

ASQ SECTION 1304 MEETING MINUTES

January 14, 2014

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

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

PARTICIPANTS:

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

APPROVAL OF MINUTES:

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

TREASURER'S REPORT (Denise):

Treasurer's report is attached

○ **ACTION ITEM (Denise) Explore limiting debit card to one vendor**

Old officer will be removed from account as soon as historical minutes are online

○ **ACTION ITEM (Cindy, Ed) transfer meeting minutes to Website**

Discussion around income:expense gap

HQ News (Denise): nothing to report

Goals Review (Denise): discussed during Minutes review

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

OFFICER'S REPORTS

Programming (Chris Anderson)

- 2 speakers for January
- 1 slot unconfirmed for February
- March confirmed
- April joint meeting w/ APICS verbally agreed

○ **ACTION ITEM (Jim) commit to 40 attendants**

- May confirmed

Certification (Don Coolie):

- Exam date on Jan 20; 12 people makeup from December
- Next date: March 1

Voice of Customer (Ed Vallorani):

- January list of members from ASQ, so only official e-mail will receive member pricing
- \$25 members/\$35 non-members/\$15 students

Education (Debby Pidgeon):

- Education webpage is fixed
- Two classes; 5 enrollees/3 enrollees
- Subteam formed to study trends; Break-even analysis performed
- Teaching minimum is 4 students (verbal agreement)
- Discussion around new formats (webinars, in-house) for classes

Newsletter/Internet Liaison (Ian Meggarrey):

- Community Sharepoint (once it's activated) – discussion around how it will work; frequency of updates, etc.
- Current website up-to-date
- Enable Technology (Ian): Evaluate this goal

Placement (Jim Ebone):

- Next week's meeting, will bring a 3D display for job listings
- Reaching out to members between jobs

Examining (John O'Reilly):

- Candidate for Publicity Chair is being recruited
- John will be the new ASQ/Boeing site contact

Recertification (Kunita Gear):

- John will also be acting as Deputy Recert Chair

Membership (Pam Hustedde):

- 30 new members
- 107 lapsed members on the membership list
- Pam will receive box of materials from John

Audit Chair (Randy Thompson):

- Waiting for P&L analysis from Kat
- Audit team excludes Chair, then requires 3 signatures
- Final approval in February

Nominating (Tony Indihar):

- Nominating process needs to start in August

Arrangements (Tony Indihar):

- January – Sunset 44 confirmed
- February – Favazza's confirmed
- April – joint at Dave & Buster's
- May – Engineers Club

NEW BUSINESS

- World Conference attendees – Ed would like to go. Need to know by 4/16
- **ACTION ITEM (Denise) revisit this**
 - (Ian) Innovation Conference in September (Sat, maybe Sun); need ~12 people to volunteer. Expect ~100 attendees. Are we interested in hosting (quite a bit of competition from other cities)? Verbal agreement to pursue.
- **ACTION ITEM (Ian): Get more details**
 - Monthly LC meeting place – look for alternatives

ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:41 pm.

NEXT MEETING:

February 11, 2014, 6:00 pm
 J. Green's Pub
 10017 Manchester Re.
 Warson Woods, MO 63122

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

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	