

ASQ SECTION 1304 MEETING MINUTES

February 11, 2014

J. Bucks
101 S. Hanley Rd.
Clayton, MO 63105

CALL TO ORDER: The meeting was called to order at 6:00 pm. A quorum was present.

PARTICIPANTS:

Denise Arthur, Ian Meggarrey, Chris Anderson, Kat, Tony Indihar, Don Cooley, Debby Pidgeon, John O'Reilly, Randy Thompson, Ed Vallorani, Pam Hustedde, Jim Ebone, and Cindy Duhigg.

APPROVAL OF MINUTES:

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

TREASURER'S REPORT (Kat):

Year end report received (attached); this will close annual report
Total (5) Signatures needed to submit year-end report to National will be taken after today's meeting

HQ News (Denise):

Notification from National that we were chosen to be electronically audited. This request was declined, because the previous electronic HQ audit had been inefficient and poorly run.

Goals Review (Denise):

INCREASE IMPACT (John): New flier for project will be posted to website
INCREASE IMPACT (Debby): Volunteer idea – volunteer board at meeting, posting volunteer opportunities/leadership opportunities. "Owner" of box will track and follow-up that item.

- **ACTION ITEM (Debby/John) Ian will bring large post-it pad to constitute volunteer board. Debby will maintain topic, bring markers and post-its**

GROW MOC Section brochure: no coupons were received at the last meeting
GROW MOC ASQ video (Chris): will present an ASQ video at May's meeting
PROCESS PERFORMANCE (Ian): Sharepoint community site will be available to general membership. Currently 2 signed up. Will push at next meeting.
IMPROVE WORKFORCE ENGAGEMENT Membership event discount pricing structure: COMPLETE

ASQ Calendar Review – Member Units Key Dates (Denise):

Staying after 2/11 meeting to sign annual report (goal: 2/15/14)
Member unit award submission in progress (goal: 2/28/14)

OFFICER'S REPORTS

Programming (Chris Anderson)

- February: Kim (ASQ Events) and Milton, QMD Chair (QMD Division) are speaking
- March: George Freesan (Rug Doctor Lean) and Jim Seeley (People side of Management)
- April joint meeting w/ APICS verbally agreed (Jim drafted MOU; to be reviewed) (Lean Supply Chain)

- May confirmed
- June: PMI joint meeting request. Will move to Tuesday for us. Verbal approval for joint meeting
- **ACTION ITEM (Chris) Develop MOU and confirm 40 attendees**
 - Nothing in July/August
 - Website is getting metrics: about 400 visitors in ~2 months
- Certification (Don Coolie):**
 - Last exam at Premier Knowledge went well
 - March 1: 22 applicants. Only 2 are members
- Voice of Customer (Ed Vallorani):**
 - “Reason for Attending Monthly Meetings” survey results: some discussion around definitions and quantification of categories (e.g. networking)
 - We added 15 new members between December and January – attributed to communication about Section Membership benefits
 - Once a month feed from National gives a lag
 - Discussion that section membership is required for class discount, while associate membership is all that is required for exam discount. Also student member isn’t a reimbursement, and student members cannot be on LC
 - Sally Young is retiring
- **ACTION ITEM (John) Invite Sally, and recognize her and Tony at next week’s meeting**
- Education (Debby Pidgeon):**
 - CQA/CQE classes in June are set up
- **ACTION ITEM (Debby) Research new class venues**
- Newsletter/Internet Liaison (Ian Meggarrey):**
 - Community Sharepoint is up: respond to invitation. Features were described
- **ACTION ITEM (Ian) Send invitation to all LC members**
- Placement (Jim Ebone):**
 - Job board was posted at last meeting, will be repeated at next meeting
 - Recruiter was invited to next meeting (to network)
- Examining (John O’Reilly):**
 - Photographer is recruited
 - Volunteer board
- Recertification (Kunita Gear): (nothing to report)**
- Membership (Pam Hustedde):**
 - 23 new members in January
 - Letters went out to January new members
- **ACTION ITEM (Pam/Ed/Ian) Add discount code to letter – unique to each person**
- Audit Chair (Randy Thompson):**
 - Audit will be concluded with signatures after this meeting
- Nominating (Tony Indihar):**
 - Two people have volunteered for Nominating Committee
 - Announcement in August, for nominations in September, election in October
- Arrangements (Tony Indihar):**
 - February – Favazza’s confirmed
 - March -- Christy Banquet Center confirmed

