

**Location:** [Bravo Cucina Italiana](#) – Private Room  
 West County Center  
 15 W County Center Drive  
 Des Peres, MO 63131  
 (314) 821-2562

**Call to Order:** Meeting was opened at 5:59pm

**Attendance and Quorum:**

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

**Minutes:** May Minutes were accepted,

**Treasurer's Report:** Quarterly report is due July 31.

Auditor report: The audit was not completed as the deposits had not been recorded in Quickbooks, so it was not reconciled. A few items noted: the signature of the treasurer on payment requests to signify checked and cleared was not present.

No printed copies of email approvals, or follow-up signed copies.

Audit will be continued after the 2<sup>nd</sup> quarter report is completed.

**2015 Goals Review:** PAR award is based on

- 1) Budget (70% member value) – What do we do to give the members value?

The VOC chair web meeting: reviews the National VOC data, Stephen will attend and summarize noteworthy items

- 2) Growth and retention (What is required?)
- 3) Member satisfaction

**Update on YMCA project needed**

Regional Director (Steve Mundweiller) is pushing Student chapters; we currently show 77 members with Student status

**Chair Topics:**

- Action item review – items not completed from May meeting
  - Ed to review with John the options for alternate meetings: trivia, blind auction, casino night, Ballroom dancing, engineering / boat contest
  - Ed will investigate Webinar options
- New member file: Mark uploaded the 123 file
- Instructor pay: Is the current process to pay instructors timely enough? Reviewed the need for the signed “invoice” to have the supporting documentation for the financial files. Along with the need for the payment request to be submitted and approved. Email approvals can be used but must be documented in the records.

**Committee Reports:**

Certification	Kyle Jeffers	June Exams	46 people signed up, 2-3 no shows; only complaint is lighting for exams at the Engineers club Protor status – has a group he can use
Programs	John O'Reilly	Upcoming Programs	September 15th: 2 people Boeing 6 sigma / Reliability Engineer

## LC Meeting Agenda

July 13, 2015

			What about the Dec meeting? Cindy will investigate a Mystery theater for January
Education	Thomas Miller	Classes and Workshops	August classes to be updated within a week
Arrangements	Tony Indihar	Upcoming Venues	Sept Engineers club Oct: Possibly Magiano's Dec:: will it be a social & awards?
VoC	Steve Flick	Survey Results	Summarized findings: speaker 2 had better ratings than speaker 1
Website	Chris Anderson	Planned Updates & Discussion	Update web with a request for nominations; meeting dates and class info
Mentorship	Nick Beary	Update	No report
Social Media	Bryan Signaigo	Update	Facebook page – 5 new members since last meeting; discussed restriction to members
Other Chairs	Jim Ebone		Discussed Resume scanning programs: rejection rates & how to bypass, he will write a post for the webpage
Nominations	Tony I		30 days for open nominations (need 10 signatures to self nom.) Open elections in August, close 30 days later Need a Vice Chair next year so transition from Ed to new chair can be smooth

**ASQ Calendar Review:** see following pages

**New Business:** no new business noted

**Needs for Upcoming Meeting:** September member meeting – Tony to confirm Kenricks and Three Leaves,

### Review of Minutes and Action Items:

Old items:

- Ed to review with John the options for alternate meetings: trivia, blind auction, casino night, Ballroom dancing, engineering / boat contest
- Ed will investigate Webinar options

New Items:

Cindy to bring proposal for computer with updated Quickbooks (suggest full excel as well)

Ed: what growth/retention numbers are needed for PAR? New members? Inactive? Maintenance of member # required?

Ed Will bring up at the Friday conference call for chairs. Need to determine how much effort we will put into achieving this.

