

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

**Call to Order:** 6:01 PM

**Attendance and Quorum:**

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

**Minutes:** *April minutes accepted as sent via email. Motion by Jim, seconded by Tony*

**Treasurer's Report:** *2016 accounting shows appr. \$3900 carryover costs from 2015 comprised mainly of Engineer's club, scholarship & instructors pay.*

*The monthly report was submitted and accepted, motion made by Tony & seconded by Chris*

*The first quarter report for National (through 3/31/16) was submitted to committee.*

**Action item review:**

**All**

- LC chairs to send position description to Mark for posting on SharePoint **before 5/2**  
*Mark reported chairs submitted so far: membership, education, recert, social media, vice chair. Still waiting on others*

**Ed:**

- Verify all 4 projectors are in working order
- 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?  
*Dates for meeting & exams on calendars*

**Tony:**

- Purchase 4 ea VGA to HDMI cords for the projectors (to address the different connections on new computers)  
*Charge to section*
- Call the meat & grill vendor for the May meeting @ Engineers club  
*Final number by the 19th*
- Make sure all up to date information is to Chris for Web on the Fall conference  
*Need the key not speaker finalized; prefer Word format but will accept pdf if necessary; send LOGO & format; sign up for specific sessions (123 will have to be set up to accommodate)*

**Cindy:**

- Call 3 Leaves for catering the May meeting at Engineers club
- Purchase table tents to use to advertise classes at the meetings  
*DONE*

**JohnO/Katie:**

- Send or put conference speaker info in drop box or Google drive for Posting to the webpage

- Mark:**
- Verify if Paypal mobile reader will need internet connection  
*Yes it **will** need an internet connection, will sync to cellphone*
- Vickie:**
- Get post office box fees to receive mailed recert books; also put together a plea and information for Online submissions of recerts  
*DONE; registered to ASQ Section 1304 Recert Chair*  
*Two people can have access: the recert chair & recommend either the Chair or Vice Chair*
- Denise:**
- Forward the HD&L info to Ed for review & distribution to LC -- **complete**  
*Distributed to the LC by Ed*

### May Meeting Updates:

Issues with the Engineers club: no access at will, make an appointment? Deloris, is the facilities director, contact her. Winery can bring in samples and serve during their presentation. They can take orders.

For the bar, the choices are: \$2/beer & \$3/wine OR

\$5/person and open bar for 1 hour. Plus there will be an \$125/hr / bartender charge OR

\$7/person for open bar for 2 hrs plus the bartender fee.

Meat: unclear if can use own meat vendor or if must use their caterer

**\*\*Ed to call Joy or whomever at engineers club to finalize this**

**\*\*Tony to call Delerois at engineers club to see what's allowed**

*The Club will be charging for additional audio / visual*

***Kyle to start scoping out locations for exams after the June date***

***For future consideration: ASQ National Insurance will allow us to replicate the May/Sept program as long as we buy the beer & wine and serve at no charge***

### 2016 Fall Conference

Budget is less than \$19k, this equates to \$190/person based on the estimated paying attendance.

All speakers are confirmed except the KEY note

Business card with the conference key information are available for handing out

### SLU Spring 2017 Conference

It is now moved to March (8<sup>th</sup> to the 15<sup>th</sup>) from Feb.

Still discussing programs

### Budget Allocation for Mentorship

MOU needed to go forward; \$2500 + travel (plan to coordinate with his existing travel plans)

Will require a report out from both the mentee and mentor, include survey 6 months after

Points of discussion: how will we know if program is successful?

- 1, how many attendees of workshop have developed continuing relationships, either as mentor or mentee?
2. Annual review
3. look at division program(s) – how do they evaluate?

Motion carried to proceed with a minimum of 10 attendees (goal of 40)

## Workshop Plan for 2016

### Committee Reports:

Programs	John O'Reilly	Upcoming Programs	
Arrangements	Tony Indihar	Upcoming Venues	
VoC	Steve Flick	Survey Results	
Social Media	Bryan Signaigo	Update	No update – quiet on social media
Vice-Chair	Mark Lynch	Position Description Update  Paypal Update  Quickbooks Online Update	See note in text above  HOLD  Quick books online does credit card processing  Techsoup – NonProfit has a version on the Cloud - \$50 fee
Certification	Kyle Jeffers	June Exams	Concern is that the Engineers club is the location and the issues of access remain
Other Chairs	Chris Anderson	Website	Needs dates & information for the mentor workshop
	Tomas Miller	Education	Workshops Sept 24 Kim Rochetti – Lean What about statistics? Would need to be a series -- Look into options

