

**Location:** Seven Gables Inn  
26 N. Meramec  
Clayton, MO 63105

**Attendance:**

|                 |   |               |   |               |   |                |   |                |   |
|-----------------|---|---------------|---|---------------|---|----------------|---|----------------|---|
| Chris Anderson  | X | Denise Arthur | X | Katie Castree | X | Don Chimanda   | X | Jim Ebone      |   |
| Kat Gowins      |   | Tony Indihar  |   | Kyle Jeffers  | X | Mark Lynch     | X | Vicki Mercer   | X |
| Thomas Miller   | X | Sandra Mohr   | X | John O'Reilly | X | Bryan Signaigo | X | Ed Vallorani   |   |
| Education Chair |   |               |   | Cindy Duhigg  | X | Steve Flick    |   | Randy Thompson | X |

**New Action Items from January Meeting:**

- Outgoing and incoming LC meet to transfer financial responsibility – Cindy
  - Prepare annual report – Cindy / Kyle
  - Send out previous meeting notes and next meeting invitation to Conference Committee – Vicki
  - Update ASQ Calendar handout – Mark
  - Look for and act on email re: ASQ Collaboration Community for LC members – All
  - Reg table and banner at January membership meeting – Randy / Don. Share reconciliation form – Cindy
  - Name tags, RU slips, projector, screen at January membership meeting – Mark
  - Write new “Message from the Chair” for website – Mark
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**Introduction of New Members on LC – Mark**

- Don Chimanda will be VOC Chair
- Katie Castree will be Secretary
- Education Chair is still TBD

**Minutes – Mark**

- Motion and Second to approve.

**Treasurer’s Report – Cindy**

- Refer to handouts. Randy commented that QuickBooks should be in order prior to preparing the annual report.

**Action Item Review – Mark**

- Refer to December meeting minutes.

**Committee Reports:**

**Programs – John**

- Reviewed January, February, and March speakers. John has also asked his sub team members to work on finding the next speaker.

**VOC – Don**

- Considering a phone app or other ways to increase survey responses.

### Conference – Vicki

- Small group met in December. Have basics down, and normal meetings (same day as last year, 4<sup>th</sup> Tuesday of each month) will build on that foundation. Let her know of anyone who wants to join. Next meeting is January 24<sup>th</sup>.

### Recertification – Vicki

- Received a lot over the holidays. Only one person remaining to connect with. Most are still doing paper version.

### Social Media – Bryan

- Pretty quiet; Mallinckrodt did request promotion of an open position. Also sent a reminder that this Friday is the deadline to register for next week's meeting, and used Facebook to promote it.

### Website – Chris

- Is setting up the forwarding between the email address that displays and the email addresses we actually want messages forwarded to.

### Membership – Sandra

- Sent out the Free Dinner Meeting code for all of our new members in December. Only about one month behind on new members; also need to do recertifications' coupons.

### Community Outreach – Thomas

- Two phases are I Lean Workshop and II Project. Proposed March 18<sup>th</sup> or 25<sup>th</sup> as date for workshop; consensus was 25<sup>th</sup>. Next steps are to get attendees' sources of Not For Profits, as well as the United Way's. Will put member request for Not For Profits and request for volunteers in the VOC (work with Don).

### Education – Thomas

- 10 classes planned for this year. Upcoming one is CSSBB and has 5 attendees so far. Will also be sending out request for new instructors.

### Mentorship – Denise

- Denise and Mark will be meeting to discuss. Budget did include \$1,000 that could be used. Could also tie into conference, e.g. 4-hour "how to" for mentors and mentees, could be offered 2x within conference.

### ASQ Calendar Review – Mark

- Refer to handout. Change(s): Location for 3/21 membership meeting is Syberg's. There is no 6/20 membership meeting.

### New Business – Mark

- Announced Convergence 17 Conference – March 14<sup>th</sup>, 2017. Registration is open. The conference is made up of three Supply Chain organizations. They have found several speakers and will have three tracks. We will have a table, and they also want us to advertise to our members. Price is ~\$75-\$100 early bird. This will give us exposure to people we don't normally have exposure to. The location is SLU. Attendees can earn RU's for attending. We can also volunteer to work the table. The LC had no objections to announcing on the ASQ website and VOC email.
- Update on ASQ Collaboration Community for LC members: The new community is ready to use. Everyone on LC should get an email re: Office 365 as well as a permanent ASQ email address, e.g. mlynch@sections.asq.org. Our files from Share Point should have been transferred over.
- Section meeting change proposal(s):

## LC Meeting Minutes

January 10, 2017

- Want registration table workers other than treasurer; we are not supposed to do this. January meeting registration table and banner: Randy, Don. There is a reconciliation form Cindy will send out. The form does require two people to check and double check.
- Name tag printing – also not treasurer, as they are loaded down with QuickBooks. Mark will do this for the January meeting, including RU slips, projector, and screen, if needed.
- John recommended making a sub committee under Arrangements and giving out RU's. This would also include projectors, screens, banners, etc.
- Other new business? None.

### **Needs/Announcements for Upcoming Meeting – Mark**

- Volunteer opportunities for Conference Committee – Vicki

### **Next Meeting/Location – Mark**

- 2/7 (not 2/14), 7 Gables Inn

### **Additional Action Items – Mark**

- Write new “Message from the Chair” for website to replace Ed’s 2015 message – Mark

### **Adjourn**