

**Location:** [Clayton Plaza Hotel](#) (formerly Crowne Plaza Hotel) private room in restaurant  
7750 Carondelet Ave  
Clayton, MO 63105  
(314) 726-5400

**Call to Order:** Welcome @ 5:59 pm

**Attendance and Quorum:**

Ed Vallorani	X	Chris Anderson	X	Steve Flick	X	Kyle Jeffers	X	John O'Reilly	
Kat Gowins	X	Denise Arthur	X	Kunita Gear		Thomas Miller	X	Bryan Signaigo	X
Cindy Duhigg	X	Jim Ebone		Tony Indihar	X	Sandra Mohr	X	Randy Thompson	X
Mark Lynch	X								

**Minutes:** Jan minutes were accepted in Feb. Feb minutes (amended) to be sent out by Friday the 11<sup>th</sup> to the secretary from the note taker (treasurer). To be accepted after review at the next meeting.

**Treasurer's Report:** Feb 15, 2016 the annual report was submitted and acknowledged. Awaiting acceptance.

**Action item review:**

- Ed V:
  - 1) spoke with Lawrence (regional director) as a possible ISO speaker for the fall conference. Passed on the connection to Steve M. for follow up.
  - 2) Investigated CVENT for the conference (\$9/person) similar function to 123Signup but more robust. Also 2-3 times more expensive

**WCQI:** attendees to be Mark Lynch, Thomas Miller and Sandra Mohr (Sandra will be covered by her company). Ed would be a third funded by the section. Only allotted \$5000 in budget. Motion passed for the section to fund three attendees from the LC to attend the World conference.

**2016 Fall Conference:** Project is on track. Speaker group: per plan need 13 speakers, have 4 confirmed. The budget is based on 100 paid attendees, with estimated 120-125 people total at the conference. (guides, support personnel etc). Estimating cost per person \$150 (early registration). Tony has asked for all group leads to re-evaluate their budgets/estimated costs. Will develop a cost structure for based on \$150 early bird.

\*\*Research accepting credit card payments

**Business Alliance Subcommittee Report :**

Joint conference with SLU, APICS for Oct 4<sup>th</sup>, ASQ declined due to being too close to our scheduled conference. The group wants to plan it for early spring (feb or march of 2017) instead in order to accommodate ASQ. Proposal includes break even (or possible loss) with any profits being held for the next conference. Mark and Ed to continue to keep the LC informed about the proposal as it evolves.

## LC Meeting Agenda

March 8, 2016

### Committee Reports:

Programs	<del>John O'Reilly</del> Ed	Upcoming Programs	There is Speaker change for March, no details available April – visit to Hussman May Engineers Club
Education	Thomas Miller	Workshops	BB class just ended Next classes start in April All 2016 classes are set up in 123 WORKSHOPS: Amy Slovachek : X Matrix strategy deployment Kim Rochetti: Lean Leaders  Looking at possible dates: may 21, jun25, Aug27 or sep24
Arrangements	Tony Indihar	Upcoming Venues	Hussman – sugarfire for the catering
VoC	Steve Flick	Survey Results	Electronic survey for Feb not sent out – no list of attendees sent to Steve
Social Media	Bryan Signaigo	Update	357 members on LinkedIN Bryan is unable to access the Facebook page, considering starting a new page
Website	Chris Anderson	Website Redesign	NO update
Mentorship	Denise Arthur	Program Update	Currently the software evaluated was plug and play but pricey. Contacting Professional Development group at national for some guidance Also looking at PMI for benchmarking. Looking at doing a workshop to kick off the program (may need a budget to cover speaker/instructor  **possibly tie in to the fall conference
Vice-Chair	Mark Lynch	Position Description Update	Business plan: getting descriptions onto sharepoint. All LC chairs to submit their position descriptions to Mark to upload
Membership	Sandra Mohr	Update	Letters ready to go out
Certification	Kyle Jeffers	March Exams	45 people took March exams, 3-4 no shows
Other Chairs			none

### ASQ Calendar Review

- 3/2 May venue/speakers finalized
- 3/4 May meeting details sent to VoC and Webmaster
- 3/15 March LC Meeting minutes published  
Revised February LC Meeting minutes sent to Webmaster
- 4/19 April LC Meeting minutes published  
Revised March LC Meeting minutes sent to Webmaster

**New Business:** N/A

### Needs for Upcoming Meeting:

Notes for the meeting: Scholarship form is now available on the website; Volunteer plea  
Need Banner, projector brought to meeting.