- April – joint at Dave & Buster’s
- May – Engineers Club
- June – PMI joint meeting

UNFINISHED BUSINESS

- December joint meeting MOU: resolution in progress
- April MOU is in review
- **ACTION ITEM (Kat/Denise/Jim) review April MOU details**
 - World Conference: Ian and Cindy are already going. Add Ed (flying).
 - Meeting minutes posted on Sharepoint site.
 - (Ian) Innovation Conference, 1st weekend in September. DECISION IN MARCH/HOTEL LOCATION IN APRIL. Expect 100-200 attendees. Need three rooms. We can provide 3 or 4 of our own speakers. Friday reception (provided by us), conference all day Saturday, Sunday morning workshop (3-4 hours, provided by us).

TABLED

ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:58 pm.

NEXT MEETING:

March 11, 2014, 6:00 pm
Patrick’s Restaurant and Sports Bar
342 W Port Plaza Dr,
St Louis, MO 63146

Treasurer's Report – ASQ section 1304
LC meeting – January 14, 2014
Bank Balances as of 21-31-2013

Attendance at Dec 3rd joint meeting at Schafly's 46
 47 signed up
 1 cancelled
 6 no-shows
 6 walk-ins

Note: Starting January 2014, when contracting someone to teach, present, etc, a W-9 is to be completed and submitted with the request for payment (or before) for the record. This is the first time the person is contracted each year. A copy of the W-9 supplied by ASQ National is attached with this report, and is available from either the treasurer or the chairman.

Account Information

MM Balance: \$57,546.81
 Checking Balance: \$15,279.51
 Misc Acct Balance (see note below) \$ 20.05
 Petty Cash: \$150.00

Treasurer Notes:

The miscellaneous account – Denise and I closed the account 1/10/14

The new checks with two signature lines have been ordered. Per National, checks require two signatures for amounts over \$500. Bank of America does not require two signatures, so the second signature required by ASQ for over \$500 is ours to monitor.

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 |
| Dec'13 | \$15,279.51 | \$57,546.81 | \$150.00 | \$20.05 | \$72,996.37 |

MEMBER UNITS KEY DATES

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|------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/31/2013 | 4th QTR ENDS | All | All | |
| 12/31/2013 | Section officer and committee ends (6 month gap appointment) | Sections - all | Sec | |
| 1/1/2014 | 1st QTR BEGINS | All | All | |
| 1/1/2014 | Officer and committee chair terms start | All positions | All | |
| 1/8/2014 | Miscellaneous income reporting due (1099) | Division and section treasurers | Div/Sec | http://asq.org/member-leader-community/key-tasks/finance/index.html |
| 1/10/2014 | Member leader events at World Conference - registration opens | All | All | TBA |
| 1/10/2014 | Submit certification site and proctor information for March 1 exam | Section Certification chair | Sec | Send to cert@asq.org |
| 2/15/2014 | Annual financial report/audit due | Division and section audit committee chairs | Div/Sec | http://asq.org/member-leader-community/key-tasks/finance/index.html |
| 2/28/2014 | Member unit awards proposals submissions due to Awards Board for May BoD agenda | Division and section awards chairs | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf |
| 2/28/2014 | Member unit testimonial awards nominations due to Awards Board for May BoD agenda | Division and section awards chairs | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf |
| 2/28/2014 | Member unit scholarship proposals submissions due to Awards Board for May BoD agenda | Division and section scholarshp chairs | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf |
| 2/28/2014 | Section Leader Excellence Award | Section awards chairs | Sec | http://asq.org/quality-press/display-item/index.html?item=R104N&xvl=76091493 |
| 3/14/2014 | Deadline to promote World Conference and get recognized | Division and section chairs, newsletter editors, internet liaisons | Div/Sec | http://wcqi.asq.org/member-units/index.html |
| 3/31/2014 | 1st QTR ENDS | All | All | |
| 4/1/2014 | 2nd QTR BEGINS | All | All | |
| 4/2/2014 | RD Nomination Period Begins | SAC Chair, Nominating Chair, CD, Section Chairs | SAC/Sec | |
| 4/16/2014 | Member leader events at World Conference - registration closes | All | All | http://wcqi.asq.org/leader-events.html |
| 4/18/2014 | Submit certification site and proctor information for June 7 exam | Section Certification chair | Sec | Send to cert@asq.org |
| 4/20/2014 | Section Quarterly Financial Report (1st QTR - MAR) | Section treasurers | Sec | http://asq.org/member-leader-community/key-tasks/finance/index.html |
| 4/30/2014 | World Conference registration closes | All | All | http://wcqi.asq.org/index.html |
| 5/1/2014 | Fellow nominations due | Division and section examining committee chairs | Div/Sec | http://asq.org/members/account/fellow.html |
| 5/3/2014 | WCQI - Community Leadership Institute (ITAG & training) | TCC & SAC-related communities; local member communities | All | http://wcqi.asq.org/leader-events.html |

