

Location: [Clayton Plaza Hotel](#) (formerly Crowne Plaza Hotel) private room in restaurant
7750 Carondelet Ave
Clayton, MO 63105
(314) 726-5400

Call to Order: Welcome at 6:00 pm
Introduce Sandra Mohr, former chair from Missisissppi

Attendance and Quorum:

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

Denise has agreed to take the mentorship chair

Sandra has agreed to take the membership chair to backfill Mark Lynch moving to vice chair

Minutes: August 31, 2015 meeting minutes were approved. (Tony nominated, John seconded the motion)

Treasurer's Report 3rd quarter report in process, due the end of October

2015 Goals Review:

PAR – Leadership committee survey per the email responses – at least 10 LC members have completed the survey.

PAR awards

Retention

3rd ½ day seminar due Nov 7th, except none to minimal advertisements yet

Status of the Process maps / works instructions for all LC positions – **need update**

Chair Topics:

Action item review

- Web ex vs Fuze – trial Fuze during the Budget process; if successful possibly use for May meeting at the Engineers club. Other optional venues, Forest Park or Orlando's.
- Disposal of old computer: wipe the hard drive, re-install the operating system before donating. Possible donation sites: ByteWorld, WITS; (side note, hold this computer for use by the Fall conference committee in order to enter it all into Quickbooks making the transition to the treasurer easier – will also allow possible training opportunity for a new treasurer from with in the committee)
- Section 1304 / Bizmanulz business alliance
 - Sub-committee still to meet and review options – Doug Woods is the consultant working with KC section
- 2016 LC
 - Denise has agreed to take the mentorship chair
 - Sandra has agreed to take the membership chair to backfill Mark Lynch moving to vice chair
- December meeting
 - Declined a joint meeting with APICS for dec.
 - Emcee / host / Recognition
 - Spagetti Activity from Conference (award 0.3 RUs)

LC Meeting Agenda

October 12, 2015

- Bring a toy for Epworth house – cindy to confirm
- Verify venue (dec. 8th Dave & Busters) – Tony
- \$500 approved for the emcee / host (2 hrs)
- Chris A to take pictures

Committee Reports:

Certification	Kyle Jeffers	October Exams	44 signed up, 3 no shows. Per conference calls, Ed noted ASQ will be moving away from paper tests to more online (goal 2016)
Programs	John O'Reilly	Upcoming Programs	Oct: Beth Cutney & Chris A. Dec: Awards / Emcee Jan Feb Mar Apr: Husseman tour, innovation center, will have to be catered May: Engineer's club Wash U, possible, 70 yrs SLU has a new dean that may help fund Parking may be a concern at both SLU & WU
Education	Thomas Miller	Classes and Workshops	CQA is the only active class No takers for the GB or CQE(1 only) ½ day seminar with Chris went well Kim R. will be doing ½ day seminar on change mgmt. Nov 7 but will confirm BB class just ended Next years class schedule to be established
Arrangements	Tony Indihar	Upcoming Venues	Oct: Magiano's audio visual equipment needed Dec 8 th : Dave & Buster's to be confirmed Need Jan / Feb/ Mar Establish if Wash U & SLU are viable options for JAN/Feb Or Mar Apr: Hussman May: Engineer's club
VoC	Steve Flick	Survey Results	Sept results – good comparison with May More responses in Sept Sept mtg not as well as may's for content Networking was rated high 2 nd presentation was higher than the 1st
Other Chairs	Mark Lynch		22 new member letters Volunteers sent emails to 2 members Sarah McKelvey is our rep at National Mark will request the list of new certifications from National.

LC Meeting Agenda

October 12, 2015

Other Chair	Tony	Awards / recognition	One scholarship app to date Decided to start putting the application on line for future Adding it to the email blast as a constant reminder to the members the scholarship is available
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ASQ Calendar Review

New Business:

- 2016 Budget: need to put together a budget etc for the 2016 conference (revenue to include sponsorships – look at independents, big business, divisions for possible)

It was agreed to submit 2015 years budget as the draft for 2016

- Fall Conference:
 - Committee by next month, (Erica, Jim Chris, Tony : chair) get some more volunteers to help with the work
 - Premise – breakeven with a goal to make money
 - Consider if training classes should be part of the conference

Needs for Upcoming Meeting:

Oct: Magiano’s audio visual equipment needed

Email blast to include scholarship application information.