### Review of Minutes and Action Items:

1. Cindy to send Feb meeting minutes to secretary by Friday March 11<sup>th</sup>
2. Mark to research how/if/can accept credit cards for the conference (meetings) look at Square, PAYPAL. Will need a process to use.
3. Ed & Mark to bring more information on the SLU/APICS conference (spring 2017)
4. Whomever does meeting checkins is to send the attendee list to Steve within 24 hrs.
5. Steve to use the original registration list if attendee list not available,
6. Steve to look at using 123 to set up survey for use after the meetings
7. ALL LC chairs to send position description to Mark for posting on sharepoint
8. Kyle to send exam dates to Cindy so she can follow up with Engineers club for invoicing.
9. Cindy to develop a complaint form for member versus non-member costs. (to be used by those members that complain at check in and request refunds. The form will be given to Steve for investigation.
10. Kat send Jan meeting minutes to Chris if not posted on web.
11. Randy to set up followup meeting to discuss treasurers concern about job creep

**Next Location:** Clayton Plaza Hotel restaurant in Clayton

**Adjournment:** 8:14 PM

**Submitted by** K gowins 3/14/2016

### All

<b>3/8/2016</b>	LC Meeting
<b>3/15/2016</b>	March Monthly Meeting
<b>4/12/2016</b>	LC Meeting
<b>4/19/2016</b>	April Monthly Meeting
<b>5/9/2016</b>	LC Meeting
<b>5/24/016</b>	May Monthly Meeting

### Arrangements Chair

<b>3/2/2016</b>	Arrangements Chair finalizes venue for May meeting
<b>3/4/2016</b>	Arrangements Chair communicates details of May meeting to VoC
<b>3/4/2016</b>	Arrangements Chair communicates details of May meeting to Webmaster
<b>3/18/2016</b>	Arrangements Chair sends March meeting attendance information to LC
<b>4/22/2016</b>	Arrangements Chair sends April meeting attendance information to LC
<b>5/27/2016</b>	Arrangements Chair sends May meeting attendance information to LC

### Certification Chair

<b>6/4/2016</b>	June Certification Exam
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### Chair

<b>3/2/2016</b>	Send agenda for March LC meeting
<b>3/11/2016</b>	Make reservations for April LC meeting
<b>4/6/2016</b>	Send agenda for April LC meeting
<b>4/15/2016</b>	Make reservations for May LC meeting
<b>5/4/2016</b>	Send agenda for May LC meeting
<b>5/13/2016</b>	Make reservations for June LC meeting

### Education Chair

<b>4/4/2016</b>	Classes Begin for June Exams
<b>5/20/2016</b>	Education Chair processes check requests for class instructors
<b>5/27/2016</b>	Education Chair issues RU letters for instructors and students

### Membership Chair

<b>3/4/2016</b>	Membership Chair downloads membership data from asq.org
<b>3/4/2016</b>	Membership Chair sends 123signup member data file
<b>3/9/2016</b>	Membership Chair sends 123signup new member promotion code file
<b>3/11/2016</b>	Membership Chair sends new member welcome letters
<b>4/2/2016</b>	Membership Chair requests March certification pass list from ASQ
<b>4/7/2016</b>	Membership Chair sends 123signup certification promotion code file
<b>4/8/2016</b>	Membership Chair downloads membership data from asq.org
<b>4/8/2016</b>	Membership Chair sends 123signup member data file
<b>4/13/2016</b>	Membership Chair sends 123signup new member promotion code file
<b>4/15/2016</b>	Membership Chair sends new member welcome letters

- 5/6/2016 Membership Chair downloads membership data from asq.org
- 5/6/2016 Membership Chair sends 123signup member data file
- 5/11/2016 Membership Chair sends 123signup new member promotion code file
- 5/13/2016 Membership Chair sends new member welcome letters

### Program Chair

- 3/2/2016 Program Chair finalizes speakers for May meeting
- 3/4/2016 Program Chair communicates details of May meeting to VoC
- 3/4/2016 Program Chair communicates details of May meeting to Webmaster

### Secretary

- 3/15/2016 March LC Meeting minutes published
- 3/15/2016 Revised February LC Meeting minutes sent to Webmaster
- 4/19/2016 April LC Meeting minutes published
- 4/19/2016 Revised March LC Meeting minutes sent to Webmaster
- 5/17/2016 May LC Meeting minutes published
- 5/17/2016 Revised April LC Meeting minutes sent to Webmaster

### Social Media Chair

- 3/15/2016 Social Media Chair begins to promote May Meeting

### Treasurer

### VoC Chair

- 3/15/2016 VoC begins to promote May Meeting
- 3/25/2016 VoC sends March meeting survey report to LC
- 4/29/2016 VoC sends April meeting survey report to LC
- 6/3/2016 VoC sends May meeting survey report to LC

### WCQI

### Webmaster

- 3/11/2016 Webmaster posts classes on website for June Exams
- 3/11/2016 Webmaster posts May meeting details on website
- 3/18/2016 Webmaster posts final February LC Meeting Minutes
- 4/22/2016 Webmaster posts final March LC Meeting Minutes
- 5/20/2016 Webmaster posts final April LC Meeting Minutes