

ASQ SECTION 1304 MEETING MINUTES

December 10, 2013

India Palace
4534 N. Lindbergh Blvd.
Bridgeton, MO 63043

CALL TO ORDER: The meeting was called to order at 6:10 pm. A quorum was present.

PARTICIPANTS:

Denise Arthur, Don Cooley, Ian Meggarrey, Chris Anderson, Kat Gowins, Ed Vaillorani, John O'Reilly, Debby Pidgeon, Tony Indihar, Randy Thompson, Kunita Gear, Pam Hustedde, and Cindy Duhigg.

APPROVAL OF MINUTES:

➤ MOTION: to accept the minutes for November; motion seconded and passed.

TREASURER'S REPORT (Kat):

Treasurer's report is attached
P&L included

- **ACTION ITEM (Debby) 1099s needed from instructors**
- **ACTION ITEM (Kat, Debby) Two checks haven't cleared – Kat and Debby will follow up**

2013 BUSINESS PLAN (Denise):

River des Peres – 60% met
Young Quality Professionals – 0% met
New Member Welcome – 0% met
Refresher Course Guarantee – 0% met
123Signup Training – 100% met
Leader Training Video – 70% met

2014 BUSINESS PLAN (Denise): Due December 15

- **Impact (John): Rebuilding Together, May 2-3 (?), Goal: 5 participants**
- **Grow (Debby): Brochures at exams, number of drink coupons turned in; Goal: 5**
- **Training (Chris): as "intermission" at meeting; Goal: 1 video**
- **Enable Technology (Ian): Sharepoint site enabled; Goal: 50 logons**
- **Assess and Review Pricing Structure (Ed): Member vs. Non-member**

2014 BUDGET (Kat): Due December 15

➤ MOTION: \$500 memorium to Rob Herhold's charity of choice; motion seconded and passed.

Cost for exams – \$1500
New item – brochures ~\$25/100, so \$500 in budget for printing
New item -- \$100/night for speakers, so \$800 for speaker honoraria
New item -- \$2000 for speaker arrangements
New item -- \$1000 for speaker incidentals
Scholarships -- \$1000 (to be allocated later)
Door Prizes, Promotionals, etc. -- \$1000
World Conference – 3-4 LC members, so \$3000
Internet Support -- \$1000

OFFICER'S REPORTS

Programming (Chris Anderson)

- January: MQA award
- MDL & HDL January

Certification (Don Coolie):

- There were 76 examinees at the last session
- Recruited sufficient proctors

Voice of Customer (Ed Vallorani):

- 123Signup training was completed
- Coupon for missed membership meetings was designed (6 mo. Expiration)
- **Need to cutoff on-line meeting registrations on Thursday**
- Website subcommittee has updated the website

Education (Debby Pidgeon):

- Three classes are posted; only 1 enrollee so far
- Subteam formed to study trends

Newsletter (Ian Meggarrey):

- Would like to move away from hardcopy newsletter, toward electronic (i.e. Sharepoint).

Placement (Jim Ebone):

- Nothing to report

Examining (John O'Reilly):

- New Publicity and Newsletter Assistant volunteers identified.

Recertification (Kunita Gear):

- Nothing to report

Internet Liaison (Marc LeClair):

- Nothing to report

Membership (Pam Hustedde):

- Coupons were passed out at training, with information on the benefits of membership

Audit Chair (Randy Thompson):

- Nothing to report

Nominating (Tony Indihar):

- Nothing to report – no Nominating chair identified

Arrangements (Tony Indihar):

- January – Sunset 44 confirmed
- February – Favazza's confirmed

ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:40 pm.

