

ASQ SECTION 1304 MEETING MINUTES

April 8, 2014

Haveli
9720 Page Ave.
St Louis, MO 63132

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

PARTICIPANTS:

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

APPROVAL OF MINUTES:

- MOTION: to accept the minutes for March; motion seconded and passed.

TREASURER'S REPORT (Kat):

Treasurer's report was submitted (attached)

- MOTION: to accept report; motion seconded and passed.

HQ News (Cindy):

Report-out from the Region 13 Leadership Meeting

Goals Review (Denise):

GROW MOC Section brochure: no coupons were received at the last meeting

GROW MOC ASQ video (Chris): will present an ASQ video at May's meeting

PROCESS PERFORMANCE (Ian): no update

IMPROVE WORKFORCE ENGAGEMENT complete

ASQ Calendar Review – Member Units Key Dates (Denise):

ASQ Conference deadline met

Member unit award submission in progress (goal: 2/28/14)

Proctor sign up met

Financial report in progress

Fellow nominations – none to submit

OFFICER'S REPORTS

Programming (Chris Anderson)

- May: 40 people limit for tour

○ **ACTION ITEM (Denise) Investigate flexibility of arrangements**

Education (Debby Pidgeon):

- 13 students in CQA class
- 3 in CQE class
- A lot of people joined ASQ just to take a class; enrollment over phone requires override.

Certification (Don Coolie):

- Next exam: 15 applicants
- 10 of 40 are retakes

Voice of the Customer (Ed Vallorani):

- "Reason for Attending Monthly Meetings" survey results: March results better than February, especially "Important to me", "Learned something"
- Favazza's better than Christy's

- Few written comments

Newsletter/Internet Liaison (Ian Meggarrey): (nothing to report)

Placement (Jim Ebone): (nothing to report)

Examining (John O'Reilly): (nothing to report)

Recertification (Kunita Gear): (nothing to report)

Membership (Pam Hustedde): (nothing to report)

- **ACTION ITEM (Pam) Consider sending "Innovation award" for year's results from membership/value changes**

Audit Chair (Randy Thompson):

- Audit will be concluded with signatures after this meeting

Nominating (Tony Indihar):

- Scholarship Grant Application revision

- **ACTION ITEM (Tony) Attach Application to Grant information**

Arrangements (Tony Indihar):

- April – joint at Dave & Buster's
- May – ESI
- June – PMI joint meeting

UNFINISHED BUSINESS

- ESI Tour in May

TABLED

NEW BUSINESS

- How to handle requests for services like Six Sigma training consultants:
Section members (only) may post link to website

- **ACTION ITEM (Ed/Chris) Figure out how to post consultant information**

- Process to get pictures to website/member notice of pictures being posted

- **ACTION ITEM (Ed/Chris) Add disclaimer to website that photos may be taken at any ASQ event**

ADJOURNMENT

- A motion to adjourn was made and seconded. Passed. Adjourned at 8:58 pm.

NEXT MEETING:

May 13, 2014, 6:00 pm

J. Greene's Pub

10017 Manchester Rd.

Warson Woods, MO 63122

Treasurer's Report – ASQ section 1304
LC meeting – April 08, 2014
Bank Balances as of 03-31-2014

Attendance at March member meeting: 81
 (45 signed up, 3 no-shows, 19 students + 2 staff, 18 walk-ins)

Account Information

MM Balance: \$57,553.90
 Checking Balance: \$12,512.81

Petty Cash: \$150.00

Outstanding charges(awaiting request / approval)

\$849: Quality council of Indiana (books for classes) awaiting the payment request to clear .

\$889: Christy's Banquet Center for March member meeting

Checks issued in March not cleared: \$100 for gift cards for speakers at Feb. meeting

Treasurer Notes:

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.

