

ASQ SECTION 1304 MEETING MINUTES

August 12, 2014

J. Buck's
101 S. Hanley
Clayton, MO 63105

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

PARTICIPANTS:

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

APPROVAL OF MINUTES:

- Motion that the June minutes be approved. Motion passed.

TREASURER'S REPORT (Kat):

Exempt form is ready to be submitted
2nd Quarter report submitted on time

- Motion that the Treasurer's Report (**Attachment #1**) be accepted. Motion passed.

HQ NEWS (Denise):

An alternative internet booking service was discussed:

Picatic, an online ticket sales company, offers ASQ member units a fair pay solution for creating, promoting, selling, and managing events. Other than the per transaction credit card disbursement, users pay a fee they deem appropriate for the service. Visit our meetings resource page for more information about this offer and event-planning guidance.

A consideration for our section? Not at this time, by acclamation

<<Ed is exploring additional options for membership database

CALENDAR REVIEW (Attachment #2)

Nominating Committee (Tony):

The nomination committee's candidates for 2015 officers were announced

<<Tony send Ed wording for call for nominations, to post on website

Awards (Tony):

6 Scholarship apps received (announcement was sent to Chris for website)
2 candidates for Beazzo (?)

<<pick award up from Beth early, to add space for names (if necessary)

Kaufmann (service); recommendation made
Daufel: no nominations at this time
Step Above: no nominations at this time

OFFICER'S REPORTS

Programming:

September: Brenda Bishop: ASQ's involvement with ISO standards
Top misconceptions about ISO
Video (3 options)

October: Warren Knowels

November: Dillep Shaw

December: Awards

Education (Eddie Davis):

CSSBB class is a go, books on order
CMQOE class was cancelled

Certification (Don Cooley): No report

Voice of the Customer (Ed Vallorani): No report

Internet Liaison (Ian Meggarrey): No report

Placement (Jim Ebone): No report

Examining (John O'Reilly): No report

Recertification (Kunita Gear): No report

Membership (Pam Hustedde): No report

Audit (Randy Thompson): No report

Nominating (Tony Indihar):

Status update on nomination slate (above)

Will determine when scholarship information will be on website

Arrangements (Tony Indihar):

Sept: Engineers Club <<Denise will not be at September Membership meeting>>

Oct: maybe Forest Park golf course

Unfinished Business:

Volunteer/mentoring black belt subteam update (Cindy)

Presentation of progress – **Attachment #3**

- Motion that the subteam be permitted to move forward with the pilot project, to evaluate each LC role against the ASQ job description.

Discussion around the value of the proposition; suggestion that more benefit could be gained by mapping and describing each role, as found, to be used as a sort of SOP for each role. (Education role is the only one to currently have this; could be used as a model).

- Motion was reworded, to state that the action would be to map and describe each role.
Motion passed as modified

Report on logistics of Toyota trip (\$/time/programming) Chris -- deferred

Contact GM in Wentzville to see if tours are available Jim -- deferred

Call STL Blues to see about stadium tour John; still researching this option

NEXT MEETING:

September 9, 2014, 6:00 pm

Syberg's

2430 Old Dorsett Rd

Maryland Heights, MO 63043

REVIEW OF MINUTES AND ACTION ITEMS (Cindy)

ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:15 pm.

Attachment #1

Treasurer's Report – ASQ section 1304
LC meeting – August 12, 2014
Bank Balances as of 7-31-2014

Last Member meeting (June): Joint meeting with PMI ASQ attendance 63

Account Information

MM Balance: \$57,563.52
 Checking Balance: \$18,137.92
 Petty Cash: \$150.00

Treasurer Notes:

Check for PMI is ready but request for payment has not been received. (will send with second signature on the check, but request must still be submitted)

The 2nd quarter financial report was submitted July 17th and has been acknowledged. Full acceptance should be received sometime in August.

The tax free form will expire in October. The form will be submitted this month, but have requested a copy of the IRS exemption form Federal Form 501© if available. (referenced on ASQ site but unable to locate it)

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	\$57,556.27	\$150.00		\$72,415.43
May'14	\$17,633.19	\$57,558.71	\$150.00		\$75,341.90
Jun '14	\$16,751.62	\$57,561.08	\$150.00		\$74,462.72

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.

Attachment #2 Calendar

7/20/2014	Section Quarterly Financial Report (2nd QTR - JUN)	Section treasurers	Sec - Kat	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 - Tony	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 - Don	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 - Tony	http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf
8/31/2014	Member unit awards scholarship submissions due to Awards Board for Nov BoD agenda	Scholarship Chair	Div/Sec - Tony	http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf
8/31/2014	Member unit Testimonial Awards nominations due to Awards Board for Nov BoD agenda	Awards Chair	Div/Sec - Tony	http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf
9/30/2014	Section call for officer nominations ends (recommended, 30 day min required)	Section nominating committee chairs	Sec - Tony	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/1/2014	Section announces officer slate to members (recommended)	Section nominating committee chairs	Sec - Tony	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 - Tony	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 - Don	Send to cert@asq.org
10/20/2014	Section Quarterly Financial Report (3rd QTR - SEP)	Section treasurers	Sec - Kat	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 – New Chair	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 - Tony	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
11/1/2014	Section officer and committee lists due	Section secretary	Sec - Cindy	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html