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| 5/3/2014 | WCQI - Member Leader Dinner | TCC & SAC-related communities; local member communities | All | http://wcci.asq.org/leader-events.html |
| 5/4/2014 | SAC Business Meeting - Spring | All SAC and section leaders | SAC/Sec | http://wcci.asq.org/leader-events.html |
| 6/4/2014 | RD Nomination Period Ends | SAC Chair, Nominating Chair, CD, Section Chairs | SAC/Sec | |
| 6/18/2014 | RD Election Period Begins | SAC Chair, Nominating Chair, CD, Section Chairs | SAC/Sec | |
| 6/30/2014 | 2nd QTR ENDS | All | All | |
| 7/1/2014 | 3rd QTR BEGINS | All | All | |
| 7/16/2014 | RD Election Period Ends | SAC Chair, Nominating Chair, CD, Section Chairs | SAC/Sec | |
| 7/20/2014 | Section Quarterly Financial Report (2nd QTR - JUN) | Section treasurers | Sec | http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html |
| 8/1/2014 | Section call for officer nominations begins (recommended) | Section nominating committee chairs | Sec | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 8/15/2014 | Submit certification site and proctor information for October 4 exam | Section Certification chair | Sec | Send to cert@asq.org |
| 8/31/2014 | Member unit awards proposals submissions due to Awards Board for Nov BoD agenda | Awards Chair | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf |
| 8/31/2014 | Member unit Testimonial Awards nominations due to Awards Board for Nov BoD agenda | Awards Chair | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf |
| 8/31/2014 | Member unit awards scholarship submissions due to Awards Board for Nov BoD agenda | Scholarship Chair | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf |
| 9/30/2014 | 3rd QTR ENDS | All | All | |
| 9/30/2014 | Section call for officer nominations ends (recommended, 30 day min required) | Section nominating committee chairs | Sec | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 10/1/2014 | 4th QTR BEGINS | All | All | |
| 10/1/2014 | Nominations due for all Society Awards and Medals | Awards Chair | All | http://rube.asq.org/about-asq/how-we-do/pdf/a-02-00.pdf |
| 10/1/2014 | Section announces officer slate to members (recommended) | Section nominating committee chairs | Sec | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 10/1/2014 | Section elections begin (if needed, recommended) | Section nominating committee chairs | Sec | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 10/17/2014 | Submit certification site and proctor information for December 6 exam | Section Certification chair | Sec | Send to cert@asq.org |
| 10/20/2014 | Section Quarterly Financial Report (3rd QTR - SEP) | Section treasurers | Sec | http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html |

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| 10/30/2014 | Sections appoint incoming committee chairs (recommended) | Section chairs (with SLC approval) | Sec | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 10/30/2014 | Section Elections End (if needed, recommended) | Section nominating committee chairs | Sec | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 11/1/2014 | Section officer and committee lists due | Section secretary | Sec | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 11/30/2014 | Member unit awards proposals submissions due to Awards Board for Feb BoD agenda | Awards Chair | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf |
| 11/30/2014 | Member unit Testimonial Awards nominations due to Awards Board for Feb BoD agenda | Awards Chair | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf |
| 11/30/2014 | Member unit awards scholarship submissions due to Awards Board for Feb BoD agenda | Scholarship Chair | Div/Sec | http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf |
| 12/15/2014 | Section Business Plans Due | Chair | Sec | |
| 12/15/2014 | Section Budgets Due | Treasurer | Sec | |
| 12/31/2014 | 4th QTR ENDS | All | All | |
| 12/31/2014 | Section officer and committee terms end | All section positions | Sec | |
| 12/31/2014 | Section officer and committee terms end (1 year) | Sections - all | Sec | |
| 1/1/2015 | Section officer and committee terms begin (1 year) | Sections - all | Sec | |