### ASQ Calendar Review

- 5/17
  - Secretary to publish May LC minutes
  - Secretary to send final approved April minutes to Website for posting
- 5/20
  - Education Chair processes check requests for class instructors
  - Webmaster posts final April LC Meeting Minutes
- 5/27
  - Arrangements Chair sends May meeting attendance information to LC
  - Education Chair issues RU letters for instructors and students
- 6/3
  - VoC sends May meeting survey report to LC
  - Education Chair finalizes Oct. exam class locations
- 6/4
  - June Certification Exams
- 6/9
  - Education Chair created classes in 123signup
- 6/10
  - Education Chair send class details to VoC, Website and Social Media Chairs

- |      |  |
|------|--|
| 6/21 | • Webmaster posts final May LC Meeting Minutes   |
| 7/6  | • Arrangements and Program finalize Sept. meeting  |
| 7/8  | • Arrangements and Program send Sept. meeting info to Voc, Website and Social Media Chairs |
| 7/12 | • LC Meeting   |

### New Business:

### Needs for Upcoming Meeting:

May registration: Tony & Cindy

Pourers for the Winery presentation: Jim, Ed & Tom

Grill assistance

### Review of Minutes and Action Items:

Position descriptions to Mark -- All Chairs

MAY Meeting: contact Engr's Club 5/10/16 to finalize arrangements – see previous notes for items --(Ed, Tony & Cindy)

Quickbooks Online: Proceed to obtain -- Mark

Proceed with the Mentor workshop planning – Denise

Let Mark know what position you want next year: ALL LC members

**Next Location July 12: Seven Gables Inn, 26 N. Meramec Ave., Clayton, MO 63105  
Strategic Planning for 2017**

### Adjournment

#### All

- |           |                     |
|-----------|---------------------|
| 5/9/2016  | LC Meeting          |
| 5/24/2016 | May Monthly Meeting |
| 7/12/2016 | LC Meeting          |

#### Arrangements Chair

- |           |   |
|-----------|---|
| 5/27/2016 | Arrangements Chair sends May meeting attendance information to LC         |
| 7/6/2016  | Arrangements Chair finalizes venue for September meeting                  |
| 7/8/2016  | Arrangements Chair communicates details of September meeting to VoC       |
| 7/8/2016  | Arrangements Chair communicates details of September meeting to Webmaster |

#### Certification Chair

- |          |                         |
|----------|-------------------------|
| 6/4/2016 | June Certification Exam |
|----------|-------------------------|

#### Chair

- |           |                                       |
|-----------|---------------------------------------|
| 5/4/2016  | Send agenda for May LC meeting        |
| 5/13/2016 | Make reservations for June LC meeting |
| 7/6/2016  | Send agenda for July LC meeting       |
| 7/15/2016 | Make reservations for Sept 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                 |
| 6/3/2016  | Education Chair finalizes locations and instructors for classes for Oct. Exams |

- 6/9/2016 Education Chair creates classes in 123signup for Oct. Exams
- 6/10/2016 Education Chair communicates details of classes for Oct. Exams to VoC
- 6/10/2016 Education Chair communicates details of classes for Oct. Exams to Webmaster
- 8/1/2016 Classes Begin for October Exams

### Membership Chair

- 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
- 7/8/2016 Membership Chair downloads membership data from asq.org
- 7/8/2016 Membership Chair sends 123signup member data file
- 7/13/2016 Membership Chair sends 123signup new member promotion code file
- 7/15/2016 Membership Chair sends new member welcome letters

### Program Chair

- 7/6/2016 Program Chair finalizes venue for September meeting
- 7/8/2016 Program Chair communicates details of September meeting to VoC
- 7/8/2016 Program Chair communicates details of September meeting to Webmaster

### Secretary

- 5/17/2016 May LC Meeting minutes published
- 5/17/2016 Revised April LC Meeting minutes sent to Webmaster
- 7/19/2016 Revised May LC Meeting minutes sent to Webmaster

### Social Media Chair

- 6/14/2016 Social Media Chair begins to promote classes for October exams
- 7/19/2016 Social Media Chair begins to promote September Meeting

### Treasurer

- 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
- 7/8/2016 Treasurer produces 2<sup>nd</sup> quarter report and sends it to elected officers and audit chair
- 7/15/2016 2<sup>nd</sup> Quarter report due to ASQ National
- 7/29/2016 Treasurer to send June transaction data to Chair for financial analysis

### VoC Chair

- 6/3/2016 VoC sends May meeting survey report to LC
- 6/14/2016 VoC begins to promote classes for October Exams
- 7/19/2016 VoC begins to promote September Meeting

### Webmaster

- 5/20/2016 Webmaster posts final April LC Meeting Minutes
- 6/13/2016 Webmaster posts classes on website for October Exams
- 7/15/2016 Webmaster posts September meeting details on website