

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

Time: 6:00 – 8:00

Attendance:

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

New Action Items from March Meeting:

- Send a test email to everyone – Mark. Let Mark know whether you receive it or not – all.
- Be responsible for petty cash at the next membership meeting – Tony
- Provide projector and screen for membership meeting – Mark
- Send David info on the software quality group in St. Louis – Mark
- Sent out electronic version of “Lean for Non-Profits” flyer – Thomas
- Prepare a mentoring questionnaire for membership – Denise
- Scan two audit documents from Kat and post to Share Point – Kyle
- Complete assigned items on Section Meeting Checklist – as assigned

Minutes – Katie

- Katie reviewed the minutes from last meeting. An addendum was added based on Mark’s post-meeting e-mail regarding funding Vicki and Kyle to attend the World Conference. No changes. Motion to accept the minutes – Ed. Second – Kat. All in favor, none opposed.

Treasurer's Report – Kyle

- No official report this month, but Kyle provided an update on scanning and posting to Share Point the last three years of records. The payment to the Engineers’ Club went out last week. Online payments are working well. Vicki discussed concerns including checks in the mail, personal addresses used for ASQ mail, and access to post office boxes. Our annual report was accepted by HQ.

Action item review – Mark

Mark reviewed the action items from last month’s meeting. The group also discussed petty cash for membership meetings – proposed process is to assign the pouch to someone for each meeting. Tony will do this for the next membership meeting. If he cannot make it going forward, he will contact someone else. Petty cash was transferred from Kyle to Tony. In the future, we would also like to begin using credit cards with QuickBooks using a swiper.

Committee Reports:

Programs – John

- Upcoming meeting is set – John reviewed the speakers. We will need a screen and projector – Mark will provide. By next week, John will have April meeting set.

Arrangements – Tony

- 25 are signed up for the next membership meeting. Sign-ups are open until Friday. April and May locations and food are also set; Tony reviewed. We should also start thinking about awards – Technical, Service, and other outstanding section contributors.

VOC – Don

- No update.

Social Media – Bryan

- No update.

Website – Chris

- No update.

Education – David

- Next week David will provide an Education update at the membership meeting between the two speakers, regarding the upcoming classes and when sign-up closes. CQA, CQE, CQIA are the upcoming classes; books will be ordered next week by David after sign-ups close. David would also like to survey the membership about Saturday classes; the group discussed the success rate of paper surveys vs email surveys. Software Quality teacher will be Mark; this will be taught next fall, or earlier as needed. Ed noted that there is another software quality group in St. Louis who is a potential target audience; Mark will send David info on the group. If you have additional ideas about Education, email davidmaack@yahoo.com
- Online certification training – several other sections have asked us to pass their info along to our membership. Should we pass these along or not? Mark proposed that we do not, unless it is a class that we do not offer. We could also ask the other section for information on how many of our members signed up, so that we can consider adding this to our offerings. Mark also offered to “test drive” his software quality class online.

Conference – Vicki

- The group has been meeting regularly and did get one new member – Ellen Gragg, co-chair of sponsors. Mark is now chair of speakers, and there is also one more potential member. Tracks have been decided – Risk Management, Lean Six Sigma, and Quality 101. We are hoping to draw outside of the typical membership attendees.

Recertification – Vicki

- Vicki announced at the last meeting that the recertification application form has changed to give more credit to those who take part in section activities; she will do so again at the next meeting.

Membership – Sandra

- Sandi sent out all promo codes for certification from last year and this year through February. All new member promo codes have also been sent out. Don will need to link these in 123 so that they work. If they are signing up in 123 and it does not work, they are instructed to call her.

Community Outreach – Thomas

- Thomas shared the flyer that was sent out for the workshop that will be held on March 25th. If you are aware of other non-profits who may be interested, please pass along.

Mentorship – Denise

- Still determining the structure of the program so that mentors and mentees can come together for the level-set workshop and beyond. A concern is not having enough mentors for all mentees. or vice versa. Potential solutions are to “gameify” the program, or other ways to keep mentors coming back year after year. Another concern is the number of different areas our membership covers (as opposed to PMI, for example, who is matching people who are all in the same area). The group provided feedback, and the next step is for Denise to prepare a questionnaire for membership. Kat volunteered to assist Denise.

Placement – Jim

- A group that Jim is a part of is holding a class on LinkedIn which he will attend next week. He also discussed the prevalence of social media like Skype and Facebook in the job search.

Audit – Kat

- The audit team reviewed the book of 2016 materials and noted that a lot of the requests in the book didn't have accounts, dates, etc. on the forms. However, they found no discrepancies with QuickBooks. Request forms were pulled on a random basis from throughout the year. Without trying to go back and fix anything, the group decided to close out 2016 since everything matched. The group recommends that audits continue to be done prior to sending anything to HQ, which has not always happened in the past. Although only an annual basis is required, as a section we should sign off as a best practice. Kat provided two documents to Kyle which he will scan and post on Share Point.

ASQ Calendar Review – Mark

- Mark reviewed the calendar – no changes.

Old Business – Mark

- Discussion of LC use of ASQ Collaboration Community / ASQ emails – this will be helpful for the LC to be more organized (pending emails go through).
- Investing with ASQ Investment Program – this topic has been pushed to next month's LC meeting.
- Convergence 2017 Update – this conference was today, and Mark provided an update on how it went.

New Business – Mark : (10 minutes)

- Online Certification Classes from other sections – discussed above in Education update.

Needs/Announcements for Upcoming Meetings/Training/Seminars – Mark

- Mark reviewed the Section Meeting Checklist and filled in those responsible for each item.

Review of Minutes and Action Items – Katie

- Katie reviewed the list of action items from this meeting.

Next Meeting/Location – Mark

- April 11th – Seven Gables

Demonstration of ASQ Collaboration Site – Mark

- Mark provided a demo of the Share Point site that HQ provides to our section. Everyone on the LC should have access to Share Point, as well as an ASQ email. A sub-group has met on how to arrange this and keep it organized. Each role has a collaboration area, Katie will manage the Admin section, and Kyle will manage the Financial section.
- Vicki would like to create a Recertification folder on Share Point to keep track of those she has recertified (omitting credit card info). This would not entail scanning the whole journal, just the front page. The group agreed to this.

Adjournment

- Ed motioned to adjourn; Jim seconded; all agreed.