

**Location:** [Syberg's Gravois](#)

7802 Gravois Road  
Saint Louis, MO, 63123  
(314) 832-3560

**Call to Order:** Welcome 6:02Pm

**Attendance and Quorum:**

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

**Minutes:** July 13, 2015 minutes were accepted as presented

**Treasurer's Report:** Quarterly report has been submitted and accepted by ASQ National. The treasurer computer needs to be replaced. Cindy presented amazon quotes. A motion passed to purchase a computer and the needed software (Quickbooks). Alloted amount, up to \$600. Still to determine, what to do with the old computer.

**2015 Goals Review:**

YMCA Book Fair: achieved 16 out of the goal

**How to better engage members in volunteer activities?**

Ideas discussed:

- Get nominations from the members, whittle to 3-5, have votes
- Do something at the meetings such as wrap presents, have toys brought to the December meeting
- Meet at a food bank and pack food

What are RU's? May be able to arrange something, depending on activity

Joint meeting: achieved 1/1 (APICS)

Maybe set up a second in December

3: ½ day seminars: 1 complete, 2<sup>nd</sup> set for Sept 26<sup>th</sup> (topic?) and 3<sup>rd</sup> set for Nov 7<sup>th</sup> (Kim Rochetti)

Growth Goal: Improve / engage: Mentorship -- 2 pair: status?

**Chair Topics:**

- Action item review

Old Items:

WebEx / Go To meeting: Appr. \$440/year up to 25 or 30 people

Also discussed Fuze, Google Hangouts.

Purpose/ Need for internet offering: use for out of town members or Speakers

- Actions:
1. Sign up for free trial – **Ed**
  2. Get an out of town speaker to do a trial – **John**
  3. Set up a speaker test to broadcast out – Hold until actions 1 & 2 prove successful

Treasurer computer – motion to purchase a computer & software up to \$600 -- **Cindy**

Disposition of old computer ? -- **LC**

## LC Meeting Agenda

August 31, 2015

Growth Retention Rate: Ed did not attend the previous conference call, will bring it up at the Sept meeting  
 Chris needs to post October meeting venue information

- ASQ Calendar Review
  - Dec items need to be finalized by Mid-Sept (i.e Dec Exams)
- 2016 LC
  - Mark Lynch has agreed to be Vice Chair next year.
  - Need Mentorship chair
  - Will need membership chair with Mark moving to Vice chair
- LC meetings will stay on the 2<sup>nd</sup> Monday of the month
- Member meetings will move back to 3<sup>rd</sup> Tues of the Month

### Committee Reports:

Certification	Kyle Jeffers	October Exams	No report
Programs	John O'Reilly	Upcoming Programs	Murder Mystery –Cindy was still pursuing for Dec – LC determined too expensive <b>John to pursue a speaker for Dec (bring recognition back)</b> Joint meeting with APICS in Dec – NO Pursue PMI or similar for future joint meeting
Education	Thomas Miller	Classes and Workshops	2 changes in progress: BB: 3 people CQMOE: cancelled Dec: GB, CQA/CQE, qual. Inspect classes St Charles Comm. College: get info out to Steve
Arrangements	Tony Indihar	Upcoming Venues	Sept: Engineer Club (Tony) Oct: Magianno's Dec: Dave & Busters – to be confirmed  SPRING CONFERENCE: Tony to chair, need venue / speakers
VoC	Steve Flick	Survey Results	No report
Website	Chris Anderson	Planned Updates & Discussion	Need information to get it up to date
Social Media	Bryan Signaigo	Update	New members on LinkedIn FB page is started, news & pictures How about using the FB page to send out congrats to award recipients? 25 new certified people – list to be sent to Bryan for FB

### New Business: (15 minutes)

- Section 1304 / Bizmanulz business alliance

### Needs for Upcoming Meeting:

### Review of Minutes and Action Items:

1. Disposition of old treasurer's computer, once the new one is purchased and verified no issues. LC
2. DECEMBER meeting actions:
  - Find Emcee / host – Cindy
  - Discuss / establish EpWorth Home needs – Cindy  
(1 toy = drink coupon, one person)
  - Find someone to take pictures during December meeting – Chris A. (what about all meetings?)
3. Spring Conference: (Tony to chair)
  - Need volume (150-200 people) to make money
  - Determine 1 day with longer sessions or 2 day conference
  - Committee: make plea at member meetings
  - Will need: Venue; Speakers (keynote speakers); Food
4. 2016 Budget Planning: Section draft budget & business plan due 12/15/15
5. Policy to cover partnering with companies for training
  - a. Does KC section have an MOU to benchmark from – Ed
  - b. Sub-committee to discuss concerns, pros & cons; how to avoid appearance of favoritism -- Kat
  - c. How to advertize: is it BizManual class or ASQ class (is there similar being done elsewhere within ASQ?)
  - d. Check National site for guidelines – Kat
  - e. Where are the section Bylaws? – Ed
    - i. Request proposals from others
    - ii. Who is responsible for materials / handouts
    - iii. Who is responsible for instructors
    - iv. Who handles registrations

