ASQ SECTION 1304 MEETING MINUTES

May 13, 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	X	Ed Vallorani	X	Ian Meggarrey	X
Jim Ebone		John O'Reilly	X	Katarina Gowins		Kunita Gear	X
Chris Anderson	X	Pam Hustedde	X	Randy Thompson	X	Eddie Davis	X
Don Cooley	X	Tony Indihar	X	Kim Rochetti		(Debby Pidgeon)	

APPROVAL OF MINUTES:

 ➢ MOTION: to accept the minutes for April; motion seconded and passed.

HQ News (Cindy, Ed, Ian):

 Report-out from the ASQ World Conference (see Attachment 1)

2014 Goals Review (Denise):

 INCREASE IMPACT: Rebuilding Together (John, 5/13/14): one member participated

 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 (Denise)

OFFICER'S REPORTS

 Programming (Chris Anderson)

 - June:

 Education (Eddie Davis/Debby Pidgeon):

 -

 Certification (Don Cooley):

 Voice of the Customer (Ed Vallorani):

 -

 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):

 Audit Chair (Randy Thompson): (nothing to report)

 Nominating (Tony Indihar):

 Arrangements (Tony Indihar):

 - May – ESI
 - June – PMI joint meeting

UNFINISHED BUSINESS

 ESI Tour in May (Denise)

 Volunteer/mentoring black belt projects (Thomas Miller)

NEW BUSINESS

- How to handle requests for services like Six Sigma training consultants: Section members (only) may post link to website
  - **ACTION ITEM (Ed/Chris) Figure out how to post consultant information**
    - Process to get pictures to website/member notice of pictures being posted
  - **ACTION ITEM (Ed/Chris) Add disclaimer to website that photos may be taken at any ASQ event**

<u>NEXT MEETING:</u>
June 10, 2014, 6:00 pm
J. Greene's Pub
10017 Manchester Rd.
Warson Woods, MO 63122
<u>REVIEW OF MINUTES AND ACTION ITEMS (Cindy)</u>
<u>ADJOURNMENT</u>

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:00 pm.

Treasurer's Report – ASQ section 1304
LC meeting – April 08, 2014
Bank Balances as of 03-31-2014

Attendence at March member meeting: 81
     (45 signed up, 3 no-shows, 19 students + 2 staff, 18 walk-ins)

Account Information

MM Balance: $57,553.90
Checking Balance: $12,512.81

Petty Cash: $150.00
     Outstanding charges(awaiting request / approval)
 $849: Quality council of Indiana (books for classes) awaiting the payment request to clear .
$889: Christy's Banquet Center for March member meeting
Checks issued in March not cleared: $100 for gift cards for speakers at Feb. meeting

Treasurer Notes:
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.

The Quarterly Report is due to National April 20th, 2014 there is a new template that requires signatures for filing. Please review the "instructions" tab for more information

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

From: Ian Meggarrey <meggarrey@accessus.net>

To: 'Denise Arthur' <darthv@hotmail.com>; 'Chris Anderson' <chris@bizmanualz.com>; 'Cynthia Duhigg' <cduhigg@aol.com>; 'Debby Pidgeon' <debbypidgeon@sbcglobal.net>; 'Don Cooley' <don.cooley@rocketmail.com>; 'Ed Vallorani' <ed@avanti-is.com>; 'Eddie Davis' <edavis07508@gmail.com>; 'Jim Ebone' <ebone2@juno.com>; 'Katarina Gowins' <kg_asq@aol.com>; 'Kunita Gear' <kunita@sbcglobal.net>; 'O'Reilly, John T' <john.t.o'reilly2@boeing.com>; 'Pam Hustedde' <pahustedde@express-scripts.com>; 'Randy Thompson' <randy.thompson@lm.doe.gov>; 'Tony Indihar' <indihar@swbell.net>

Subject: RE: Draft of LC agenda

Date: Wed, May 7, 2014 7:05 am

Unfortunately, I get home Sunday evening and leave for audits in the DC area Monday afternoon. I do have a few notes from the conference I can pass along now.

