

ASQ SECTION 1304 MEETING MINUTES

September 10, 2013

Favazza's
5201 Southwest Avenue
St Louis, MO 63139

CALL TO ORDER: The meeting was called to order at 6:00 pm.

PARTICIPANTS:

Denise Arthur, Randy Thompson, Jim Ebone, John O'Reilly, Tony Indihar, Jesse Stevenson, Pam Hustedde, Debby Pidgeon, Kunita Gear, and Cindy Duhigg. A quorum was present.

APPROVAL OF MINUTES:

The minutes were read and approved.

TREASURER' REPORT (Katarina/Pam):

- Midyear not yet available
- Report (carried over from August), Attachment 1

Discussion about how long meeting registration can stay open in 123Signup.

- **ACTION ITEM (Denise): Ask Ed to close 123Signup registration on Friday, to allow time to print nametags and notify caterer/restaurant.**

HEADQUARTERS NEWS (Denise):

- Six-month budget was drafted and submitted. Budget, Attachment 2.
- New proposed procedures received from Headquarters. Attachment 3.

Discussion about implications of proposed procedures on Section operations.

- Scholarships and Awards approval: approver was not authorized, so could not approve.
- **ACTION ITEM (Tony): Ask Rob Herhold how to get in to approve.**

OFFICER'S REPORTS

Voice of Customer (Ed Vallorani):

- Ed trained two members of LC on 123Signup.
- At least two additional members were unable to access training due to firewall issues.

- **ACTION ITEM (Denise): Ask Ed to investigate possibility of a makeup session for any members who missed the first 123Signup training session (this will also help satisfy the Section goal).**

Certification Chair (Don Coolie):

- Don will be receiving all paperwork, moving forward.

- **ACTION ITEM (Denise): Request for proctors will go out at next week's meeting**

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Education Chair (Jesse Stevenson/Debby):

- Three classes are all going fine
- Sent out request for instructors; Green Belt is a particular gap
- Jesse will transition Debby this week
- Education budget submitted, Attachment 4

Placement Chair (Jim Ebone):

- Job opportunity inquiries should be posted on the website
- Second speaker (Gary Ganstemon sp?, from Fowler Gauge) has been identified for September

Examining Chair (John O'Reilly):

- About 15 Volunteers have been identified, including a photographer
- Discussion about photos on the website: guidelines will need to be considered, moving forward
- Still seeking candidates for LC positions

Recertification Chair (Kunita Gear):

- Article for *The Hub* is in the works

Internet Liaison (Marc LeClair): nothing to report

Membership Chair (Pam Hustedde):

- Kunita's orientation for Pam is going well

Audit Chair (Randy Thompson):

- Randy will be connecting with Katarina, in order to conduct 6-month review.

Nominating Chair (Tony Indihar): nothing to report

Arrangements Chair (Tony Indihar): nothing to report

Regional: nothing to report

OLD BUSINESS

Financial Issue/Special Discounts

- Issue fully resolved

○ **ACTION ITEM (Rob): Notify Milwaukee that reimbursement was received**

Section Assets and Locations:

- Kim found that Steve Mundwiler has the 3 projectors and a box of historical materials

○ **ACTION ITEM (Debby): Receive the 3 projectors and the box from Steve**

Six-month budget:

- The six-month budget was submitted on time (see Attachment 2)

Business Plan:

- The proposed business plan was also submitted (Attachment 5)
- The Plan includes a Community Outreach aspect, which will be achieved through participation in Trash Bash

○ **ACTION ITEM (Cindy): Announce opportunity at next week's general meeting, and also at next month's general meeting**

○ **ACTION ITEM (Cindy): Get Trash Bash notice posted on website**

Volunteer needs: nothing to report

Young Quality Professionals (YQP): nothing to report

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Name badges:

- Badges are on order. Denise will send proofs for everyone's review when they arrive.

December joint meeting with APICS, at Bottleworks

- **ACTION ITEM (Jim): Coordinate event. Also obtain MOU to clarify arrangements with other groups, to prevent misunderstandings around the fiscal details.**

NEW BUSINESS

Engineers' Club Capital Drive:

- Discussion about appropriate type/amount of support. Voice decision was made to allow an Engineers' Club representative to speak at Sept. 17 meeting for 10 minutes, and allow them to make literature about the program available to members.
- No e-mail would be sent to members about the program.

September 17 General Membership Meeting Agenda:

- Greeting
- Engineers' Club Representative
- Call for volunteers to serve as proctors
- Trash Bash recruiting call
- Introduce new officers
- 1st Speaker: Fred Miller
- Dinner
- 2nd Speaker: Fowler Gage
- (Staff: Jim, John, usual suspects will be grilling. Debby, Cindy, others to bartend)

Speaker Honoraria:

- Discussion contrasting current practice with historical and industry standards
- A motion was made to pay each of the two speakers, in the form of a \$50 restaurant gift card
- **ACTION ITEM (Denise): Purchase two \$50 gift cards for the speakers**
-

ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:30 pm.