Announcements – Emerson is looking for an Quality intern for software
 ½ day seminars
 Need for conference volunteers

Review of Minutes and Action Items:

Status of the Process maps / works instructions for all LC positions **– need update (owner?)**

Bring a toy for Epworth house / December meeting – Cindy to confirm with Epworth

Next year’s class schedule to be established – Thomas Miller

Due date for Information to Steven Flick for January BLAST - NOVEMBER 12th – all LC

Next Location: ~~Syberg’s at Dorsett~~ Nov 10th TUESDAY change of Venue **Haveli on Page Avenue**
Adjournment

St. Louis Section Calendar

Month	Date	Action	Responsible
October	10/1/2015	Section announces officer slate to members (recommended)	Nominating Chair
	10/1/2015	Section elections begin (if needed, recommended)	Nominating Chair
	10/1/2015	4th QTR BEGINS	All
	10/1/2015	Nominations due for all Society Awards and Medals	Nominating Chair
	10/1/2015	Division Preliminary Budgets Due	Treasurer
	10/1/2015	Division Preliminary Business Plans Due	Chair
	10/3/2015	Oct. Cert. Exams	Certification Chair
	10/5/2015	Classes Begin for Dec. Exams	Education Chair
	10/12/2015	Section 1304 LC Meeting	All
	10/19/2015	Finalized September minutes sent to Webmaster for posting	Secretary
	10/20/2015	October Monthly Meeting	All
	10/23/2015	Webmaster posts final September minutes on website	Webmaster
	10/30/2015	Section Elections End (if needed, recommended)	Nominating Chair
	10/30/2015	Sections appoint incoming committee chairs (recommended)	Chair
	10/31/2015	Section Quarterly Financial Report (3rd QTR - SEP)	Treasurer
	November	11/1/2015	Section officer and committee lists due
11/2/2015		Program Chair finalizes speakers for January meeting	Program Chair
11/2/2015		Arrangements Chair finalizes Venue for January meeting	Arrangements Chair
11/6/2015		Education Chair finalizes locations and instructors for classes for Mar. Exams	Education Chair
11/6/2015		Member Leader Orientation - Milwaukee, WI	All
11/6/2015		Member Leader Reception in Milwaukee, AZ	All
11/9/2015		Program Chair sends details of January meeting to VoC	Program Chair
11/9/2015		Program Chair sends details of January meeting to Webmaster	Program Chair
11/9/2015		Arrangements Chair sends details of January meeting to VoC	Arrangements Chair
11/9/2015		Arrangements Chair sends details of January meeting to Webmaster	Arrangements Chair
11/9/2015		Section 1304 LC Meeting	All
11/12/2015		Education Chair creates classes in 123signup for Mar. Exams	Education Chair
11/13/2015		Education Chair sends details of April classes to VoC for Mar. Exams	Education Chair
11/13/2015		Education Chair sends details of April classes to Webmaster for Mar. Exams	Education Chair
11/16/2015		Webmaster posts January meeting details on website	Webmaster
11/16/2015		Webmaster posts classes on website for Mar. Exams	Webmaster
11/16/2015		Finalized October minutes sent to Webmaster for posting	Secretary
11/17/2015		VoC begins to promote January Meeting	VoC Chair
11/17/2015		VoC begins to promote classes for Mar. Exams	VoC Chair
11/20/2015		Webmaster posts final October minutes on website	Webmaster
11/30/2015		Program Chair finalizes speakers for February meeting	Program Chair
11/30/2015		Arrangements Chair finalizes Venue for February meeting	Arrangements Chair
			Member unit awards proposals submissions due to Awards Board for Feb
11/30/2015	BoD agenda	Nominating Chair	
		Member unit awards scholarship submissions due to Awards Board for Feb	
11/30/2015	BoD agenda	Nominating Chair	

LC Meeting Agenda

October 12, 2015

Month	Date	Action	Responsible
	11/30/2015	Member unit Testimonial Awards nominations due to Awards Board for Feb BoD agenda	Nominating Chair
December	12/1/2015	December Monthly Meeting	All
	12/5/2015	Dec. Cert. Exams	Certification Chair
	12/7/2015	Program Chair sends details of February meeting to VoC	Program Chair
	12/7/2015	Program Chair sends details of February meeting to Webmaster	Program Chair
	12/7/2015	Arrangements Chair sends details of February meeting to VoC	Arrangements Chair
	12/7/2015	Arrangements Chair sends details of February meeting to Webmaster	Arrangements Chair
	12/14/2015	Webmaster posts February meeting details on website	Webmaster
	12/14/2015	Section 1304 LC Meeting	All
	12/15/2015	VoC begins to promote February Meeting	VoC Chair
	12/15/2015	Section Budgets Due	Treasurer
	12/15/2015	Section Business Plans Due	Chair
	12/15/2015	PAR Innovation Award Application Due	Chair
	12/21/2015	Program Chair finalizes speakers for February meeting	Program Chair
	12/21/2015	Arrangements Chair finalizes Venue for February meeting	Arrangements Chair
	12/21/2015	Finalized November minutes sent to Webmaster for posting	Secretary
	12/28/2015	Webmaster posts final November minutes on website	Webmaster
	12/28/2015	Program Chair sends details of February meeting to VoC	Program Chair
	12/28/2015	Program Chair sends details of February meeting to Webmaster	Program Chair
	12/28/2015	Arrangements Chair sends details of February meeting to VoC	Arrangements Chair
	12/28/2015	Arrangements Chair sends details of February meeting to Webmaster	Arrangements Chair
12/31/2015	Section officer term ends; required positions must have been filled and eligible	All	