# ASQ SECTION 1304 MEETING MINUTES

September 9, 2014

China Palace

**CALL TO ORDER**: The meeting was called to order at 6:00 pm.  A quorum was present.

**PARTICIPANTS:**

| Cindy Duhigg | X | Denise Arthur | O | Ed Vallorani | X | Ian Meggarrey | X |
|---|---|---|---|---|---|---|---|
| Jim Ebone | O | John O'Reilly | X | Katarina Gowins | X | Kunita Gear | O |
| Chris Anderson | X | Pam Hustedde | O | Randy Thompson | X | Tony Indihar | X |
| Don Cooley | X | | | Eddie Davis | O | Kim Rochetti | O |

**APPROVAL OF MINUTES:**

➢ Motion that the August minutes be approved.  Motion passed.

**TREASURER'S REPORT (Kat):**

➢ Motion that the Treasurer's Report  (**Attachment #1**) be accepted.  Motion passed.

**HQ NEWS:**
*ASQ.org events calendar* (Ed):

>>Pros include exposure to people outside the immediate area.
>>Cons include the volunteer time required to keep updated, without a dedicated Social Media lead (getting information is the lag).
>>One solution: use national site only for special events.
>>Another solution: post regular meeting schedule in standardized way only (i.e. "third Tuesday of every month").

<<Chris will look into what it will take to maintain a presence on ASQ.org
Update (e-mail, 9/15): Chris posted the monthly membership meeting announcement on ASQ.org.

**GOALS REVIEW:**

Videos to fulfill **"Grow Means"** goal will be shown at this month's meeting

**CALENDAR REVIEW (Attachment #2)**
*Nominating Committee (Tony):*

Section call for officer nominations states that nominations are due by 10/5/14 (to Engineer's Club) – posted on website.

Other calendar updates marked.

**OFFICER'S REPORTS**
*Programming:*
September:  Two speakers
Video (3 options)
October:  Warren Knowels
November: Dillep Shaw
December:  Awards

*Education (for Eddie):*
                    Registration now closed for 10/6 exam: 22 first-time, 3 retakes, 1 recert
*Nominating (Tony Indihar):*
          Status update on nomination slate (above)
<span style="color:red"><<<Will determine when scholarship information will be on website</span>
*Arrangements (Tony Indihar):*
          Sept:  Engineers Club
          Oct: maybe Forest Park golf course
*Unfinished Business:*
September Meeting:
          Kat needs final number from Ed – 64 as of today
          Kat will pick up speaker honoraria, and place in gift cards
          Randy will get banner to Tony
          Ed will make announcements
          Grillers/bar/runners: John, Ed, Tony
Volunteer/mentoring black belt subteam update (Cindy):
     Presentation of progress – **Attachment #3**
Cvents vs. 123Signup (Ed):
          Cvents is light-years ahead of 123, but we don't currently need all the functions
          For example, one-swipe credit card payments, wifi real-time registration
          But much more expensive as well, so recommend we not consider Cvents at this time
Contact GM in Wentzville to see if tours are available   Jim -- deferred

STL Blues – Scott Trade (John): Might be available for Jan 20 or Feb 9, but won't know until
          Nov 20

Cardinals – Chris will research

Boeing tour or sponsored event on their campus (Prolog room) – John will research

*New Business:*
Ian will be attending the Innovation Conference in Montreal, and the TCC conference in
Orlando


**NEXT MEETING:**
October 14, 2014, 6:00 pm
Hacienda
9748 Manchester Road
St. Louis, MO 63119

**REVIEW OF MINUTES AND ACTION ITEMS (Cindy)**

**ADJOURNMENT**
   ➢ A motion to adjourn was made and seconded.  Passed.  Adjourned at 7:45 pm.

**Attachment #1**
**Treasurer's Report – ASQ section 1304**
**LC meeting – August  12, 2014**
**Bank Balances as of 7-31-2014**


Last Member meeting  (June):  Joint meeting with PMI   ASQ attendance 63


Account Information

| | |
|---|---|
| MM Balance: | $57,563.52 |
| Checking Balance: | $18,137.92 |
| Petty Cash: | $150.00 |

Treasurer Notes:
Check for PMI is ready but request for payment has not been received. (will send with second signature on the check, but request must still be submitted)
The 2$^{nd}$ quarter financial report was submitted July17th and has been acknowledged.  Full acceptance should be received sometime In August.
The tax free form will expire in October.  The form will be submitted this month, but have requested a copy of the IRS exemption form Federal Form 501© if available. (referenced on ASQ site but unable to locate it)