NEXT MEETING: October 8, 2013

Syberg's
2430 Old Dorsett Rd.
Maryland Heights, MO 63043

ATTACHMENT 1

**Treasurer's Report – ASQ section 1304
LC meeting – August 13, 2013
Bank Balances as of 07-31-2013**

Account Information

MM Balance: \$57,524.06
 Checking Balance: \$12,414.84
 Misc Acct Balance (see note below) \$ 25.00
 Outstanding Checks: none
 Petty Cash: \$150.00

Treasurer Notes:

Chair and treasurer set up a 3rd account to cover things such as Book orders for Certification Classes.....

Pending Approved requests for

3 new requests for Quality Council purchases for the upcoming certifications classes

Month	Checking Balance	Money Market	petty cash	Misc Acct	Total
July'12	\$4,640.77	\$62,434.90	\$150.00		\$67,225.67
August	\$9,569.89	\$62,446.24	\$150.00		\$72,166.13
September	\$10,991.08	\$62,456.48	\$150.00		\$73,597.56
October	\$15,938.10	\$62,466.55	\$150.00		\$78,554.65
November	\$12,833.24	\$62,474.23	\$150.00		\$75,457.47
December	\$10,412.65	\$62,482.17	\$150.00		\$73,044.82
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

Template for Member Unit OPERATING BUDGET

Member Unit NAME: St. Louis Section 1304FISCAL YEAR: 2012-2013

ACCOUNT/DESCRIPTION	Administration	Publications	Monthly Mtg	Conference	Conference	Course	TOTAL
REVENUE							
Dues	\$7500					\$11000	\$18500
Retail Sales			\$4500				\$4500
Advertising							
Conference							
Investments							
Other							
TOTAL REVENUE	\$7500		\$4500			\$11000	\$23000
EXPENSES							
Printing and Production							
Cost of Sales (Purchases)							
Committees & Sections							
Postage and Express	\$50						\$50
Contract & Professional	\$200					\$7800	\$8000
Equipment							
Meetings and Meals			\$9500				\$9500
Travel							
Supplies	\$100					\$3368	\$3468
Telephone							
Partner Payment							
Other			\$350			\$1250	\$1600
TOTAL EXPENSES	\$350		\$9850			\$12418	\$22618
NET INCOME/(LOSS)	\$7150		(\$5350)			(\$1418)	\$382

Katarina
Treasurer: Gowins Chairperson: Denise Arthur

Date: 8/14/2013

ATTACHMENT 3

To: Section Leaders

From: Gary Gehring, Section Affairs Council Chair

RE: Implementation of Required Internal Controls and Financial Reporting for Sections

Date: September 3, 2013

As part of the 2012 annual financial audit, ASQ's external auditors provided a number of recommendations to improve internal controls for sections and increase the frequency of financial information provided to headquarters from sections. These recommendations safeguard assets and prevent or detect misstatements on a timely basis. They address inadequate segregation of duties as well as the timeliness of section financial reporting.

Based on these recommendations, the Audit Committee Chair has requested that ASQ determine required internal controls and provide financial templates for financial reporting from the sections.

Summary of Internal Controls and Financial Reports for Sections

The following recommended procedures and financial reports have been approved by the Audit Committee Chair and the Sections Affairs Council Chair. Changes to applicable policies and position descriptions will be submitted for approval by the Section Affairs Council and Board of Directors by November 2013. These will be published and distributed upon approval.

All changes are effective January 1, 2014.

Internal Controls

These procedures are required for the section chair, secretary, and treasurer:

- 1) The chair, secretary, and treasurer of each section will sign an agreement which spells out their duties and responsibilities pertaining to required internal controls and required financial reporting.
- 2) Additionally, the following internal controls and financial reporting procedures are required:
 - a) Bank statements must be sent directly to the chair for review and subsequently reconciled by the treasurer.
 - b) Bank accounts must be reconciled monthly by the treasurer and reviewed monthly by the chair.
 - c) Dual check signatures for all disbursements – any combination of the chair, secretary, or treasurer; chair to account for all check numbers used.
 - d) Segregation of duties for cash receipts by having a second person receive cash, restrictively endorse checks, and maintain a cash receipt log which is compared to the bank deposits made by the treasurer.
 - e) The chair will review the check register monthly.
 - f) All disbursements must be approved by the chair, including review of supporting invoices.
 - g) Use of debit cards is disallowed.
 - h) Establishment of an approved annual budget is required. i) A monthly budget variance report must be submitted and reviewed with the full section leadership committee.

