

ASQ SECTION 1304 MEETING MINUTES

December 9, 2014

Plaza Grill & Resturant
114 S. Bemiston Ave
Clayton, MO 63105

Call to order: At 6:08

Welcome

Business:

Quorum present determination: a quorum was present.

Cindy Duhigg	o	Denise Arthur	X	Ed Vallorani	X	Ian Meggarrey	o
Jim Ebone	o	John O'Reilly	X	Katarina Gowins	X	Kunita Gear	X
Chris Anderson	X	Pam Hustedde	o	Randy Thompson	X	Tony Indihar	X
Don Cooley	o	Mark Lynch	X	Eddie Davis	o	Kim Rochetti	o
Kyle Jeffers	X	Thomas Miller	X	Steven Flick	X		

Minutes: Reading and approval of November minutes with proposed changes.

Treasurer's Report: Checking balance \$21,790.15 (still to process at least two instructor fees, facility rentals along with a few other open charges). Savings balance \$57,573.14. Balances as of 11/30/14.

Reminded everyone there would be a freeze period in order for the books to clear before the end of December. If expenses not processed by the 20th they will be held until the first of the year. The savings account still has Rod Toro's name on it. Options were discussed about how to clear that. The chair and chair-elect along with the treasurer and treasurer elect will discuss with the Bank of America rep. It is possible to close the account and open a new one. Also discussed the debit cards for the account and who should have them going forward. A major concern is the education chair, currently the bills are being sent to the Engineer's club. This is not acceptable as there is no regular plan to retrieve mail from the club. This causes a delay in payment. The proposal to have the education chair also have a card (along with the chair and treasurer) was discussed and accepted. Discussed the 1099 report that is due early January. **Also defined the need for services (person) over \$50 to have a W-9 submitted each year. (forms and requirements available from the treasurer)**

Discussed the amounts of financial record Randy still has in his possession. We need to find out what the retention period is for these records. **Determine Retention period for financial records – Kat G**

HQ News: Some of the improvements to the Lean Certification program include:

- Removing the hierarchical requirements from the Bronze, Silver, and Gold Certification levels. This will allow you to obtain Lean Certification in the level most appropriate to your current work, knowledge, and experience.
- Streamlining the portfolio process with respect to how you apply your lean knowledge and skills to real-world situations.
- Less restrictive prerequisites and minimum requirements to achieve Lean Certification. - See more at: <http://www.sme.org/LeanCertUpdates/#sthash.gxaWCG2c.dpuf>

2014 Goals Review

2014 goal achievements: 2 goals met, 2 goals not met and one goal was not achievable as originally set, and was not amended during the year. This was discussed in depth at the Nov 18, 2014 LC meeting. We are setting 2015 goals tonight

ASQ Calendar review Officers and committee member will be turned in by Ed.

Confirm we are on schedule

Officers' Reports:

Chris Anderson	Program Chair	No Report
Thomas Miller	Education Chair	Steve Hyland will teach 2 classes & Tom Frase will teach BB class.
Kyle Jeffers	Certification Chair	No Report
Ed Vallorani	Voice of the Customer Chair	No Report
	Internet Liaison	No Report
Jim Ebone	Placement Chair	No Report
John O'Reilly	Examining Chair	No Report
Kunita Gear	Recertification Chair	No Report
Mark Lynch	Membership Chair	No Report
Randy Thompson	Audit Chair	No Report
Tony Indihar	Nominating Chair	No Report
Tony Indihar	Arrangements Chair	No Report

Unfinished Business:

Planning for January meeting: The Blues organization will not commit, wanted \$2500, The tour is questionable at \$8. **Need location and speakers (Tony and John to complete)**

Dates set for the Member meetings

date	location	day of the week
21-Jan		wed
18-Feb	Favazz's	wed
19-Mar		thur
21-Apr		tues
19-May	Engineers Club	tues

NOTE: The world conference is in May, in Nashville, Tn

New Business: Budget and Business plan for 2015

The proposed budget (previously sent to LC via email) was discussed. Options to increase income / decrease costs were reviewed in order to balance the budget.

Options reviewed to increase income:

1. conduct ½ day workshops – this would address the training / skills needs as documented in the survey discussed at the November LC meeting **APPROVED TO add 3 workshops (assume 10 people x \$100 ea x each workshop)**
2. increase the cost of certification classes – **APPROVED to increase cost of each class by \$50**
3. change the member meeting cost structure (the meetings are usually subsidized by the section)
4. hold a conference (would need a conference chair)
5. a joint conference with another group, division or section

6. Scholarship budget: discussed a tier offering: 1 scholarship per 10 applications. Currently \$2000 in budget for scholarships but rarely get more than 10 applications. **APPROVED to reduce the scholarship budget to \$1000**

The proposed budget was approved with the modifications noted above. (see bolded, underlined portions)

The 2015 Business plan was approved as proposed previously via email with the following changes for the items below:

1. Increase Impact /Social responsibility -- change number of hours from 100 to 25 (responsible = Ed V)
2. Grow MOC – change from the mentorship program to “hold a joint meeting with another society” minimum one time in 2015 (Resp. = John O)
3. Grow Means – decrease number of sessions from 5 to 3 (number of half day seminars / workshops) (Resp. = Thomas M)
4. Improve process & operations – 100% of occupied positions to be process mapped with work instructions and posted to Sharepoint (resp. == Cindy D.)
5. Improve workforce engagement – add “mentorship program” minimum of 2 pairs to be matched in 2015 (resp = Nick Beary)

The 2015 budget and business plan to be submitted to National prior to 12/15/14 -- Ed V

Add to the website a Dashboard to show the business plan and related projects -- Chris A.

Include the business plan project information and status to the VOC emails – Steven F.

Announcements:

Next LC meeting will be Location: **January 12th at J. Greenes**

Review of Minutes and Action Items – see items in yellow highlight, bolded & underlined for action items

12/15/2014	Section Budgets Due	Treasurer	Sec
12/15/2014	Section Business Plans Due	Chair	Sec
12/31/2014	Section officer and committee terms end	All section positions	Sec
12/31/2014	Section officer and committee terms end (1 year)	Sections - all	Sec
1/1/2015	Section officer and committee terms begin (1 year)	Sections - all	Sec

1/8/15 1099 report due to National sections – all sec