| Month | Checking Balance | Money Market | petty cash | Misc Acct | Total |
|---|---|---|---|---|---|
| January 2013 | $8,698.59 | $62,482.39 | $150.00 | | $71,330.98 |
| February | $6,040.06 | $ 62,494.80 | $150.00 | | $68,684.86 |
| March | $7,831.47 | $ 57,501.00 | $150.00 | | $65,482.47 |
| April | $7,966.35 | $57,506.67 | $150.00 | | $65,623.02 |
| May | $10,928.60 | $57,512.53 | $150.00 | | $68,591.13 |
| June | $10,928.60 | $57,512.53 | $150.00 | | $70,454.31 |
| July'13 | $12,414.84 | $57,524.06 | $150.00 | $25.00 | $70,113.90 |
| August'13 | $15,338.92 | $57,529.92 | $150.00 | $25.00 | $73,043.84 |
| Sept'13 | 16,475.84 | $57,535.59 | $150.00 | $25.00 | $74,186.43 |
| Oct'13 | $14,469.72 | $57,541.01 | $150.00 | $25.00 | $72,185.73 |
| Nov'13 | $15,874.69 | $57,544.37 | $150.00 | $25.00 | $73,594.06 |
| Dec'13 | $15,279.51 | $57,546.81 | $150.00 | $20.05 | $72,996.37 |
| January 2014 | $10,870.82 | $57,549.25 | $150.00 | | $68,570.07 |
| Feb'14 | $10,902.41 | $57,551.46 | $150.00 | | $68,603.87 |
| Mar'14 | $12,512.81 | $57,553.90 | $150.00 | | $70,216.71 |
| Apr'14 | $14,709.16 | $57,556.27 | $150.00 | | $72,415.43 |
| May'14 | $17,633.19 | $57,558.71 | $150.00 | | $75,341.90 |
| Jun '14 | $16,751.62 | $57,561.08 | $150.00 | | $74,462.72 |


REMINDER: New Request form available.  As of 4/8/14, this form to be used for any requests for payments or to cover charges made to the account.   The request requires one officer approve the request, the second signature can be an officer or an LC member.
Also please make sure to document what the charge is for, and if it is for a meal, purpose and a list of attendees would be good supporting documentation.  Try not to combine charges, since this is also used to show the dual approval for single charges over $500.  If you need a copy let me know.

# Attachment #2 Calendar

| | | | | |
|---|---|---|---|---|
| 7/20/2014 | Section Quarterly Financial Report (2nd QTR - JUN) | Section treasurers | Sec - Kat | http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html |
| 8/1/2014 | Section call for officer nominations begins (recommended) | Section nominating committee chairs | Sec - Tony | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 8/15/2014 | Submit certification site and proctor information for October 4 exam | Section Certification chair | Sec - Don | Send to cert@asq.org |
| 8/31/2014 | Member unit awards proposals submissions due to Awards Board for Nov BoD agenda | Awards Chair | Div/Sec - Tony | http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf |
| 8/31/2014 | Member unit awards scholarship submissions due to Awards Board for Nov BoD agenda | Scholarship Chair | Div/Sec - Tony | http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf |
| 8/31/2014 | Member unit Testimonial Awards nominations due to Awards Board for Nov BoD agenda | Awards Chair | Div/Sec - Tony | http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf |
| 9/30/14 | Section call for officer nominations ends (recommended, 30 day min required) Will be on website in September, that nominations must be in to the Engineers Club by 10/5 | Section nominating committee chairs | Sec - Tony | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 10/5/2014 | Section announces officer slate to members (recommended) | Section nominating committee chairs | Sec - Tony | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 12/9/2014 | Section elections begin (if needed, recommended) | Section nominating committee chairs | Sec - Tony | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 10/17/2014  Complete | Submit certification site and proctor information for December 6 exam | Section Certification chair | Sec - Don | Send to cert@asq.org |
| 10/20/2014 | Section Quarterly Financial Report (3rd QTR - SEP) | Section treasurers | Sec - Kat | http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html |
| 1/13/14 | Sections appoint incoming committee chairs (recommended) | Section chairs (with SLC approval) | Sec – New Chair | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 10/30/2014 | Section Elections End (if needed, recommended) | Section nominating committee chairs | Sec - Tony | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |
| 11/1/2014 | Section officer and committee lists due | Section secretary | Sec - Cindy | http://asq.org/member-leader-community/key-tasks/officers-committees/index.html |

# Pilot Mentor Project Charter

| Owner | ASQ Section 1304 | Contact Details | |
|---|---|---|---|
| Subcommittee | Eddie Davis, Cindy Duhigg | Contact Details | |
| Team Members | Thomas Miller | | |
| Project Dates | May 8, 2014 | Charter Rev Date | |

| Element | Description | Details | |
|---|---|---|---|
| **1. Project Name** | Unique identifier for project | Pilot Project for the Mentoring Program | |
| **2. Value Stream** | Identify which Value Stream the project supports | Section 1304 operations | |
| **3. Objective** | What improvement is targeted, i.e., L/T or C/O Reduction, Productivity Increase, etc… | Demonstrate proof of concept for Mentoring Program | |
| **4. Scope** | Start & end points of project | Develop and execute a pilot project, on a small scale | |
| **5. Benefits** | What is the rationalization for the project? | Increase member value | |
| **6. Metrics** | Baseline metrics and targets so that improvements can be tracked | | |
| | **Metric** | **Baseline** | **Target** |
| | Mentor recertification points | 0 projects | 1 project |
| | Mentee gains experience | 0 projects | 1 project |
| | Section 1304 has functional job descriptions for each role | Current State | 6 Roles Flowcharted: Audit, Chair, Membership, Nomination, Secretary, Treasurer |
| | ASQ National gains pilot | 0 examples | 1 example |
| **7. Schedule** | Give the key milestones and Dates | **Key Milestone** | **Date** |
| | | Revised Charter | September 9 |
| | | Revised Project Plan | September 9 |
| | | Approval for start | August 12 |
| | | Current State Assessment | August 12 |
| | | Ideal State Projection | August 12 |
| | | 50% Completion (3 roles) | October 14 |
| | | 100% Completion (6 roles) | November 11 |
| | | Report to LC | December 9 |