

ASQ SECTION 1304 MEETING MINUTES

August 13, 2013

J. Bucks
101 N. Hanley
Clayton, MO 63105

CALL TO ORDER: The meeting was called to order at 6:06 pm.

PARTICIPANTS:

Denise Arthur, Jim Ebone, Marc LeClair, Randy Thompson, Katarina Gowin, Tony Andahar, Rob Herhold, Kim Rochetti, Jesse Stevenson, Ed Vallorani, John O'Reilly, and Cindy Duhigg. A quorum was present.

APPROVAL OF MINUTES:

The minutes were read.

- A motion was made to approve the minutes and it was seconded. The motion carried. Minutes were approved.

TREASURER' REPORT (Katarina):

- Midyear not yet avail
- Report attached
- **ACTION ITEM (Marc) I-contact/One-on-One – check request received**

HEADQUARTERS NEWS (Denise):

- Six-month budget; verbally roughed-out
- Academic awards must be approved by ASQ Awards Board and BOD, going forward
- **ACTION ITEM (Tony) Straighten out procedure for approving awards**
- **ACTION ITEM (Denise) Distribute information on ASQ Awards to team**

OFFICER'S REPORTS

Voice of Customer (Ed Vallorani): VOC Training from ASQ – Ed will investigate Training for 123 signup: Wednesday, Aug 21

- **ACTION ITEM (Ed) send out meeting invite**
- Certification Chair (Eric Schellenberg):*** nothing to report
Education Chair (Jesse Stevenson):

- Three classes all made, started on time
- New Chair identified, still needs to join ASQ
- Invoices for books and classrooms submitted

Placement Chair (Jim Ebone): Simplifying process of placement

Examining Chair (John O'Reilly): Three potential chairs identified

Recertification Chair (Kunita Gear): nothing to report

Internet Liaison (Marc LeClair):

- Updated website, not much activity over the summer
- Copy editor and photographer identified
- Want to coordinate with YQP National

Membership Chair (Pam Hustedde):

- Propose each month welcome e-mail to new members with details of ASQ and section, encourage to volunteer.
- Letter inviting to (free) first meeting. Three month expiration on free offer? YES -- verbal agreement. 123Signup is not amenable – must pay at the door. Suggestion to also poll them about why they joined. LATER: plan to identify site contacts, reach out to them, identify individuals (using ASI as pilot).
- Planning to develop retention plan.
- Planning to increase membership visibility at test centers. Suggest just a handout (coupon?) or future e-mail contact.

Audit Chair (Randy Thompson): Randy T. will be conducting 6-month review soon.

Nominating Chair (Tony Indihar): nothing to report

Arrangements Chair (Tony Indihar): Arrangements set for next 2 months

Regional: nothing to report

OLD BUSINESS

Financial Issue/Special Discounts

Special discounts letter to LC member sent, no response. Letter will be sent to ASQ. 123 access removed.

Suggestion was made to move to ethics investigation.

- Motion: we remove LT member from the Leadership Committee. Seconded. Passed.

- **ACTION ITEM (Denise): e-mail LT member to inform.**

Volunteer needs: Waiting for John to return, in order to formulate plan (UNFINISHED)

Young Quality Professionals (YQP):

- **ACTION ITEM (Marc): Marc will get support with new volunteer and ASQ** organizational support.

Section Assets and Locations: add list to Treasurers duties

Kim contacted Rod – he does NOT have 3 boxes

NEW BUSINESS

Six-month budget: Denise will work with Kat and Cindy: DUE 8/15/13.

Dinner meetings, leadership meetings, not complicated (cut 12-month in half)

Want to monitor for variances, going forward.

Name badges:

- Motion to purchase name badges with name and “Section Leadership Committee Member”. Seconded. Passed.

December joint meeting with APICS. SIGN UP EARLY?

- Motion: to pursue joint meeting with APICS in December, instead of regular meeting? Seconded. Passed.

- **ACTION ITEM:** Obtain MOU to clarify arrangements with other groups, to prevent misunderstandings around the fiscal details.

ASQ has two Auditor training classes in St. Louis in 3rd week of October.

- **ACTION ITEM (Kim): get details about the speakers, to piggyback or cross-market.**

Relationship with SLU (Denise): Still working on it. Trying to schedule time with Dr. Kwan, who's traveling.

Volunteer Opportunities: Paper vote to pursue Stream Team Trash Bash

No money involved: no problem

Donations, but not section money: voice agreement, no problem

ASQ Policies: Kim is constructing a matrix against ASQ policies. Very little correlation. Will work on it.

ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned 8:30 pm.

NEXT MEETING:

September 10, at Favazza's.

ATTACHMENT 1

**Treasurer's Report – ASQ section 1304
LC meeting – August 13, 2013
Bank Balances as of 07-31-2013**

Account Information

MM Balance: \$57,524.06
 Checking Balance: \$12,414.84
 Misc Acct Balance (see note below) \$ 25.00
 Outstanding Checks: none
 Petty Cash: \$150.00

Treasurer Notes:

Chair and treasurer set up a 3rd account to cover things such as Book orders for Certification Classes.....

Pending Approved requests for

3 new requests for Quality Council purchases for the upcoming certifications classes

Month	Checking Balance	Money Market	petty cash	Misc Acct	Total
July'12	\$4,640.77	\$62,434.90	\$150.00		\$67,225.67
August	\$9,569.89	\$62,446.24	\$150.00		\$72,166.13
September	\$10,991.08	\$62,456.48	\$150.00		\$73,597.56
October	\$15,938.10	\$62,466.55	\$150.00		\$78,554.65
November	\$12,833.24	\$62,474.23	\$150.00		\$75,457.47
December	\$10,412.65	\$62,482.17	\$150.00		\$73,044.82
January 2013	\$8,698.59	\$62,482.39	\$150.00		\$71,330.98
February	\$6,040.06	\$ 62,494.80	\$150.00		\$68,684.86
March	\$7,831.47	\$ 57,501.00	\$150.00		\$65,482.47
April	\$7,966.35	\$57,506.67	\$150.00		\$65,623.02
May	\$10,928.60	\$57,512.53	\$150.00		\$68,591.13
June	\$10,928.60	\$57,512.53	\$150.00		\$70,454.31
July'13	\$12,414.84	\$57,524.06	\$150.00	\$25.00	\$70,113.90