

ASQ SECTION 1304 MEETING MINUTES

October 14, 2014

Hacienda
9748 Manchester Road
St. Louis, MO 63119

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

PARTICIPANTS:

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

APPROVAL OF MINUTES:

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

TREASURER'S REPORT (Kat):

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

HQ NEWS:

ASQ.org events calendar [From Leadership Question of the Week]

Question: How am I expected to offset the cost of a planning meeting (G/A) with member value expenses? Should I invite less people to the planning meeting?

Answer: The PAR program requires that member units to utilize fundamental business planning techniques for managing their section or division. To manage operations effectively, leadership must determine the participation amount necessary to meet their member unit goals. Providing member value must be a key deliverable for the member unit. PAR does not discourage the participation from member unit leaders, but encourages them to develop products and services that provide value to members.

A comprehensive analysis was performed. The results of this analysis established a 70 percent requirement for yearly expenses to be budgeted for member value activities. Support of these activities can be the result of positive cash flows from activities, joint ventures, or accrual for semi-annual or tri-annual activities. Out-of-the-box thinking is encouraged, along with more participation and contributions from the member leaders is encouraged.

GOALS REVIEW:

Pam – no additional coupons

Discussion: how to increase meeting attendance, if coupons don't work. No resolution.

Putting just the dates on the membership meetings would be a jog for attendees.

Punch card, "attend 5, get one free"? Consider for next year.

Chris --- showed videos

CALENDAR REVIEW (Attachment #2)

Nominating Committee (Tony):

Section call for officer nominations states that nominations are due by 10/5/14 (to Engineer's Club) – posted on website.

<<Tony will e-mail the slate

Can new officers attend the November meeting to do budget, goals for January?

OFFICER'S REPORTS

Programming:

October: Warren Knowels

November: Dillep Shaw

December: Awards

Arrangements (Tony):

December 2nd: Orlando Gardens

Old trophy is being evaluated for refinement/updating

Nominating (Tony Indihar):

Status update on nomination slate (above)

<<<Will determine when scholarship information will be on website

Arrangements (Tony Indihar):

3rd Tuesday

Unfinished Business:

October Meeting:

Projector and screen and banner:

<<Print name badges: Kat will send Tony the roster

<<Denise will handle speaker gifts

<<Chris will introduce speakers

<<Ed will talk about volunteers

<<Tony will talk about scholarship

<<Ed will talk about VOC surveys

<<Chris will talk about next meeting

Volunteer/mentoring black belt subteam update (Cindy):

Presentation of progress – **Attachment #3**

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

STL Blues – Scott Trade (John): Might be available for Jan 20 or Feb 9, but won't know until
Nov 20

Cardinals – Chris will research

Boeing tour or sponsored event on their campus (Prolog room) – John will research

New Business:

Essex – PeopleFirst (Jim)

Conflict Resolution (Kat)

Valley Park Fire Dept.(Jim) CPR

Leader Training in Milwaukee (John) – for next year

NEXT MEETING:

November 18, 2014, 6:00 pm

Tony will book Greek – Spiro's (Greene's is a backup)

2275 Bluestone Dr

St Charles, MO 63303

REVIEW OF MINUTES AND ACTION ITEMS (Cindy)

ADJOURNMENT

➤ A motion to adjourn was made and seconded. Passed. Adjourned at 7:45 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
9/30/14	Section call for officer nominations ends (recommended, 30 day min required) Will be on website in September, that nominations must be in to the Engineers Club by 10/5	Section nominating committee chairs	Sec - Tony	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/5/2014	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
12/9/2014	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 Complete	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
1/13/14	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

Attachment #3 Mentoring Project Update

Pilot Mentor Project Charter

Owner	ASQ Section 1304	Contact Details	
Subcommittee	Eddie Davis, Cindy Duhigg	Contact Details	
Team Members	Thomas Miller		
Project Dates	May 8, 2014	Charter Rev Date	11/10/14

Element	Description	Details	
1. Project Name	Unique identifier for project	Pilot Project for the Mentoring Program	
2. Value Stream	Identify which Value Stream the project supports	Section 1304 operations	
3. Objective	What improvement is targeted, i.e., L/T or C/O Reduction, Productivity Increase, etc...	Demonstrate proof of concept for Mentoring Program	
4. Scope	Start & end points of project	Develop and execute a pilot project, on a small scale	
5. Benefits	What is the rationalization for the project?	Increase member value	
6. Metrics	Baseline metrics and targets so that improvements can be tracked		
	Metric	Baseline	Target
	Mentor recertification points	0 projects	1 project
	Mentee gains experience	0 projects	1 project
	Section 1304 has functional job descriptions for each role	Current State	6 Roles Flowcharted: Audit, Chair, Membership, Nomination, Secretary, Treasurer
ASQ National gains pilot	0 examples	1 example	
7. Schedule	Give the key milestones and Dates	Key Milestone	Date
		Revised Charter	September 9
		Revised Project Plan	September 9
		Approval for start	August 12
		Current State Assessment	August 12
		Ideal State Projection	August 12
		15% Completion (1 roles)	October 14
		50% Completion (3 roles)	November 18
Report to LC	December 16		