As you know, ASQ wants to increase its global appeal. There were a number of ideas floated, including partnering North American sections with LMCs to increase interaction.

Additionally, there is a push for the differences between how LMCs and sections are run to be reduced. One of the ideas is to do a review of both and keep best-practices from each in a single model for both.

There were a number of requests for more support from ASQ with tools (webinar capabilities, etc.) for sections. Along those lines, ASQ has acquired a survey tool, Qualtrics, and intends to build a database of survey questions that member organizations may use for a number of survey types. I didn't find anyplace on the Qualtrics site that mentioned text message input, but most of the social media sites are included.

ASQ is beginning an "Open Access" initiative. The idea is that all of the online content from all of the divisions will be available to all members. As you can imagine, there is some push-back from larger divisions. Expect to hear a call for ideas about how the divisions will be able to attract membership once limited-access online-content is no longer a discriminator. There is a long way to go with this one.

I think that's about all I have right now. I need to get ready for a couple of sessions this morning.

Ian

MEMBER UNITS KEY DATES

Date	Task	Who	Unit	Link
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 scholarsihp 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

Date	Task	Role	Level	Link
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	

Hi Denise,

I have done some work in the past with Bill Biermann at Professional Knowledge Solutions (PKS) here in St. Louis. He is looking for someone to do some training and probably follow-up consulting with one of his customers. Can you recommend one or more people that I can refer on to Bill?

Thanks, hope to see you at our joint meeting in April!

Ray Scott, CFPIM, CIRM

President

APICS – St. Louis Chapter

drscott2@att.net

314-304-8070

Denise and Ed,

It was a pleasure meeting you both in last night's monthly meeting. My initial thoughts are captured in the attached document. The words highlighted are items I'm not sure about due to my lack of understanding of the full quality community.

I look forward to discussing all of our ideas soon. Please let me know what you think our next steps should be.

Thanks,

Thomas Miller |Business Process Improvement| Service Division
Edward Jones |12555 Manchester Rd | St. Louis, MO 63131 | 314-515-9148 |

1. <u>What is the purpose of this program?</u>

   The purpose of this program would be to match less experienced quality professionals, (mentees), with more seasoned quality professionals, (mentors). Together they would work on a project to support a St. Louis area, not-for-profit organization.

2. <u>Who will qualify as a mentee?</u>

   Any section 1304 ASQ certified Six Sigma Green or Black Belt wanting more quality improvement experience may register as a mentee.

3. <u>Who will qualify as a mentor?</u>

   Section 1304 ASQ certified Six Sigma Black Belt or Master Black Belt with *X* years of quality improvement experience my register as a mentor.

4. <u>How would the not-for-profit organizations be identified and selected?</u>

   While this program seeks to provide quality improvement experience for the mentee, the program also seeks to successfully achieve the goal(s) of the not-for-profit organization. The not-for-profit organizations would be asked to submit an application containing information about the organization as well as information about their proposed improvement project. Not only would an application process provide ASQ with information needed to decide which organization(s) should be selected, but it also helps ensure that the organizations is motivated to solve their need.

5. <u>What types of projects would quality?</u>

   Although there would be no limits to the types of projects that could qualify, the types most conducive to Lean Six Sigma improvement would involve the identification and reduction of variation and waste.

6. <u>How would not-for-profit organizations be identified and invited to apply?</u>

   ASQ could partner with organizations like the United Way and 501Connect. Each of these has ties to many not-for-profit organizations. ASQ members could also refer not-for-profit organizations with which they are affiliated.

7. <u>Other questions and considerations:</u>

- What might such a program cost?
- What risks might be associated with such a project?
- How will the mentors and mentees be matched? (Belbin? Passion for the work done by the not-for-profit organizations?)
- How would the results of the projects be shared and with whom?
- Should the program be piloted first?
- How many projects will be completed each year, (assuming the pilot is successful)?

Should there be a time limit for the completion of the projects?