

Location: [Clayton Plaza Hotel](#) (formerly Crowne Plaza Hotel) private room in restaurant
 7750 Carondelet Ave
 Clayton, MO 63105
 (314) 726-5400

Call to Order: Welcome 6:05

Attendance and Quorum:

Ed Vallorani	X	Chris Anderson	X	Steve Flick		Vicki Mercer	X	John O'Reilly	X
Kat Gowins	X	Denise Arthur	X	Tony Indihar		Thomas Miller	X	Bryan Signaigo	X
Cindy Duhigg	X	Jim Ebone	X	Kyle Jeffers	X	Sandra Mohr		Randy Thompson	X
Mark Lynch	X								

Minutes: March meeting minutes accepted as sent out

Treasurer's Report: 1st quarter report was submitted to the LC for review, the audit committee did not accept the report. Changes will be needed before approval and submittal.

Action item review:

Cindy to send Feb meeting minutes to secretary by Friday March 11th - **sent to Chris**

- Steve to look at using 123 to set up survey for use after the meetings - **pending**
- ALL LC chairs to send position description to Mark for posting on SharePoint – **to be submitted to Mark before 5/2; membership chair & Recert chair are complete; this should be a description of the duties of the position you are doing**
- Kyle to send exam dates to Cindy so she can follow up with Engineers club for invoicing -- **Engineers club is caught up**
- Cindy to develop a complaint form for member versus non-member costs. (to be used by those members that complain at check in and request refunds. The form will be given to Steve for investigation – **complete, to be put on web (Chris A)**)
- Kat send Jan meeting minutes to Chris if not posted on web -- **Meeting minutes on web**
- Randy to set up followup meeting to discuss treasurers concern about job creep -- **pending**

WCQI: *all members going report travel, hotel, reservations etc all taken care of*

2016 Fall Conference:

April committee meeting will be held at the Milinium center at UMSL for the committee can review the venue and catering.

11 / 12 speakers are confirmed

1 keynote speaker is willing but Steve M. is waiting on other to confirm or decline

Business cards were passed out for review, the intent to hand them out at WCQI and other places to advertise the conference. Some changes were recommended

***Ed to check out projectors or confirm connections – he sent info to Tony about getting 4 each VGA to HDMI cords*

ASQ Credit Card Processing Account:

Square1 versus Paypal: LC reviewed the information Mark supplied comparing the two options; motion was passed to pursue Paypal

***TABLE: whether to charge more at the door to process credit charges for walkins until we get some history with using the option*

SLU Spring 2017 Conference: *Date set – Thursday Feb 16, 2017 “Gateway to the Best”; site: SLU*

Pricing to be set to break even at a minimum; Keynote speakers with 3 sessions (20-30 min followed by discussions); Possibly at craft brewery for the happy hour;

Planned attendance: 200

Name Branding / Public Awareness of various organizations in our area

Who is the target audience? TBD

Ed & Mark to continue to gather information and keep the LC up to date

LC Meeting Agenda

April 12, 2016

Training Alliance Subcommittee Report : *MOUs drafted and committee approved. Will modify for each of the submitted companies and be sent out; Motion that the vice chair will sign for the section since current chair is part of one of the companies.*

Committee Reports:

Programs	John O'Reilly	Upcoming Programs	Tour for april mtg: no speaker gifts this month May: Vickie to speak at the Engineers club with Wine tasting and speech Sept is close to complete Oct complete Dec ?? repeat last years format? discuss at future meeting
Education	Thomas Miller	Workshops	Filled CQE class – will not have to cancel this round All classes are In 123 & on web ½ day seminars : no change to class or seminar prices at this time
Arrangements	Tony Indihar	Upcoming Venues	Ed talked to Engineers club, will confirm and find out new contacts and what we can expect moving forward with them and new management
VoC	Steve Flick	Survey Results	
Social Media	Bryan Signaigo	Update	Postings to Linked In & Facebook
Website	Chris Anderson	Website Redesign	Needs May information to post; Needs more conference information (speaker information / slides) by May 1st
Mentorship	Denise Arthur	Program Update	Two programs presented with similar plans, both plug & play; Insala @ \$5000 / 8 hr program HD&L (Asq affiliated): \$2500 / 4 hr program (with max \$1000 travel expenses) – he is available the end of Oct (Oct 22 nd) Will need a location and to establish pricing Do we want to offer Books?
Vice-Chair	Mark Lynch	Position Description Update	These are due to Mark ASAP but no later than 5/1/16; these are to be descriptions of what you are doing to fulfill the needs of your LC position
Certification	Kyle Jeffers	March Exams	NO update
Other Chairs		Recert Chair	Kunita was using a PO box to receive Recerts; Vickie will pursue that along with promoting ONLINE submissions

