

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

**Time:** 6:00 – 8:00

**Attendance:**

Chris Anderson	X	Denise Arthur		Katie Castree	X	Don Chimanda		Jim Ebone	
Kat Gowins	X	Tony Indihar		Kyle Jeffers	X	Mark Lynch	X	David Maack	x
Vicki Mercer	X	Thomas Miller		Sandra Mohr	X	John O'Reilly		Bryan Signaigo	
Ed Vallorani				Cindy Duhigg					

**New Action Items from February Meeting:**

- Follow-up on David Maack's access to Share Point – Mark
- Propose an investment amount for ASQ HQ's investment program at the next meeting for committee approval, including the minimum needed in our BofA account to avoid fees – Kyle
- Give QuickBook access to Kat – Kyle
- Coordination of TechShop tour for April membership meeting – John / Mark / Chris
- Send any changes to the email address you're using to Chris – All
- Keep the community calendar on Share Point up to date with classes – Mark / David
- Send any existing policies/procedures to Mark to post on SharePoint – All
- Send out a plea for more conference volunteers, to Chris, Bryan, Kyle – Vicki
- Send tentative conference date to Chris for website – Vicki
- Complete (or find volunteers for) new member phone calls and include an education component – Sandi / David
- Meet on how Share Point will be used, set it up so that it will be organized going forward, and create a document with guidelines as well as user tips – Katie / Mark / Vicki / Kyle
- Post checklist of what is done for each membership meeting – Mark
- Make a request to former proctors re: working the table at membership meetings – Vicki
- Follow-up on whether we can just exchange a table at the Convergence17 conference for a table at our conference – Mark
- Share the electronic version of our section brochure – Chris
- Post Engineering Club's Engineering Month event on our website – Chris
- February membership meeting: Send reconciliation form to Kyle – Kat. Give a brief education update before meeting – David. Work table – Sandi. Bring the screen and projector and do nametags – Mark. Provide speaker gifts - John. Bring the ASQ banner – Randy (Mark email reminder).

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**Introduction of New Member on LC – Mark**

- David Maack is the new Education Chair, transitioning to replace Thomas Miller.

### Minutes – Katie

- No changes. Chris motioned to accept, Kat seconded, all in favor.

### Treasurer's Report – Kyle

- See attachment. Kyle reviewed completed actions. Discussion on how many committee members need to sign (chair, treasurer, +3). Noted that Finance area on SharePoint will be editable by Kyle but read-only to all. Kyle reviewed work in progress actions. Kyle reviewed issues/discussions. Discussion on moving to a paperless banking system, e.g. bank's online "bill pay" can replace checks to people. All in favor of it; noted that there will be some situations where a paper check is still needed. Discussed an investment opportunity for our section dollars; if we send HQ money for their office building then the interest that would be paid to the bank will instead be paid to our section, minimum \$5,000. Kyle will propose an investment amount at the next meeting for committee approval, including the minimum needed in our BofA account to avoid fees. Kyle asked for feedback on scanning all old financial documents to put on SharePoint site; committee discussed pros and cons. Note that bank statements are to be maintained for 7 years per ASQ HQ. Mark motioned to set a not-to-exceed amount of \$200 to scan 3-years' worth of documents, David seconded, all in favor. Kyle inquired if a deposit form or reconciliation form exists; Kat will send what she has. Kyle reviewed last month's and this month's account balances for checking and savings.

### Action item review – Mark

- Mark reviewed items from last meeting. Two open items are audit of annual financial report (Kat, Randy, Mark) and access ASQ Collaboration Community (all).

### Committee Reports:

#### Programs – John

- February, March, and May are set. April will be TechShop tour – need to coordinate. Vicki also received a request from Ameren to present at one of our meetings.

#### Arrangements – Tony

- No update. February meeting at Favazza's is set.

#### VOC – Don

- No update.

#### Social Media – Bryan

- No update

#### Website – Chris

- Minutes were posted to website. Send any changes to the email address you're using to Chris. Mark recommends everyone transition to the @sections.asq.org email addresses. The group name "1304LC" is already a group on SharePoint; a group name is also being created for the conference committee.

### Education – David

- David reviewed his education goals: develop a list of teachers and what capabilities they have, share info about what classes are already being taught, start outreach to companies in the area who may not have someone associated with ASQ, and better utilize the website and LinkedIn. Mark and David will keep the community calendar on SharePoint up to date with classes; David will also give a brief education update before the next membership meeting. Mark asked about the process for classes, e.g. decisions on the minimum number of trainees needed to offer and/or breakeven. Recommendations on this have been put together in the past; send any existing policies/procedures to Mark to post on SharePoint.

