

ASQ SECTION 1304 MEETING MINUTES

March 11, 2014

Patrick's Restaurant and Sports Bar
342 W Port Plaza Dr,
St Louis, MO 63146

CALL TO ORDER: The meeting was called to order at 6:07 pm. A quorum was present.

PARTICIPANTS:

Cindy Duhigg	x	Denise Arthur		Ed Vallorani	X	Ian Meggarrey	
Jim Ebone		John O'Reilly	x	Katarina Gowins	x	Kunita Gear	x
Shweta Chopra		Pam Hustedde		Randy Thompson	x	Tony Indihar	x
Don Cooley		Debby Pidgeon		Chris Anderson	x	Kim Rochetti	
Guests: none							

APPROVAL OF MINUTES:

- MOTION: to accept the minutes for February; motion seconded and passed.
- MOTION: to accept the amended minutes for June, 2013; motion seconded and passed.

TREASURER'S REPORT (Kat):

Monthly report received (attached).

Check request form modified.

New approval process reviewed.

- MOTION: to modify check request form to meet guidelines; motion seconded and passed.

HQ News (John):

Are training resources being utilized by LC? No videos had been viewed in the past month.

There is a link on ASQ website to post section events:

http://asq.org/java_members/calendar/searchEvents.jsp

Goals Review (Cindy):

INCREASE IMPACT (Debby/John): Volunteer board was sited at February membership meeting, posting volunteer opportunities/leadership opportunities. One volunteer signed up for Proctoring. Debby affirms that the board is valuable, and should be continued.

INCREASE IMPACT (John): Two people are already signed up for Rebuilding Together.

GROW MOC Section brochure: one coupon was received at the last meeting

GROW MOC ASQ video (Chris): re ASQ video at May's meeting; this will need to be deferred (to September?) due to change in May's venue.

IMPROVE WORKFORCE ENGAGEMENT Membership event discount pricing structure: COMPLETE

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

Key dates through 2014 were reviewed (attached)

We are promoting the World Conference.

WC attendees must register by 4/16.

June 7 exam information must be submitted by 4/18.

Our section was submitted for recognition on 3/11/14.

Member unit award submission in progress.

OFFICER'S REPORTS

Programming (Chris Anderson)

- March: George Freesan (Rug Doctor Lean) and Jim Seeley (People side of Management) are confirmed.
- April joint meeting w/ APICS confirmed and MOU drafted. Lean Supply Chain theme. We are committed to 40 attendees from ASQ.
- **ACTION ITEM (Tony) Call Engineer's Club to cancel the usual meeting there.**
- **ACTION ITEM (Randy) Bring projector**
- **ACTION ITEM (Chris) Check on screen**
 - May: Denise indicates that the May factory tour at Express Scripts is confirmed: waiting for the bio and summary for the website from our presenter. We will be able to stay in the same building for the dinner. Don't have prices yet for our dinner options -- there is an option to have a cash bar. Denise will keep everyone updated as information is received. Discussion around limit of 40 for tour, uncertainty about dinner cost.
 - MOTION: to charge \$10, in addition to normal dinner price, to take the tour; motion seconded and passed.
 - June: PMI joint meeting request. Will move to Tuesday for us. Verbal approval for joint meeting
 - Nothing in July/August
 - Discussion around impact of recent member/non-member pricing structure change on the SEED students. Search on student membership benefits shows section membership is not included, so pricing structure change may unexpectedly impact these students.
 - MOTION: to allow grace period (through 2015) for SEED students, so they have time to add the section to their membership or find additional funding for each membership meeting; motion seconded and passed.
- **ACTION ITEM (Ed) Discuss pricing structure change with Susan**

[e-mail update: Ed talked with Susan, and confirmed ASQ student membership status. Student membership does include one section membership, and the SEED sponsors have always paid full dinner meeting price, so this topic is moot.]

Certification (Don Coolie):

- Three proctor volunteers

Voice of Customer (Ed Vallorani):

- "Reason for Attending Monthly Meetings" survey results were reviewed. The order of the questions was changed between January and February; results were slightly different. Discussion around long-term survey benefits and continuity: group agreed the survey was of potential long-term value and should be continued, adjusting content/order as appropriate.
- Section membership slightly down.

Education (Debby):

- The issue with the poor service at Meremac I believe is due to the fact that the school made an error due to a new person handling the class schedule. She thought the class was canceled because Meremac schedule did not show attendees. The issues with the room temperature according to the school was due to the extreme cold at the time and that being an early morning class. We have not had any issues with evening classes. I would like to not make changes at this time and focus on the other available campuses.

- Both instructors Tom Frase (CSSBB Instructor) and Steve Flick (CMQOE Instructor) got excellent evaluations from their students. In particular, I would like to note that Steve Flick got the highest possible ratings in spite of the very serious issues he coped with regarding the classroom.

Newsletter/Internet Liaison (Ian Meggarrey):

- Invitations to join Sharepoint site were sent to all members who were registered (only 8 or so).

Placement (Jim Ebone):

- MOU has been signed and confirmed.

Examining (John O'Reilly): no update

Recertification (Kunita Gear): no update

Membership (Pam Hustedde): no update

Audit Chair (Randy Thompson):

- Audit last month went well

Publicity (vacant): no update

Nominating (Tony Indihar):

- Historical LC membership matrix was circulated, and team was asked to update.
- Discussion of scholarship application process. It was determined that the current practice of making application form available at meetings (to encourage meeting attendance and reward section participation) was appropriate. Exceptions – members who work nights, travel – can be made, on a case-by-case basis.

Arrangements (Tony Indihar):

- March -- Christy Banquet Center confirmed
- April – joint at Dave & Buster's
- May – Engineers Club
- June – PMI joint meeting

UNFINISHED BUSINESS

- April APICS MOU is in review.
- World Conference: Ian and Cindy are already going (no cost to section). Add Ed (flying) – is there a second LC member who had expressed interest?

NEW BUSINESS

- Express Scripts tour in May.

REVIEW OF MINUTES AND ACTION ITEMS

NEXT MEETING:

April 8, 2014, 6:00 pm

Spiro's

3122 Watson Rd

St Louis, MO 63139

(314) 645-8383

ADJOURNMENT

- A motion to adjourn was made, seconded, and passed. Adjourned at 8:20 pm.

Treasurer's Report – ASQ section 1304
LC meeting – March 11, 2014
Bank Balances as of 02-28-2014

Attendance at

Jan 14 meeting: 62

Feb 14 meeting: 81

Account Information

MM Balance: \$57,551.46

Checking Balance: \$10,902.41

Misc Acct Balance (see note below) \$ closed

Petty Cash: \$150.00

Treasurer Notes:

Look for a new request form to accommodate the new requirement for two signatures for checks over \$500. Any one submitting a request for over \$500 needs to realize it could be 30 days or more until the check is processed. Two signatures on the request will show the approval process more visibly than the actual signatures on the checks. In an emergency, the two approvals plus review by the chair via email, would show due diligence and allow the check to be processed with a single signature. I would propose that of the two signatures on the request require at least one be an officer, and the other could be another LC member.

THOUGHTS?

Month	Checking Balance	Money Market	petty cash	Misc Acct	Total
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
January 2014	\$10,870.82	\$57,549.25	\$150.00		\$68,570.07

MEMBER UNITS KEY DATES

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

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

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	