The Quarterly Report is due to National April 20th, 2014 there is a new template that requires signatures for filing. Please review the "instructions" tab for more information

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

CHECK REQUEST: ST LOUIS ASQ Section 1304

SECTION NAME: St Louis SECTION NUMBER: 1304

Today's Date: _____ For The Pay Date Of: _____

Is Customer a 1099 Vendor? Yes No 1099 Vendor Social Security # _____

IS Request for a check request or a debit charge? Check: _____ Debit Charge: _____

Receipt for/of payment : (Name & address) _____ special instructions _____

INVOICE INFORMATION:

Invoice Date: _____ Invoice Number: _____ Invoice Amount: \$ _____

Invoice Date: _____ Invoice Number: _____ Invoice Amount: \$ _____

Invoice Date: _____ Invoice Number: _____ Invoice Amount: \$ _____

EXPLANATION OR BUSINESS PURPOSE OF REQUEST: (e.g. what for, people attending)

*** Attach Copy of Invoice or other Documentation as Support**

Requested by (print & sign) :

(Officer or Authorized Individual) _____ print _____ Sign _____ Date _____

Approved by: _____ Date _____
(Denise Arthur-Chair, or Section Officer)

2nd approval signature required if amount requested is > \$500

Approved by: _____ Date _____
(Officer or LC member)

do not write below this line do not write below this line do not write below this line

**** FOR TREASURERS USE ONLY ****

Cost Center	Account Number	AMOUNT
Total Amount		

ALLOCATE PAYMENT TO THE APPROPRIATE ACCOUNT NUMBERS.

Check Debit Charge

CHECK INFORMATION:

Check Date: _____ Check Number: _____ Date charge cleared ban _____

This expenditure is: _____ Reviewed By: _____ Date _____
(Treasurer)

Budgeted Unbudgeted

ASQ ST. LOUIS SECTION 1304

Herbert V. McMahon Education Grant

Rev e January 01, 2014

1. The Leadership Committee (LC) of the American Society for Quality (ASQ) St. Louis Section 1304 shall establish and fund one (1) educational grant(s) to be called the Herbert V. McMahon Education Grant. The grant(s) shall be awarded yearly, or at a period determined by the LC to a deserving individual(s) per the following.
2. An award recipient(s) shall be selected from those individuals meeting the following criteria:
 - a. The nominated individual must be a current member or an immediate relative of a current member of ASQ Section 1304. Specifically: self, spouse, domestic partner, child, step-child, grandchild, step-grandchild, guardian/ward/adopted.
 - b. An ASQ section 1304 member may nominate themselves provided they meet the nominating criteria.
 - c. The nominating individual must be a current member of St. Louis Section 1304 of the ASQ.

A current member is defined as a person who is not delinquent in the payment of their ASQ dues or other fees as recorded by the national headquarters of the ASQ
 - d. At the time of the award, the nominated individual must have completed High School and be enrolled full time in a post High School educational program.
 - e. The nominated individual must have a GPA of 2.0 or higher (on a 4.0 scale) and must not be on an academic probation.
 - f. The nominated individual must be nominated using the approved nomination form.
 - g. The completed nomination form must be received by the selection committee prior to the deadline indicated on the form.
3. Nomination forms shall only be obtained at regularly scheduled monthly membership meetings.
4. Photocopies or other methods of duplication of the nomination form or completed nomination forms are not acceptable.
5. A separate individual nomination form may be obtained and submitted for each monthly membership meeting attended.
6. The Scholarship Chair shall review all received applications, and in their judgment submit acceptable to applications to the ASQ LC for final selection.

7. Final selection of the Education Grant recipient(s) shall be by the ASQ LC through a random selection of all presented qualified applications.
8. The amount and number of Education Grant(s) awarded shall be determined by the LC and identified in the yearly budget.
9. An alternate recipient may be identified by the LC and may receive the Education Grant if the primary recipient is unable to accept, or no longer meets the requirements at the time of award presentation.
10. An individual who has received the Education Grant is not eligible to receive another grant until four years have passed since their previous receipt.