**Next Location:** 6:00PM at Clayton Plaza Hotel (formerly the Crowne Plaza Hotel) in Clayton.

The correct address is: [7750 Carondelet Avenue, Clayton, MO 63105](http://www.claytonplaza.com).

### Adjournment

## St. Louis Section Calendar

Month	Date	Action	Responsible
September	9/14/2015	Program Chair finalizes speakers for December meeting	Program Chair
	9/14/2015	Arrangements Chair finalizes Venue for December meeting	All
	9/15/2015	September Monthly Meeting	Program Chair
	9/21/2015	Program Chair sends details of December meeting to VoC	Program Chair
	9/21/2015	Program Chair sends details of December meeting to Webmaster	Arrangements Chair
	9/21/2015	Arrangements Chair sends details of December meeting to VoC	Arrangements Chair
	9/21/2015	Arrangements Chair sends details of December meeting to Webmaster	Secretary
	9/21/2015	Finalized August minutes sent to Webmaster for posting	Webmaster
	9/25/2015	Webmaster posts final August minutes on website	Webmaster
	9/28/2015	Webmaster posts December meeting details on website	VoC Chair
	9/29/2015	VoC begins to promote December Meeting	All
	9/30/2015	3rd QTR ENDS	
October	10/1/2015	Section announces officer slate to members (recommended)	Nominating Chair
	10/1/2015	Section elections begin (if needed, recommended)	All
	10/1/2015	4th QTR BEGINS	Nominating Chair
	10/1/2015	Nominations due for all Society Awards and Medals	Treasurer
	10/1/2015	Division Preliminary Budgets Due	Chair
	10/1/2015	Division Preliminary Business Plans Due	Certification Chair
	10/3/2015	Oct. Cert. Exams	Education Chair
	10/5/2015	Classes Begin for Dec. Exams	All
	10/12/2015	Section 1304 LC Meeting	Secretary
	10/19/2015	Finalized September minutes sent to Webmaster for posting	All
	10/20/2015	October Monthly Meeting	Webmaster
	10/23/2015	Webmaster posts final September minutes on website	Nominating Chair
	10/30/2015	Section Elections End (if needed, recommended)	Chair
	10/30/2015	Sections appoint incoming committee chairs (recommended)	Treasurer
	10/31/2015	Section Quarterly Financial Report (3rd QTR - SEP)	Secretary
November	11/1/2015	Section officer and committee lists due	Program Chair
	11/2/2015	Program Chair finalizes speakers for January meeting	Arrangements Chair
	11/2/2015	Arrangements Chair finalizes Venue for January meeting	Education Chair
	11/6/2015	Education Chair finalizes locations and instructors for classes for Mar. Exams	All
	11/6/2015	Member Leader Orientation - Milwaukee, WI	All
	11/6/2015	Member Leader Reception in Milwaukee, AZ	Program Chair
	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	Arrangements 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	All
	11/9/2015	Section 1304 LC Meeting	Education Chair
	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

## LC Meeting Agenda

August 31, 2015

Month	Date	Action	Responsible
	11/13/2015	Education Chair sends details of April classes to Webmaster for Mar. Exams	Webmaster
	11/16/2015	Webmaster posts January meeting details on website	Webmaster
	11/16/2015	Webmaster posts classes on website for Mar. Exams	Secretary
	11/16/2015	Finalized October minutes sent to Webmaster for posting	VoC Chair
	11/17/2015	VoC begins to promote January Meeting	VoC Chair
	11/17/2015	VoC begins to promote classes for Mar. Exams	Webmaster
	11/20/2015	Webmaster posts final October minutes on website	Program Chair
	11/30/2015	Program Chair finalizes speakers for February meeting	Arrangements Chair
	11/30/2015	Arrangements Chair finalizes Venue for February meeting	Nominating Chair
		Member unit awards proposals submissions due to Awards Board for Feb	
	11/30/2015	BoD agenda	Nominating Chair
		Member unit awards scholarship submissions due to Awards Board for Feb	
	11/30/2015	BoD agenda	Nominating Chair
		Member unit Testimonial Awards nominations due to Awards Board for Feb	
	11/30/2015	BoD agenda	