

Location: Seven Gables Inn
26 N. Meramec
Clayton, MO 63105

Time: 6:00 – 8:00

Attendance and Quorum:

Chris Anderson	X	Katie Castree	X	Don Chimanda	X	Jim Ebone	X	Kat Gowins	
Tony Indihar	X	Kyle Jeffers	X	Mark Lynch	X	David Maack	X	Vicki Mercer	X
Thomas Miller		Sandra Mohr	X	John O'Reilly	X	Bryan Signaigo	X	Ed Vallorani	X

New Action Items from July Meeting:

- Finalize investing savings with ASQ HQ – Kyle / Mark
 - Obtain speaker items for September membership meeting and provide to Chris and Don – John
 - Follow-up with Don about e-mails to membership – Mark
 - Set October membership meeting location – Tony
 - Post to section LinkedIn page – Bryan
 - Follow-up with David on education discussion – Mark
 - Work with Don on updating and sending the weekly e-mails – Ed
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Minutes – Mark

- Mark discussed the minutes from last meeting. Motion to accept the minutes as posted – Sandra. Second – Jim. All were in favor.

Treasurer's Report – Kyle

- Not a lot going on due to summer months, however everything is paid and up to date. There is currently \$11,350 in checking, and \$57,635 in savings which will be invested with ASQ HQ soon.

Action Item Review – Mark

- Action items were reviewed in individual reports.

Committee Reports

Programs – John

- We have three speakers/two presentations for September but have not received all info yet.

Arrangements – Tony

- We are set for the Engineers' Club in September. Nothing for October or Nov/Dec meetings. It was noted that the May meeting had low attendance, and that e-mails to members have been sporadic. Mark will follow-up with Don.
- Please start thinking about nominations for upcoming officers as well as December awards.

Social Media – Bryan

- LinkedIn group has received a few new members, but posts are minimal. Will post something to our LinkedIn group, e.g. example of ASQ monthly membership gifts.

Website – Chris

- Awaiting speaker inputs for St. Louis conference, training, etc.

Education – David

- David and Vicki were unable to meet due to David's schedule, so they each provided individual updates.
- David discussed pricing and proposed that we reduce the cost of training to its earlier rates: member rate \$350 (reduced from \$450) and non-member rate \$399 (reduced from \$499). Costs include teacher (\$50 per contact hour totaling \$1200), classroom (\$200-\$300 per class), and books (currently \$125/1 student but group discounts available at \$600/6).
- Discussion was that lowering the price may increase attendance, but also that it takes about 5 students to breakeven. Volunteer instructors were also proposed, which has been done by other sections. It was also noted that computer-based testing availability has decreased the sense of urgency to prepare for and take exams.
- Vicki proposed that each class only be offered once per year, but that we increase advertisement in advance. She has created a draft schedule based on when exams are offered. Her schedule also includes Six Sigma Yellow Belt being free – we absorb the cost but promote continuation to Green Belt and Black Belt. She also discussed lowering the price when we have more students, akin to the group rates we use for section conferences.
- The question of instructors/students holding classes "offline" when classes are cancelled was also raised; this diminishes our market for students – tabled for later.
- John motioned to set prices at \$425 for non-members and \$375 for members. Second – David. Motion passed.
- The group also discussed the need for increased advertisement of classes – VOC e-mails, website, etc.
- Ed motioned to set a minimum of 4 students per class. Second – Jim. Motion passed.
- Number of classes offered will be left to discretion of the Education Chair.

VOC – Don

- Don requested support in his position due to busy schedule – the time consuming aspect is updating and sending e-mails; the 123SignUp portion is manageable. Ed was willing to work with Don on how to best complete the weekly e-mails.

Conference – Vicki

- Almost all speaker slots are filled; we are in need of a Risk Management speaker, preferably from the healthcare or service industry. Venue and sponsorships are also well-positioned to meet all timelines/budgets.

Recertification – Vicki

- As previously mentioned, members can now submit membership for RU's.

Membership – Sandra

- Monthly membership lists are available, including continuing, new, renewed, and unpaid (past renewal date) members. As of June, our section has 236 members and 498 renewing, totaling 768 (difference is 34 who are unpaid and not removed yet). Our retention rate is 68.7%. Sandra noted that there is a portion of our membership who is unreachable by e-mail; she will investigate who makes up this group.

Community Outreach – Thomas

- No update.

Mentorship – Open

- No update.

Placement – Jim

- Jim assisted two members with getting jobs and is actively working with two others.

Audit – Kat

- No update.

ASQ Calendar Review – Mark

- Mark reviewed the calendar; no changes.

Old Business – Convergence-17 Conference Update – Mark

- Mark sent out the financials that were prepared. Loss was ~\$2300 divided among 5 participating organizations. Motion to pay the bill – Sandra. Second – John. Motion passed.

New Business – Strategy Meeting Update – Vicki

- Vicki distributed a report from the strategy group's meeting. It included four 2018 goals of recruiting new members, retaining existing members, promoting certifications, and establishing LC metrics. Ideas on methods to achieve these were also included. Strategy group consisted of Mark, Vicki, Katie, Kyle, Sandra, and Thomas.
- The group noted that the "ASQ Cash" mentioned would only be "1304 Cash" useable at our section events.
- Sandra proposed an additional method of increasing communication with *new* members specifically in order to retain them, as they're less committed than >5 year members.
- There was much discussion on the strategy so far, including level of detail needed and whether it is adding many programs as opposed to just replacing some. Further discussion tabled until next meeting.

New Business – Quality Consultants Guide – Mark

- Mark shared a request regarding consultants. Group decision was to keep business separate from ASQ Section as a non-profit. Options would include attending a meeting in order to meet others or joining our section LinkedIn and post there.

Review of Minutes and Action Items – Katie

- Katie reviewed the new action items.

Next Meeting/Location – Mark

- August 8th – Seven Gables

Adjournment

- Motion to adjourn – Ed. Second – Sandra. All were in favor.