28/2015		Program Chair sends details of February meeting to Webmaster	Program Chair	
12/28/2015		Arrangements Chair sends details of February meeting to VoC	Arrangements Chair	
12/28/2015		Arrangements Chair sends details of February meeting to Webmaster	Arrangements Chair	
12/31/2015	Section officer term ends; required positions must have been filled and eligible	All		