

# ASQ SECTION 1304 MEETING MINUTES

**October 8, 2013**

Syberg's  
2430 Old Dorsett Rd.  
Maryland Heights, MO 63043

**CALL TO ORDER:** The meeting was called to order at 6:00 pm.

**PARTICIPANTS:**

Denise Arthur, Ed Vaillorani, Tony Indihar, Chris Anderson, Kunita Gear, Don Cooley, Jim McCarthy, John O'Reilly, Kat Gowins, Randy Thompson, Jim Ebone, Marc LeClair, and Cindy Duhigg. A quorum was present.

**APPROVAL OF MINUTES:**

The corrected minutes were approved, pending corrections.

**TREASURER'S REPORT (Katarina/Pam):**

Treasurer's report is attached.

**HEADQUARTERS NEWS (Denise):**

11/1 Section Committee dues  
Sharepoint 2013 is coming out – we will be getting update  
PAR Member value creation; use of Section funds for... retention. 70% of revenue

- **ACTION ITEM (Kat): Look at historical spend for retention**

**BUSINESS PLAN PROGRESS**

River des Peres Cleanup – Goal, 5; 8 signed up so far  
Grow Membership – Goal, 5;  
Increase Customer Loyalty – Goal, 75% retention  
Exam Guarantee – Goal, 75% take advantage  
Process Performance – GoTo Training. 3 trained, so far.  
Member Leader videos; goal: everyone watch at least 1 video

- **ACTION ITEM (Denise): Arrange to watch a video together next month**

**OFFICER'S REPORTS**

***Programming (Chris Anderson)***

- Scheduling speakers
- Division (Audit, HDL, maybe others) conference – Fall of 2014?
- Verbal agreement to move forward with inquiries
- Discussed calendar to fill. Important dates:
  - September good month for election/Engineer's Club/NOTawards/one speaker
  - October, Chris Anderson: How to Get Buyin for Change
  - November/December combined (Bottleworks/APICS)
  - January, Bob Doerst: Value of MQA + Leadership topic

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- NEED Awards date: February or March are best
- Will also consider factory tours

### ***Certification Chair (Don Coolie):***

- October certification exam: 21 registered, 4 no shows
- Analysis of who took prep course – Education Chair

### ***Voice of Customer (Ed Vallorani):***

- Next training, 4<sup>th</sup> Tuesday 29<sup>th</sup> 7:00 pm
  - 5 things important to VOC:
    - Networking
    - Updated website
    - Timely communication
    - Mentoring
  - Only one e-mail went out; would like to get links to website
  - VOC Calendar: Section survey should go out
  - Is 123 the right service? What are requirements? Over 2000 names in database, with 1600 e-mails (~800 members). Can we update who are members?
- **ACTION ITEM (Website Subcommittee): Explore new website host**
- Can we sort our own list? No – we don't own our own registry
  - Mentoring vs. Networking? APICS Networking is informal vs. Mentoring one-on-one

### ***Education Chair (Debby's report):***

- ATTACH REPORT (from Denise)

### ***Placement Chair (Jim Ebone):***

- nothing to report

### ***Examining Chair (John O'Reilly):***

- Two volunteers present tonight; several more candidates identified

### ***Recertification Chair (Kunita):***

- Recertification process was described for the team.

### ***Internet Liaison (Marc LeClair):***

- As of today, the front page of the website is current
- Jobs link includes job-seeking article
- Looking into Simply Hired business Affiliate program

### ***Membership Chair (Pam Hustedde):*** nothing to report

### ***Audit Chair (Randy Thompson):***

- Randy performed audit of Section records. No major findings; observations were described.

- **ACTION ITEM (Kat): Ask Debby to always use disbursement form for instructors' payments**

### ***Nominating Chair (Tony Indihar):*** nothing to report

### ***Arrangements Chair (Tony Indihar):*** Next week is all set

### ***Regional:*** nothing to report

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## OLD BUSINESS

### *Section Assets and Locations:*

- Debby received the three projectors from Steve

### *Name badges:*

- Badges arrived. They look great!

### *December joint meeting with APICS, at Bottleworks*

- **ACTION ITEM (Marc): Add notice of December APICS meeting to website**

## NEW BUSINESS

### *Meeting Cancellation Policy*

- Verbal agreement was that no refunds will be given; only credit for future meeting
- **ACTION ITEM (Eric): this notice should be posted on 123.**
  - LC e-mails are posted on the website. Marc has one-on-one password
- **ACTION ITEM (Eric): this notice should be posted on 123.**
- **ACTION ITEM (Eric): Chair's e-mail should be linked to website**
- **ACTION ITEM (Denise): Update Sharepoint succession plan**
- **ACTION ITEM (All): All chairs manage their own job description on Sharepoint**
  - Should gift cards for speakers continue for the rest of the fiscal year? Verbal agreement: "yes"
  - Future topic: Materials & Assets forum

## ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:45 pm.

## NEXT MEETING: November 12, 2013

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- **ACTION ITEM (Chris): please bring mobile wireless hotspot to next meeting**

**Treasurer's Report – ASQ section 1304**  
**LC meeting – October 08, 2013**  
**Bank Balances as of 09-30-2013**

Account Information

MM Balance: \$57,535.59

Checking Balance: \$16,475.84

Misc Acct Balance (see note below) \$ 25.00

Outstanding Checks: none

Petty Cash: \$150.00

Treasurer Notes:

The miscellaneous account – keep or close?.....

Pending Approved requests

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
August'13	\$15,338.92	\$57,529.92	\$150.00	\$25.00	\$73,043.84

## **Section 1304 – St. Louis**

### **Financial Audit – January through August 2013**

Overall the section financial records and accounting data are in good shape and are being well maintained on a monthly basis. There were only minor instances of missing support information and there were no detected inappropriate record keeping or financial gaps observed during the review of the financial records including the QuickBooks data. The audit included reviewing the hard copy records (deposits, statements, check requests, etc.) and cross checking these records to the data being stored in QuickBooks. Most of the audit focused on checking account data and closely observed the data entry plus reconciling the data in QuickBooks logs. All of the check requests for the entire period were reviewed for proper preparation, signoff and as required accounting practices by ASQ.

#### Minor Observations:

- There was no printout of the June checking statement in the file
- For a few deposits it was difficult to reconcile the cash and checks by matching to monthly section meeting attendance/balance sheets. Everything deposit reviewed was reconciled.
- Tax Exemption letter to waive sales tax was not always being utilized (3 Leaves Catering and Mandarin House). Every LC member making large purchases should get a copy of the letter.
- Some instances were a debit card purchase did not have the appropriate support receipts detailing the purchase (section dinners). A few debit purchases the only receipt presented to treasurer was a note or non-specific final receipt
- Most instructors are not invoicing or providing a statement of hours worked. There is not any supporting information of services provided other than the check request.
- There were observed missing cost center and account numbers on the check requests, but these cost data were in QuickBooks – Hard copy data is the financial record.

Signed by,

Section Audit Chair

John Randy Thompson