Ed: update on the YMCA Project

Ed to send out email about the desire / need for chairs

Ed to contact the regional director of new member (ABB) that he met at the World conference

Tony to send the characteristics for each award to the Secretary to include with the minutes (received)

John: Need to update the Web for Sept & Oct

Team: resolution about the December meeting

Jim: write a post for the webpage about resume scan program and how to bypass them

Cindy will investigate a Mystery theater for January

**Next Location:** August 31; locations TBD (options OFallon Brewery, Sybergs on Gravois, JBucks, Crown Plaza)

**Adjournment: 7:50 pm**

# LC Meeting Agenda

July 13, 2015

## St. Louis Section Calendar

Month	Date	Action	Responsible
July	7/1/2015	3rd QTR BEGINS	All
	7/6/2015	Program Chair finalizes speakers for September meeting	Program Chair
	7/6/2015	Arrangements Chair finalizes Venue for September meeting	Arrangements Chair
	7/10/2015	RD Election Period Ends	All
	7/13/2015	Program Chair sends details of September meeting to VoC	Program Chair
	7/13/2015	Program Chair sends details of September meeting to Webmaster	Program Chair
	7/13/2015	Arrangements Chair sends details of September meeting to VoC	Arrangements Chair
	7/13/2015	Arrangements Chair sends details of September meeting to Webmaster	Arrangements Chair
	7/13/2015	Section 1304 LC Meeting	All
	7/20/2015	Webmaster posts September meeting details on website	Webmaster
	7/20/2015	Finalized June minutes sent to Webmaster for posting	Secretary
	7/21/2015	VoC begins to promote September Meeting	VoC Chair
	7/24/2015	Webmaster posts final June minutes on website	Webmaster
	7/31/2015	Section Quarterly Financial Report (2nd QTR - JUN)	Treasurer
	August	8/3/2015	Program Chair finalizes speakers for October meeting
8/3/2015		Arrangements Chair finalizes Venue for October meeting	Arrangements Chair
8/3/2015		Classes Begin for Oct. Exams	Education Chair
8/7/2015		Education Chair finalizes locations and instructors for classes for Dec. Exams	Education Chair
8/10/2015		Program Chair sends details of October meeting to VoC	Program Chair
8/10/2015		Program Chair sends details of October meeting to Webmaster	Program Chair
8/10/2015		Arrangements Chair sends details of October meeting to VoC	Arrangements Chair
8/10/2015		Arrangements Chair sends details of October meeting to Webmaster	Arrangements Chair
8/10/2015		Section 1304 LC Meeting	All
8/13/2015		Education Chair creates classes in 123signup for Dec. Exams	Education Chair
8/14/2015		Education Chair sends details of April classes to VoC for Dec. Exams	Education Chair
8/14/2015		Education Chair sends details of April classes to Webmaster for Dec. Exams	Education Chair
8/15/2015		PAR Innovation Intent to Apply Due	Chair
8/17/2015		Webmaster posts October meeting details on website	Webmaster
8/17/2015		Webmaster posts classes on website for Dec. Exams	Webmaster
8/17/2015		Finalized July minutes sent to Webmaster for posting	Secretary
8/18/2015		VoC begins to promote October Meeting	VoC Chair
8/18/2015		VoC begins to promote classes for Dec. Exams	VoC Chair
8/21/2015		Webmaster posts final July minutes on website	Webmaster
8/31/2015		Member unit awards proposals submissions due to Awards Board for Nov BoD agenda	Nominating Chair
8/31/2015	Member unit awards scholarship submissions due to Awards Board for Nov BoD agenda	Nominating Chair	
8/31/2015	Member unit Testimonial Awards nominations due to Awards Board for Nov BoD agenda	Nominating Chair	
September	9/14/2015	Program Chair finalizes speakers for December meeting	Program Chair
	9/14/2015	Arrangements Chair finalizes Venue for December meeting	Arrangements Chair
	9/14/2015	Section 1304 LC Meeting	All
	9/15/2015	September Monthly Meeting	All
	9/21/2015	Program Chair sends details of December meeting to VoC	Program Chair
	9/21/2015	Program Chair sends details of December meeting to Webmaster	Program Chair

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July 13, 2015

Month	Date	Action	Responsible
	9/21/2015	Arrangements Chair sends details of December meeting to VoC	Arrangements Chair
	9/21/2015	Arrangements Chair sends details of December meeting to Webmaster	Arrangements Chair
	9/21/2015	Finalized August minutes sent to Webmaster for posting	Secretary
	9/25/2015	Webmaster posts final August minutes on website	Webmaster
	9/28/2015	Webmaster posts December meeting details on website	Webmaster
	9/29/2015	VoC begins to promote December Meeting	VoC Chair
	9/30/2015	3rd QTR ENDS	All