

ASQ SECTION 1304 MEETING MINUTES

November 18, 2014

Spiros
2275 Bluestone Dr,
St Charles, MO 63303

Call to order: At 6:01

Welcome and introductions: We were joined by Mark Lynch and Kyle Jeffers.

Business:

Quorum present determination (1 minute) Yes, a quorum is present.

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

Kyle Jeffers X

Minutes: Kyle Jeffers, new Certification Chair, Mark Lynch, Membership Chair.

Reading and approval of October minutes Minutes approved as amended (two speakers in October, no section meeting in November.

Treasurer's Report: Report was presented. 3rd qtr report accepted by National ASQ. Expenditure policy/check request explained by Kat to new members. Tax exempt form also.

HQ News: What can divisions and sections do for young professionals?

Get Denise to forward to me.

Question: What can divisions and sections do to provide continued support for Young Quality Professionals (YQP)?

Answer: Here is a sampling of what some divisions and sections have been doing to engage young professionals:

- ✓ Networking events targeted to young professionals, held in conjunction with the local section, and open to ASQ members and nonmembers. Informal locations that appeal to this demographic are selected.
- ✓ Section membership, which is already included for students, provides a chance to network with members, to "see professionals like us" at section meetings, and a conduit for their voice to be heard
- ✓ Institution of an Emerging Quality Professional award, which recognizes the top YQP contributor to the section each year, is a positive way to recognize the hard work that many of our newer /members have merited.

2014 Goals Review

Updates on goal achievements from Pam and Ian We made 2 goals, 2 goals not met and one goal was not achievable. 2015 goals to be established at 12/09/14 meeting

/
ASQ Calendar review Officers and committee member will be turned in by Ed this week.
(nov 18, 2014)

Confirmed we are on schedule to submission dates to national.

Officers' Reports:

Chris Anderson	Program Chair	No Report
Eddie Davis	Education Chair	No Report
Don Cooley	Certification Chair	More proctors needed for Dec Exams (submitted via email)
Ed Vallorani	Voice of the Customer Chair	Survey Results Training, topics, ability to use tools are main interests.
Ian Meggarrey	Internet Liaison	No Report
Jim Ebone	Placement Chair	No Report
John O'Reilly	Examining Chair	No Report
Kunita Gear	Recertification Chair	No Report
Pam Hustedde	Membership Chair	No Report
Randy Thompson	Audit Chair	No Report
Tony Indihar	Nominating Chair	No Report
Tony Indihar	Arrangements Chair	No Report

Unfinished Business:

Planning for December meeting – Are we ready??

Trophies, Scholarship, Agenda schedule, etc.

December 2 recognition Set up a code for a free dinner meeting if you pass an exam.

Need a way to do this for people in the 2013-2014 time frame. Pull the list for exam pass people. Pay at the door for new certifications.

Questionnaire/presentation for December meeting by Ed.

Scholarships/awards/recognition by our group.

New Business: Budget and Business plan for 2015

Budget will be proposed and passed around by email, finalized at next LC on 12/9. Also Business plan

Scholarship winner was selected. Kevin Smith was selected.

Volunteer Excellence single event for service to the section. Kat and Denise to present. Vizou not awarded. Dr. Bob award to John, Tony to present. Volunteer excellence; John to present/introduce the award.

Recognize the passing of Eric Schellenberg and Rob Herhold since our last awards night.

Announcements:

Next meeting will be Location: Ed will determine.

Review of Minutes and Action Items –John

Denise gave Ed the Office Max tax free card. Update LC contact memberships

kjeffers@psualum.com

mark Lynch mbl0429@gmail.com

Adjournment: at 8:22

10/20/2014	Section Quarterly Financial Report (3rd QTR - SEP)	Section treasurers	Sec	http://asq.org/members/leaders/monthly-and-quarterly-reporting-sections.xls
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
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
11/1/2014	Section officer and committee lists due	Section secretary	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
12/15/2014	Section Budgets Due	Treasurer	Sec	
12/15/2014	Section Business Plans Due	Chair	Sec	
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	

**Treasurer's Report – ASQ section 1304
LC meeting – November 18, 2014
Bank Balances as of 10-31-2014**

Account Information

MM Balance: \$57,570.77
 Checking Balance: \$22,035.36
 Petty Cash: \$150.00

Treasurer Notes:

3rd Quarter report has been accepted by National
 Outstanding charge from October, needing an approved request \$100 (Speaker cards)

Month	Checking Balance	Money Market	petty cash	Misc Acct	Total
Sep '14	\$19,440.64	\$57,568.33	\$150.00		\$77,158.97
Aug '14	\$19,595.61	\$57,565.96	\$150.00		\$77,311.57
Jul '14	\$18,137.92	\$57,563.52	\$150.00		\$74,462.72
Jun '14	\$16,751.62	\$57,561.08	\$150.00		\$74,462.72
May'14	\$17,633.19	\$57,558.71	\$150.00		\$75,341.90
Apr'14	\$14,709.16	\$57,556.27	\$150.00		\$72,415.43
Mar'14	\$12,512.81	\$57,553.90	\$150.00		\$70,216.71
Feb'14	\$10,902.41	\$57,551.46	\$150.00		\$68,603.87
Jan-14	\$10,870.82	\$57,549.25	\$150.00		\$68,570.07
Dec'13	\$15,279.51	\$57,546.81	\$150.00	\$20.05	\$72,996.37
Nov'13	\$15,874.69	\$57,544.37	\$150.00	\$25.00	\$73,594.06
Oct'13	\$14,469.72	\$57,541.01	\$150.00	\$25.00	\$72,185.73
Sept'13	16,475.84	\$57,535.59	\$150.00	\$25.00	\$74,186.43
August'13	\$15,338.92	\$57,529.92	\$150.00	\$25.00	\$73,043.84
July'13	\$12,414.84	\$57,524.06	\$150.00	\$25.00	\$70,113.90
June	\$10,928.60	\$57,512.53	\$150.00		\$70,454.31
May	\$10,928.60	\$57,512.53	\$150.00		\$68,591.13
April	\$7,966.35	\$57,506.67	\$150.00		\$65,623.02
March	\$7,831.47	\$57,501.00	\$150.00		\$65,482.47
February	\$6,040.06	\$62,494.80	\$150.00		\$68,684.86
Jan-13	\$8,698.59	\$62,482.39	\$150.00		\$71,330.98

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 for the section or against any section accounts.** 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.**