



LC Meeting Minutes

February 9, 2016

Location: [Clayton Plaza Hotel](#)

Call to Order

Attendance:

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

Quorum was recognized

Minutes accepted

Treasurer's Report: Annual report was submitted on time. 2015 annual audit complete.

Action item review:

- Kat: amend business alliance paperwork for email blast/linkedin/facebook/webpage – WILL GO OUT THIS WEEK
- Mark: send Thomas the member list with cert Owners for targeted emailing -- DONE
- Bryan: add info to LinkedIn about conference, trainer/class proposal requests once available – DONE
- Cindy: explore pharmaceutical speaker for feb meeting (1/15/16) -- DONE
- Bryan/CHRIS: add link on website to LinkedIn & Facebook pages – DONE (w/ AMY'S HELP)
- Thomas: send mentor survey results to Denise -- DONE
 - o If needed: Denise or Thomas will send survey out again.

2016 Fall Conference:

- Preliminary Budget \$150/apiece, assuming 100 attendees
- "Bonfire" and "C-vent" apps discussed; Ed will look into this for the conference
- Ed and/or Tony will look into possibility of an ISO speaker

Business Alliance Subcommittee Report:

- SLU/APICS/Supply Chain conference in early October. Theme: St. Louis Innovation
- Our share would be \$2500

➤ **MOTION:** Section 1304 will not participate, but leave the door open for future participation. MOTION PASSED

Committee Reports:

Programs	John O'Reilly	Upcoming Programs	March – 2 speakers Location tbd
Arrangements	Tony Indihar	Upcoming Venues	February -- Favazza's confirmed
Social Media	Bryan Signaigo	Update	Survey out today Will post fall conference
Website	Chris Anderson	Website Redesign	Looking into changing the theme of the website Moved internet service
Mentorship	Denise Arthur	Program Update	Discussed software solution to match mentors/mentees
Vice-Chair	Mark Lynch	SharePoint Update	SharePoint is up-and-running Will advertise for volunteers for various positions
Membership	Sandra Mohr	Update	Chair transition to Sandra Mohr complete
<u>Education</u>	<u>(not available at the meeting)</u>	<u>(added 08Mar2016)</u>	<u>see ADDENDUM B</u>

ASQ Calendar Review [see ADDENDUM A](#)

- 1/6 March venue/speakers finalized
- 1/8 March meeting details sent to VoC and Webmaster
- 1/19 Jan. minutes sent to LC
- **Have December minutes posted to Website?**
- 1/27 Locations/Instructors finalized for April/May Certification Prep classes
- 1/29 Classes established for registration, class details sent to VoC and Webmaster
- 2/3 April venue/speakers finalized
- 2/5 April meeting details sent to VoC and Webmaster
- 2/15 2015 financial statements due to ASQ National
- 2/16 Feb. minutes sent to LC
- Revised Jan. minutes sent to Webmaster
- 3/2 May venue/speakers finalized
- 3/4 May meeting details sent to VoC and Webmaster

New Business already covered

Needs for Upcoming Meeting Food Quality topic (Chipotle?) for May?

