

**Location:** J. Buck's – Carol Buck Room  
 101 South Hanley Road  
 Clayton, MO 63105  
 (314) 725-4700

**Call to Order:** Meeting opened at 6:02PM

**Attendance and Quorum: a quorum was met**

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

**Minutes:** The minutes from the January LC meeting were accepted with corrections to the 2 Goals

**Treasurer's Report:** Cindy will send out the treasurer's report after the meeting

**2015 Goals Review:**

- The kick off meeting for the YMCA book fair is Sat Feb 28<sup>th</sup>. Ed will give and update at the next meeting.
- Thomas will reach out to Ed to review past practices in regards to the half day seminars.
- Ed will send his VOC work instructions to Cindy. A standard format to be established for the process maps and work instructions for each position.

**Mentorship Committee Report:**

- Cindy reviewed the project summary / results / learnings
- Cindy and Thomas brought Nick up to speed on what occurred last year
- Will be reviewed with the Members at the February Member meeting
  - What is the success criteria for the project – 6 LC team member Job descriptions
- A discussion of whether the Mentorship project was only about Black belt to non-profit or should include mentor pairings in other topics. What types of mentors do the members want?
  - How to qualify the mentors and mentees; Build a sub-committee / post a mentorship survey on the web
  - Can RUs be given for the mentor / mentee's?

**Committee Reports:**

Programs	John O'Reilly	Upcoming Programs	Mar 19 <sup>th</sup> – Lori Rause, Boeing, 6 sigma Apr - Dawn Newman, Boeing, coaching & lean improvement May – Amy Slovatek, Value stream mapping <u>Expanding the meeting survey to ask what tools people want to hear about</u>
Education	Thomas Miller	Classes and Workshops	The april instructors are set-up, St Charles & STLCC are set up for rooms He has invoices for books for the current sessions.

## LC Meeting Agenda

February 9, 2015

Arrangements	Tony Indihar	Upcoming Venues	Favazza's set up for Feb mtg, Mar 19 <sup>th</sup> Apr 16 <sup>th</sup> May is at the Engineers club – <u>will the SEED students perform?</u> Kenricks will need to be contacted, along with 3 leaves for the side dishes
VoC	Steve Flick	Update on Weekly Emails	Add tool concepts to the survey
Website	Chris Anderson	Planned Updates & Discussion	Posted meeting notes; future meeting dates; classes & members
Mentorship	Nick Beary	Update	**See above
Certification	Kyle Jeffers	March Exams	
Audit	Randy Thompson	Annual Audit	Year end report to be reviewed and signed at the end of the meeting; (report was signed and sent off prior to the 14 <sup>th</sup> due date); Audit was done of the books at the Jan member meeting, all looked good
Other Chairs			

**ASQ Calendar Review:** Ed to add LC & member meeting dates to the calendar. All need to get caught up on meetings.

**New Business:** (15 minutes)

- April joint meeting with APICS, CSCMP and Transportation Club \*\* Need MOU / proposal ; this could be a 2nd meeting for the month of April
- Renewal of Engineers Club affiliate society agreement; discussed, motion to approve the payment of this passed
  - Engineers club want to pitch to the LC about their remodel project – to be set up by Ed
- Pay by check process
- One group from Mallinkrot has an entry to World Conference team presentations
- Special cases for sign-ups – how to address, at this time will be handle on a case by case basis
- The SEED program will be over the end of this year, Cindy & Tony will propose something special to do for Susan and her team.

**Next Location:** Helen Fitzgeralds; March 9<sup>th</sup>  
(remember the LC meeting are the 2<sup>nd</sup> Monday of the month this year)

**Review of Minutes and Action Items:** see italized, underlined items

**Adjournment:** 8:03 pm

### St. Louis Section Calendar

Month	Date	Action	Responsible
January	1/1/2015	1st QTR BEGINS	All
	1/1/2015	Section officer and committee terms begin (1 year)	All
	1/8/2015	Miscellaneous income reporting due (1099)	Treasurer

## LC Meeting Agenda

February 9, 2015

	1/12/2015	Member leader events at World Conference - registration opens	All	
February	2/2/2015	Program Chair finalizes speakers for April meeting	Program Chair	
	2/2/2015	Arrangements Chair finalizes Venue for April meeting	Arrangements Chair	
	2/6/2015	Education Chair finalizes locations and instructors for classes for June Exams	Education Chair	
	2/9/2015	Program Chair sends details of April meeting to VoC	Program Chair	
	2/9/2015	Program Chair sends details of April meeting to Webmaster	Program Chair	
	2/9/2015	Arrangements Chair sends details of April meeting to VoC	Arrangements Chair	
	2/9/2015	Arrangements Chair sends details of April meeting to Webmaster	Arrangements Chair	
	2/12/2015	Education Chair creates classes in 123signup for June Exams	Education Chair	
	2/13/2015	Education Chair sends details of April classes to VoC	Education Chair	
	2/13/2015	Education Chair sends details of April classes to Webmaster for June Exams	Education Chair	
				Treasurer/Audit Chair
	2/15/2015	Annual financial report/audit due		
	2/16/2015	Webmaster posts April meeting details on website	Webmaster	
	2/16/2015	Webmaster posts classes on website for June Exams	Webmaster	
	2/17/2015	VoC begins to promote April Meeting	VoC Chair	
	2/17/2015	VoC begins to promote classes with April start for June Exams	VoC Chair	
	2/27/2015	Member Leader Orientation - Phoenix, AZ	All	
	2/27/2015	WCQI (2015)- Exhibit Booth Furnishing Orders Due	All	
	2/27/2015	Member Leader Reception in Phoenix, AZ	All	
	2/28/2015	Section Leader Excellence Award Deadline	All	
2/28/2015	Section awards proposals submissions due to Awards Board for May BoD	Nominating Chair		
2/28/2015	Section scholarship proposals submissions due to Awards Board for May BoD	Nominating Chair		
2/28/2015	Section testimonial awards nominations due to Awards Board for May BoD	Nominating Chair		
March	3/9/2015	Program Chair finalizes speakers for May meeting	Program Chair	
	3/9/2015	Arrangements Chair finalizes Venue for May meeting	Arrangements Chair	
	3/13/2015	Deadline to promote World Conference and get recognized	All	
	3/16/2015	Program Chair sends details of May meeting to VoC	Program Chair	
	3/16/2015	Program Chair sends details of May meeting to Webmaster	Program Chair	
	3/16/2015	Arrangements Chair sends details of May meeting to VoC	Arrangements Chair	
	3/16/2015	Arrangements Chair sends details of May meeting to Webmaster	Arrangements Chair	
	3/23/2015	Webmaster posts May meeting details on website	Webmaster	
	3/24/2015	VoC begins to promote May Meeting	VoC Chair	
3/31/2015	1st QTR ENDS	All		
<b>Month</b>	<b>Date</b>	<b>Action</b>	<b>Responsible</b>	
April	4/1/2015	2nd QTR BEGINS	All	
	4/3/2015	RD Nomination Period Begins	Chair	
	4/6/2015	Classes Begin for June Exams	Education Chair	
	4/16/2015	April Monthly Meeting	All	
	4/17/2015	Member leader events at World Conference - registration closes	All	
	4/30/2015	World Conference registration closes	All	

# LC Meeting Agenda

February 9, 2015

4/30/2015 Section Quarterly Financial Report (1st QTR - MAR)

Treasurer