NEXT MEETING:

January 14, 2014, 6:00 pm

~~Ferguson Brewery~~

~~418 S. Florissant Rd~~

~~Ferguson, MO 63135~~

J. Bucks (corrected by e-mail, 12/20/13)

101 S. Hanley Rd.

Clayton, MO 63105

Treasurer's Report – ASQ section 1304

LC meeting – December 10, 2013

Bank Balances as of 11-31-2013

Attendance at Dec 3rd joint meeting at Schlafly's 46

47 signed up

1 cancelled

6 no-shows

6 walk-ins

Account Information

MM Balance: \$57,544.36

Checking Balance: \$15,874.69

Misc Acct Balance (see note below) \$ 25.00

Petty Cash: \$150.00

Treasurer Notes:

The miscellaneous account – Denise and I are scheduled to close this account the week of 12/09

Outstanding Checks:

1332 Thomas Miller – refund check for cancelled CSSGB class (\$399.00)

1335 Engineer's club for October exam facility rental (\$250.00)

Request approval needed for Internet committee meeting October 24th

P&L for calendar year 2013 run and forwarded on 12/07

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
Sept'13	16,475.84	\$57,535.59	\$150.00	\$25.00	\$74,186.43
Oct'13	\$14,469.72	\$57,541.01	\$150.00	\$25.00	\$72,185.73
Nov'13	\$15,874.69	\$57,544.37	\$150.00	\$25.00	\$73,594.06

**ASQ Section #1304
Profit & Loss**
January 1 through December 1, 2013

	<u>Jan 1 - Dec 1, 13</u>
Income	
Admin. Revenue - 001	
Membership Dues - 001.4000	13,619.75
Dinner Meetings - 001.4320	10,423.75
Interest - 001.4871	62.20
Miscellaneous - 001.4995	328.35
Total Admin. Revenue - 001	<u>24,434.05</u>
Education Course Revenue - 004	
Registration - 004.4300	15,929.38
Total Education Course Revenue - 004	<u>15,929.38</u>
Total Income	40,363.43
Expense	
Admin. Expense - 001	
Printing & Production - 001.510	
Printing - 001.5101	9.69
Total Printing & Production - 001.510	<u>9.69</u>
Committee - 001.530	
Committee Expense - 001.5360	2,365.72
Total Committee - 001.530	<u>2,365.72</u>
Postage - 001.540	
Postage - 001.5405	70.89
Total Postage - 001.540	<u>70.89</u>
Contract & Profesional 001.550	
Web Server Fees - 001.5567	141.72
Miscellaneous - 001.5535	50.00
Mail Service - 001.5571	3.56
Total Contract & Profesional 001.550	<u>195.28</u>

**ASQ Section #1304
Profit & Loss**
January 1 through December 1, 2013

	<u>Jan 1 - Dec 1, 13</u>
Meeting and Meals - 580	
Dinners - 001.5803	14,128.51
Meeting Rooms - 001.5807	5,341.30
Total Meeting and Meals - 580	<u>19,469.81</u>
Supplies 001-600	
Office Supplies - 001.6030	63.93
Labels/Lists - 001.6065	14.57
Total Supplies 001-600	<u>78.50</u>
Other - 630	
Association Dues - 001.6301	250.00
Awards - 001.6311	421.48
Scholarships - 001.6327	3,000.00
Miscellaneous - 001.6995	253.30
Total Other - 630	<u>3,924.78</u>
Total Admin. Expense - 001	26,114.67
Conference Expense - 003	
Travel - 003.590	
Transportation - 003.5901	454.34
Lodging - 003.5902	694.98
Meals - 003.5903	203.89
Total Travel - 003.590	<u>1,353.21</u>
Total Conference Expense - 003	1,353.21
Course Expense - 004	
Cost of Sales - 004.520	
Books or Manuals - 004.5210	4,516.00
Total Cost of Sales - 004.520	<u>4,516.00</u>
Contract/Professional 004.550	
Speaker/Instructor Fee 004.5551	6,740.00
Total Contract/Professional 004.550	<u>6,740.00</u>

4:59 PM
12/07/13
Cash Basis

ASQ Section #1304
Profit & Loss
January 1 through December 1, 2013

	<u>Jan 1 - Dec 1, 13</u>
Meeting and Meals - 004.580	
Breakfast - 004.5801	44.31
Meeting Rooms - 004.5807	<u>1,720.00</u>
Total Meeting and Meals - 004.580	<u>1,764.31</u>
Total Course Expense - 004	<u>13,020.31</u>
Total Expense	<u>40,488.19</u>
Net Income	<u><u>(124.76)</u></u>