Review of Minutes and Action Items

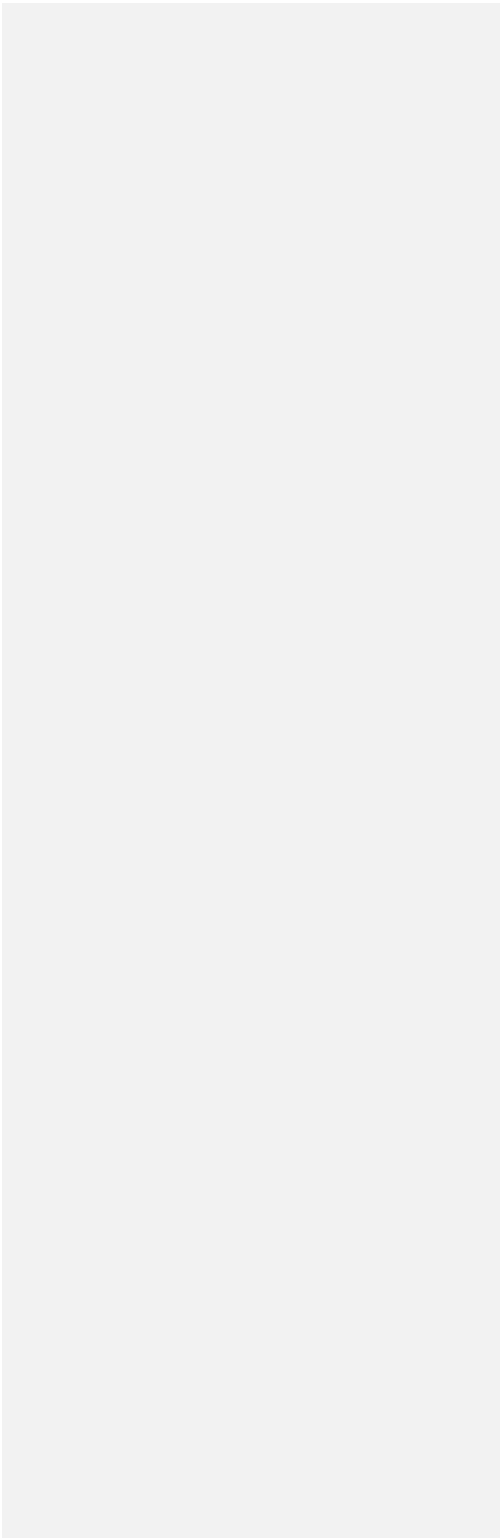
Next Location:

[Clayton Plaza Hotel](#)
7750 Carondelet Ave
Clayton, MO 63105

Adjournment



LC Meeting Minutes
February 9, 2016



ADDENDUM A: Calendar

All

2/9/2016	LC Meeting
2/16/2016	February Monthly Meeting
3/8/2016	LC Meeting
3/15/2016	March Monthly Meeting
4/12/2016	April Monthly Meeting
4/12/2016	LC Meeting

Arrangements Chair

1/6/2016	Arrangements Chair finalizes Venue for March meeting
1/8/2016	Arrangements Chair communicates details of March meeting to VoC
1/8/2016	Arrangements Chair communicates details of March meeting to Webmaster
1/22/2016	Send meeting attendance information to LC
2/3/2016	Arrangements Chair finalizes Venue for April meeting
2/5/2016	Arrangements Chair communicates details of April meeting to VoC
2/5/2016	Arrangements Chair communicates details of April meeting to Webmaster
2/19/2016	Send meeting attendance information to LC
3/2/2016	Arrangements Chair finalizes venue for May meeting
3/4/2016	Arrangements Chair communicates details of May meeting to VoC
3/4/2016	Arrangements Chair communicates details of May meeting to Webmaster
3/18/2016	Arrangements Chair sends March meeting attendance information to LC
4/22/2016	Arrangements Chair sends April meeting attendance information to LC

Certification Chair

3/5/2016	March Certification Exam
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Chair

1/6/2016	Send agenda for January LC meeting
1/15/2016	Make reservations for February LC meeting
2/3/2016	Send agenda for February LC meeting
2/12/2016	Make reservations for March LC meeting
3/2/2016	Send agenda for March LC meeting
3/11/2016	Make reservations for April LC meeting
4/6/2016	Send agenda for April LC meeting
4/15/2016	Make reservations for May LC meeting
3/11/2016	Make reservations for April LC meeting

Education Chair

1/4/2016	Classes Begin for March Exams
1/27/2016	Education Chair finalizes locations and instructors for classes for June Exams
1/29/2016	Education Chair communicates details of classes for June Exams to VoC
1/29/2016	Education Chair communicates details of classes for June Exams to Webmaster