### Conference – Vicki

- Had January meeting; added some team members, e.g. Sandi, Ellen. Still in very early stages but on track. Had a lot of discussion on incorporating Mentorship into conference, and began mapping out tracks of conference.

### Recertification – Vicki

- No updates. David inquired about a way to give digital RU's at section meetings rather than hard copy. Discussion was tabled until next meeting.

### Membership – Sandi

- We have 896 members, but 105 are past due (dues not paid so expired between July and December). How long do we give them paid-member privileges past expiration? Group consensus was to give them a 1-month grace period. There are two potential jobs for volunteers – follow-up with those who need to update their dues, and phone calls to new members to welcome them. We average 20-30 new members per month; 26 this month (but some may not really be “new”).

### Community Outreach – Thomas

- There is a meeting with the United Way on Thursday about our outreach program and to get a list of non-profit organizations that want assistance from ASQ.

### Mentorship – Denise

- No update.

### Placement – Jim

- No update.

### Audit – Kat

- Need a third person to join Audit Committee; Vicki volunteered. Kat is meeting with Randy soon, but the audit has found nothing substantial found so far. Most is comments or minor changes; will not prevent us from getting this in on time.

### ASQ Calendar Review – Mark

- See attachment. No changes.

### Old Business – Mark

- LC use of ASQ Collaboration Community: we expect to have some people who will not use it regularly. If you do try to use it and have issues, let Mark know. A small group will meet on how things will be stored on it (Katie, Mark, Vicki, Kyle), set it up so that it will be organized going forward, and create a document with guidelines as well as user tips. The “collaboration” side is for, for example, policies that we are working together to update; other areas, Treasurer for example, are kept to limited people.
- Section meeting changes and volunteers to work table besides LC: We would like to have a committee who does this, but did not get any volunteers. Each LC member could take 1 meeting per year + a member helper if we have

one. Sandi volunteered for February. There is a checklist of what is done for each meeting that Mark will post on Share Point. Vicki will also make a request to former proctors.

### **New Business – Mark**

- Posting job opportunities on the ASQSTL website: We do not want the sharing of open positions on the section website to require a lot of monitoring, but we do want to meet requests sent by area companies and provide value to members. Solution – include in VOC rather than on website.
- Engineers Club Affiliation Agreement: See attachment. We will continue to be an affiliate member of the Engineering Center of St. Louis at a cost of \$250 for the 2017 Calendar Year. No motion needed. This was included in our budget, and we get a discount price on renting the building. As per the budget, Mark submitted a check request to Kyle.
- Convergence17 conference and sponsorship: See attachment. Several organizations combine to put on this conference; Ed and Mark are on the committee. They want us to sponsor a table for \$150; this is not in the budget. We would also need volunteers for the table; Vicki has already volunteered. This is a good way to reach people who are interested in quality but not involved; the conference will also be advertised to our members. Mark will follow-up on whether we can just exchange a table at their conference for a table at our conference. Chris will also share the electronic version of our section brochure to be used at our table.
- Engineering Month activities: See attachment. The Engineers Club sent out a list of upcoming activities; deadlines to sign up are approaching. Chris will post the event on our website.

### **Needs/Announcements for upcoming meeting – Mark**

- Mark will bring the screen and projector and do nametags. John will provide speaker gifts. Randy will bring the ASQ banner (Mark email reminder).

### **Review of minutes and action item – Katie**

- Katie reviewed action items.

### **Next meeting/location – Mark**

- March 14<sup>th</sup> – Seven Gables. All agreed.

### **Demonstration of ASQ Collaboration Site – Mark**

- Pushed to next meeting.

### **Adjournment**

- Chris motioned to adjourn, Vicki seconded, all in favor.

### **Amendment**

- The LC discussed briefly at the meeting about paying for two people to attend the 2017 ASQ World Conference, including the leadership meetings/sessions the weekend before. There is money in the budget to fund two people. An e-mail request was sent by Mark shortly after the meeting asking for specific approval on people, in order from them to make reservations soon. **There was email approval from the LC to pay for Vicki Mercer (Vice-Chair) and Kyle Jeffers (Treasurer)** to go to the conference and leadership meetings the weekend before. They are both new officers that have not participated in the HQ leadership meetings or World Conference previously.