ATTACHMENT 3

3) Training of member leaders to include internal control and segregation of duties requirements and financial reporting requirements.

(continued...)

4) ASQ HQ will perform random audits of the sections internal controls and segregation of duties.

5) ASQ HQ to provide additional guidance regarding check stock control requirements to the section treasurers and chairs.

Financial Reporting

The following financial report must be submitted to headquarters and the section leadership committee by all sections:

1) Monthly Financial Report: ASQ requires that a Balance Sheet and a Profit & Loss Statement be submitted as part of the monthly financial report.

2) Quarterly Financial Report: In addition to the Balance Sheet, and Profit & Loss Statement required monthly, a Bank Statement Reconciliation will be submitted as part of the quarterly financial report.

3) Annual Financial Report: Currently, the sections provide ASQ HQ a comprehensive set of financial information, which include a Balance Sheet, a Profit & Loss Statement, a Bank Statement Reconciliation, an Accounts Receivable, Accounts Payable and Inventory Worksheet, an Asset Depreciation Schedule, an Advertising Income Statement and an Audit Certificate. The current practice is satisfactory and ASQ requires that it be continued.

Sections will be provided with required templates for the above reports.

The annual report will continue to be due on February 15 annually. The monthly and quarterly reports will be due on the 20th of each month for the prior month or quarter-end. Both the 2013 annual financial audit and a January 2014 monthly financial report will be due in February 2014.

ATTACHMENT 4

Education Chair Budget Estimate

Course	Instructor Pay	Books	Room Rental	Total
CSSBB	\$1,200.00	\$936.00	\$270.00	\$2,406.00
CMQ/OE	\$1,200.00	\$382.00	\$180.00	\$1,762.00
CQT/CQI	\$900.00	\$300.00	\$90.00	\$1,290.00
CQIA	\$900.00	\$400.00	\$200.00	\$1,500.00
CQA	\$1,200.00	\$400.00	\$180.00	\$1,780.00
CSSGB	\$1,200.00	\$450.00	\$180.00	\$1,830.00
CQE	\$1,200.00	\$500.00	\$150.00	\$1,850.00
				\$12,418.00

Business Plan Template for St. Louis Section 1304

Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status ^	% of Goal Achieved‡	Contact*	Comments
Increase Impact <ul style="list-style-type: none"> • Support global transformation initiative • Support Social Responsibility movement 	Community outreach project	River DesPares clean up	October 13 th	Number of ASQ members who attend	5			CynthiaDuhigg	
Grow Membership <ul style="list-style-type: none"> • Grow the number of organizations served • Grow the number of members engaged in member unit activities • Grow the number of renewing members 	Young Quality Professional	Create and promote Young Quality Professionals network in the St. Louis area	Start before Oct. 1 st	Number of ASQ members who join network	5			Marc Leclair/Josh Blough	
Increase Customer Loyalty <ul style="list-style-type: none"> • Improve member retention • Enhance the value of the Quality BoK through strategic use 	New member welcome	Welcome new section members with email greetings along with offering a free dinner meeting to introduce them to the St. Louis chapter members and member leaders	Start before Oct. 1 st	Percent of new ASQ members who renew section membership next year	75%			Pam Huestedde	
Grow Means <ul style="list-style-type: none"> • Increase professional certifications • Increase use of ASQ training 	Promote Certification Refresher course guarantee	Add to website the guarantee that if you don't pass the exam after taking the class you can sit in on the next class for free	Start before Oct. 1 st	Percent of examinees who take advantage of the guarantee and pass the second time	95%			Jesse Stevenson	

Fiscal Year: 2012-13

Business Plan Template for St. Louis Section 1304

Process Performance <ul style="list-style-type: none"> • Use technology to enable information sharing • Improve performance using Baldrige criteria or other methodology 	Video conferencing	Member Leader training on 123 Sign Up using Go To Meeting	Aug 21st	LC attendance	3			Ed Vallorani	
People <ul style="list-style-type: none"> • Increase Member Leader satisfaction • Increase Member satisfaction • Increase number of Member Leaders participating in leadership training 	ASQ Member Leader website training	Watch one member leader training video	By Dec 31st	Percent of LC members that watched one member leader training video	100%			St. Louis Leadership committee	

Columns with bold headings are required.

^ This can be used for tracking progress. A common legend to use: A (ahead of schedule), B (behind schedule), O (on schedule), C (complete), H (on hold), D (dropped)

‡ These columns must be filled in when plan is submitted for the Total Quality Award.

* Who is responsible for this activity?