ASQ Calendar Review

- 4/19 April LC Meeting minutes published
Revised March LC Meeting minutes sent to Webmaster
- 4/12/2016** LC Meeting
- 4/19/2016** April Monthly Meeting
- 5/9/2016** LC Meeting
- 5/24/016** May Monthly Meeting
- 6/14/2016** LC Meeting

New Business: N/A

Needs for Upcoming Meeting:

April meeting:

ED: confirm if walkins will be allowed
Mark will be back up for registration;
no banner or screen will be needed

Ed to send directions, venue information, parking, dress code if applicable and any other special instructions to **Chris** for posting on the web & **Steve** for email blast

Review of Minutes and Action Items:

Ed: Verify all 4 projectors are in working order

Tony: purchase 4 ea VGA to HDMI cords for the projectors (to address the different connections on new computers)

Ed: follow up with Engineers club about May meeting – also confirm who contacts are and what expectations with the change in management (e.g. Kurt always did the grilling for our meetings there,); also Kyle had noted that at the last exams no one was present, but someone did unlock the doors – how will that be handled in the future?

Ed: call the meat & grill vendor for the May meeting @ Engineers club

Cindy: call 3 Leaves for catering the May meeting at Engineers club

Cindy: purchase table tents to use to advertise classes at the meetings

Tony: make sure all up to date information is to Chris for Web on the Fall conference (speaker info etc – **John O'Reilly**)

Mark: Verify if PAppal mobile reader will need internet connection

John O / Katie: send or put conference speaker info in drop box or Google drive for Posting to the webpage

Vickie: get post office box fees to receive mailed recert books; also put together a plea and information for Online submissions of recerts

Denise: forward the HD&L info to Ed for review & distribution to LC

Next Location: Clayton Plaza Hotel Grill, 6PM NOTE THIS WILL BE MONDAY MAY 9th not Tuesday

Adjournment: 8:05

All

4/12/2016	LC Meeting
4/19/2016	April Monthly Meeting
5/9/2016	LC Meeting
5/24/016	May Monthly Meeting
6/14/2016	LC Meeting

Arrangements Chair

4/22/2016	Arrangements Chair sends April meeting attendance information to LC
5/27/2016	Arrangements Chair sends May meeting attendance information to LC

Certification Chair

6/4/2016	June Certification Exam
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Chair

4/15/2016	Make reservations for May LC meeting
5/4/2016	Send agenda for May LC meeting
5/13/2016	Make reservations for June LC meeting
6/8/2016	Send agenda for June LC meeting
6/17/2016	Make reservations for July LC meeting

Education Chair

5/20/2016	Education Chair processes check requests for class instructors
5/27/2016	Education Chair issues RU letters for instructors and students

Membership Chair

4/2/2016	Membership Chair requests March certification pass list from ASQ
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4/7/2016	Membership Chair sends 123signup certification promotion code file
4/8/2016	Membership Chair downloads membership data from asq.org
4/8/2016	Membership Chair sends 123signup member data file
4/13/2016	Membership Chair sends 123signup new member promotion code file
4/15/2016	Membership Chair sends new member welcome letters
5/6/2016	Membership Chair downloads membership data from asq.org
5/6/2016	Membership Chair sends 123signup member data file
5/11/2016	Membership Chair sends 123signup new member promotion code file
5/13/2016	Membership Chair sends new member welcome letters
6/3/2016	Membership Chair downloads membership data from asq.org
6/3/2016	Membership Chair sends 123signup member data file
6/8/2016	Membership Chair sends 123signup new member promotion code file
6/10/2016	Membership Chair sends new member welcome letters

Program Chair

Secretary

4/19/2016	April LC Meeting minutes published
4/19/2016	Revised March LC Meeting minutes sent to Webmaster
5/17/2016	May LC Meeting minutes published
5/17/2016	Revised April LC Meeting minutes sent to Webmaster
6/21/2016	June LC Meeting minutes published
6/21/2016	Revised May LC Meeting minutes sent to Webmaster

Social Media Chair

Treasurer

4/15/2016	1 st Quarter financial reports due to ASQ National
4/29/2016	Treasurer to send March transaction data to Chair for financial analysis
5/27/2016	Treasurer to send April transaction data to Chair for financial analysis
6/24/2016	Treasurer to send May transaction data to Chair for financial analysis

VoC Chair

4/29/2016	VoC sends April meeting survey report to LC
6/3/2016	VoC sends May meeting survey report to LC

Webmaster

4/22/2016	Webmaster posts final March LC Meeting Minutes
5/20/2016	Webmaster posts final April LC Meeting Minutes
6/21/2016	Webmaster posts final May LC Meeting Minutes