

# ASQ SECTION 1304 MEETING MINUTES

November 12, 2013

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

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

## **PARTICIPANTS:**

Jim Ebone, Tony Indihar, Ed Vaillorani, Chris Anderson, Don Cooley, Kunita Gear, Pam Hustedde, John O'Reilly, Randy Thompson, Kat Gowins, and Cindy Duhigg. A quorum was present.

## **APPROVAL OF MINUTES:**

The corrected minutes for October and September were approved.

## **TREASURER'S REPORT (Katarina Gowins):**

Treasurer's report is attached.

Holding open the debit card for the time being.

## **HEADQUARTERS NEWS (Katarina Gowins):**

The group was unable to view the video.

- **All LC members who haven't yet, will view a video and send report to Denise and/or Cindy**

## **OFFICER'S REPORTS**

### ***Programming (Chris Anderson)***

- Joint meeting with APICS in April?
- January: MQA award
- Chair HD&L (Human Development & Leadership), Adele Dalall
  - Plus seminar of Project Leadership Excellence
- In conjunction with Fall (September?) Conference – PROPOSAL/DISCUSSION
  - Each division sponsor a track, e.g. three tracks
  - What would that look like?
    - Leadership
    - Member benefits
    - Financial issues
    - One day? Two day?
  - Discussion tabled
- Rug Doctor in March
- MDL & HDL January
- QMD February Ian McGarry
- March Jim Seely, Dale Carnegie plus George Freisen
- April APICS
- Fall: Monsanto field trip
- Future: case studies from small companies (possibly also in May)
- November/December leaving open, like this year
- Also, December '14 the new ISO comes out; might be good topic

➤ Motion to hold Awards in May -- MOTION PASSED

***Certification (Don Coolie):***

- Next exam date Dec 7 -- 97 examinees!
- Recruiting proctors

➤ Motion: give examinees an informational brochure with \$5 drink discount.  
Motion passed.

○ **ACTION ITEM (Chris): print informational brochure with \$5 drink discount coupon**

***Voice of Customer (Ed Vallorani):***

- Website subcommittee meeting
  - What drives participation?
  - Attendance data in 123 – presentation given showing statistics
    - January & February are most popular
    - Attendance could not be correlated to topic

○ **ACTION ITEM (Tony): send Ed the data on last years' meeting topics**

- Discussed "2-minute" format, to allow members to practice pitching topics

○ **ACTION ITEM (Ed): design survey or other mechanism to capture reasons for attending meetings**

- Another subcommittee meeting will be held, to update website

***Education (Debby Pidgeon):***

- Nothing to report

***Newsletter (Ian Meggarrey):***

- Nothing to report

***Placement (Jim Ebone):***

- Nothing to report

***Examining (John O'Reilly):***

- Several volunteers identified, will be cultivating
- Considering development of a mentoring program

***Recertification (Kunita Gear):***

- Nothing to report

***Internet Liaison (Marc LeClair):***

- A job opening was posted for Jim
- The December meeting announcement was posted
- Upcoming events should be sent to Marc

***Membership (Pam Hustedde):***

- Held session with Kunita
- Free meal for new members at the December meeting? Verbal agreement – no. Should be January, instead.
- Should Pam send letters to all new members, inviting to next meeting? Verbal agreement, yes.

***Audit Chair (Randy Thompson):***

- Nothing to report

***Nominating (Tony Indihar):***

- Nothing to report – no Nominating chair identified

***Arrangements (Tony Indihar):***

- Needs to create receipt for December? Yes
- Needs to have a cut off, due to capacity? Yes.

## UNFINISHED BUSINESS

### Review Goals

Date	Action	Responsible	Group	Comments/Reference
October 18, 2013	Submit certification site and proctor information for December 7 exam	Section Certification chair	Sec	<a href="mailto:Sendtocert@asq.org">Send to cert@asq.org</a>
October 20, 2013	Section quarterly cash reporting (3rd QTR)	Section treasurers	Sec	<a href="http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html">http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html</a>
November 1, 2013	Section officer and committee lists due to Community Development	Secretary	Sec	<a href="http://asq.org/member-leader-community/key-tasks/officers-committees/index.html">http://asq.org/member-leader-community/key-tasks/officers-committees/index.html</a>
December 15, 2013	Section Budgets Due - 2014	Treasurer	Sec	Materials TBA
December 15, 2013	Section Business Plans Due - 2014	Chair	Sec	Materials TBA
December 31, 2013	Section officer and committee ends (6 month gap appointment)	Sections - all	Sec	
January 1, 2014	Section officer and committee terms begin (new term year)	Sections - all	Sec	

This report is updated at the beginning of each month reflecting the prior month end. Monthly growth and retention is a rolling calculation compared to the previous June 30 as year-end. This point in time reflects the membership cycle of the largest renewal group. Please save this file monthly if you wish to retain the history.

Section Monthly Growth and Retention - September 2013 End of Month								
SecNum	Section Name	Member Type	June30th_counts	Current_Counts	Growth %	New Counts	Renew Counts	Retention %
1304	St. Louis	ASSOCIATE	28	27	-3.57	17	8	28.57
1304	St. Louis	DISTRICT						
1304	St. Louis	Enterprise						
1304	St. Louis	FELLOW	5	5	0		5	100
1304	St. Louis	FULL	402	378	-5.97	118	293	72.89
1304	St. Louis	HONORARY						
1304	St. Louis	ORGANIZATION						
1304	St. Louis	ORGMEMBER	17	19	11.76	3	17	100
1304	St. Louis	SCHOOL						
1304	St. Louis	SENIOR	320	280	-12.5	6	304	95
1304	St. Louis	SITE	9	9	0	2	7	77.78
1304	St. Louis	STUDENT	49	70	42.86	35	36	73.47
1304	St. Louis	TOTAL	830	788	-5.06	181	670	80.72

Update from Website sub-team:

Formalize member cancelation policy – is it on 132 now?

Figure out what email sites are on our website and who they should be going to

1 & 1 issues.

Consider new vendor for 2014

Determine member communication timelines

Finalize date for Scholarship, awards, and certification recognition -- **COMPLETE**

New Business:

Budget for 2014

- Need to determine break-even point
- Need Committee budgets by ~Dec 1st

Business plan for 2014 – Assuming the objectives stay the same. What would we want them to be for 2014?

### ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:10 pm.

### NEXT MEETING:

December 10, 2013, 6:00 pm  
India Palace  
4534 N. Lindbergh Blvd.  
Bridgeton, MO 63043

**Treasurer's Report – ASQ section 1304**  
**LC meeting – November 12, 2013**  
**Bank Balances as of 10-31-2013**

Account Information

MM Balance: \$57,541.01  
 Checking Balance: \$14,469.72  
 Misc Acct Balance (see note below) \$ 25.00  
 Petty Cash: \$150.00

Treasurer Notes:

The miscellaneous account – keep or close?.....

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
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

## Outreach Project Report-Out



10 associates of the St. Louis Section of the American Society for Quality participated in the River des Peres Trash Bash on October 19, 2013:

Jim Ebone and his daughter  
Jim McCarthy and his daughter  
Bryan Signaigo and his son  
Kelly Cook and two of her sons  
Cindy Duhigg

Our team, which also included a local boy scout troop, collected three truckloads of trash. AND, members of our team won prizes for:

- Most valuable found object (a samurai sword)
- Most unusual found object (the ammo clip from an AK-47)

The weather was amazing, and our cleanup site looked exactly like the photo above, when we were done. Hope we can make it an annual event!