- 1/29/2016** Education Chair creates classes in 123signup for June Exams
- 4/4/2016** Classes Begin for June Exams

Membership Chair

- 2/5/2016** Membership Chair downloads membership data from asq.org
- 2/5/2016** Membership Chair sends 123signup member data file
- 2/10/2016** Membership Chair sends 123signup new member promotion code file
- 2/12/2016** Membership Chair sends new member welcome letters
- 3/4/2016** Membership Chair downloads membership data from asq.org
- 3/4/2016** Membership Chair sends 123signup member data file
- 3/9/2016** Membership Chair sends 123signup new member promotion code file
- 3/11/2016** Membership Chair sends new member welcome letters
- 4/2/2016** Membership Chair requests March certification pass list from ASQ
- 4/7/2016** Membership Chair sends 123signup certification promotion code file
- 4/8/2016** Membership Chair downloads membership data from asq.org
- 4/8/2016** Membership Chair sends 123signup member data file
- 4/13/2016** Membership Chair sends 123signup new member promotion code file
- 4/15/2016** Membership Chair sends new member welcome letters

Program Chair

- 1/6/2016** Program Chair finalizes speakers for March meeting
- 1/8/2016** Program Chair communicates details of March meeting to VoC
- 1/8/2016** Program Chair communicates details of March meeting to Webmaster
- 2/3/2016** Program Chair finalizes speakers for April meeting
- 2/5/2016** Program Chair communicates details of April meeting to VoC
- 2/5/2016** Program Chair communicates details of April meeting to Webmaster
- 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

- 1/19/2016** January LC Meeting Minutes Published
- 1/19/2016** Revised December LC Meeting Minutes sent to Webmaster
- 2/16/2016** February LC Meeting minutes published
- 2/16/2016** Revised January LC Meeting minutes sent to Webmaster
- 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

Social Media Chair

- 1/19/2016** Social Media Chair begins to promote March Meeting
- 2/9/2016** Social Media Chair begins to promote classes for June exams
- 2/16/2016** Social Media Chair begins to promote April Meeting
- 3/15/2016** Social Media Chair begins to promote May Meeting

Treasurer

- 1/8/2016** Miscellaneous income reporting due (1099)
- 1/22/2016** 4th Quarter Financial Report to Officers for review
- 1/22/2016** Treasurer to send December transaction data to Chair for financial analysis
- 2/15/2016** Year End Financial Report Submitted to National
- 2/26/2016** Treasurer to send January transaction data to Chair for financial analysis

VoC Chair

- 1/19/2016** VoC begins to promote March Meeting
- 1/29/2016** VoC sends December meeting survey report to LC
- 2/9/2016** VoC begins to promote classes for June Exams
- 2/16/2016** VoC begins to promote April Meeting
- 2/26/2016** VoC sends February meeting survey report to LC
- 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

WCQI

- 1/13/2016** Member leader events at World Conference - registration opens

Webmaster

- 1/15/2016** Webmaster posts March meeting details on website
- 1/22/2016** Webmaster posts final December LC Meeting minutes
- 2/5/2016** Webmaster posts classes on website for June Exams
- 2/12/2016** Webmaster posts April meeting details on website
- 2/19/2016** Webmaster posts final January LC Meeting Minutes
- 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

ADDENDUM B: Education Report

Upcoming Classes:

<u>Certified Six Sigma Green Belt</u>	<u>Monday</u>	<u>4-Apr</u>	<u>23-May</u>	<u>6pm</u>	<u>9pm</u>
<u>Certified Quality Auditor</u>	<u>Thursday</u>	<u>7-Apr</u>	<u>26-May</u>	<u>6pm</u>	<u>9pm</u>
<u>Certified Quality Engineer</u>	<u>Tuesday</u>	<u>5-Apr</u>	<u>24-May</u>	<u>6pm</u>	<u>9pm</u>

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- Instructors have accepted
- St. Charles Community College has accommodated all dates
- VOC and webmaster have been alerted.

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