Denise Arthur
1304 Leadership Committee Chair

Revision History

Original	Feb 12, 2002
Rev a	Sep 01, 2005
Rev b	Jan 07, 2009
Rev c	Sep 14, 2010
Rev d	Aug 13, 2013
Rev e	Jan 01, 2014

REGION 13 CONFERENCE CALL – MAR. 24, 2014

Introductions

Kim Rochetti, Region 13 Regional Director (moderator)
Vickie Hart, Deputy Director, Section 1302
Theresa Washington, Deputy Director, Section 1301
Megan Novitkus, Development Director
Jon Ridgeway, Section 1302 (Nebraska)
Gerry Naugle, Section 1313 (Boulder)
Joe Wojniak, Section 1313 (Boulder)
Jerry VerDuft, Section 1312 (Pikes Peak)
Ralph Haynes, Section 1310 (Mid-Missouri)
Cindy Duhigg, Section 1304

Director Visits to Sections

~1/6 of the nation, 16 sections, largest region in ASQ
Goal this year: visit every section, between the 5 Directors
Can attend leadership or membership meeting, to present informative presentation
Deputies were recruited at Rob Herhold's suggestion
Visits: Pike's Peak, Boulder, Springfield, Nebraska, St. Louis (so far)

PAR (Performance Awards and Recognition): new Award criteria and process

Performance Award

70% of income spent on member-value
Improvement, year-to-year

Innovation Award

Something your section does which is unique to ASQ

Must still meet all requirements for Sections, including:

All six mandatory leadership positions filled
Quarterly reports tracked monthly

Financial Changes, Report Submission and Templates (financial and budget forms)

1302: "Lots more busy work, no additional background checks, etc. Also roll-out, THEN feedback"

1313: "re: signatures on reports – no scanner, so e-signed, and it was rejected. Even real estate allows e-sigs (eg Adobe), so why isn't it accepted by ASQ?"

Section \$/member

Milwaukee did analysis on section savings accounts, and found sections had \$20-2000/member (VERY wide range). Our region has \$52 – 452/member. SHOULD BE <\$200/member (according to analysis), otherwise monies should be used for member value. Only two sections in our region have >\$200 (Iowa and Mid-Missouri). Mid-Missouri has no activity and low membership, so that is the cause. Show >70% of income spent on member value, annually

Regional Annual Training Date; budgets for travel vs. electronically/honor system; new material; host section

Rob used honor system for training, which saved on travel

Kim suggested 2-3 regional trainings, by section (2 days with one overnight – must be budgeted) OR stay on honor system OR face-to-face. We will stay with honor system unless significant feedback is received to the contrary.

Best Practice Sharing – Adopt a section

How many region conference calls do you want? Select a month for next call.

“Quarterly” will be adopted, and adjusted as appropriate. Next call: end of June

What kind of help do you need?

PAR Process; presentation on PAR will be distributed to sections

Other ASQ items: Member Leader Training Team; Strategy Team, Technology Team, etc.

Whole training system (modules, organization, ALL) will be remodeled. Likely to take ~3 years.

Kim is also on the Strategy Team (Hoichin-Conry)

Technology Team is trying to bring ASQ up to modern standards

Many other teams functioning to bring ASQ up to modern standards.

Kim will strive to keep everyone apprised of progress

Section Operation Agreements:

Only a couple missing in January – be sure to get them in.

Any way to reduce quarterly frequency of financial reports?

Any plans to further optimize the financial reporting template?

How many will be coming to leader training in Dallas? Three from St. Louis, one from two other sections, no one from Boulder (Boulder asked how much travel should reasonably be budgeted?).

MEMBER UNITS KEY DATES

12/31/2013	4th QTR ENDS	All	All	
12/31/2013	Section officer and committee ends (6 month gap appointment)	Sections - all	Sec	
1/1/2014	1st QTR BEGINS	All	All	
1/1/2014	Officer and committee chair terms start	All positions	All	
1/8/2014	Miscellaneous income reporting due (1099)	Division and section treasurers	Div/Sec	http://asq.org/member-leader-community/key-tasks/finance/index.html
1/10/2014	Member leader events at World Conference - registration opens	All	All	TBA
1/10/2014	Submit certification site and proctor information for March 1 exam	Section Certification chair	Sec	Send to cert@asq.org
2/15/2014	Annual financial report/audit due	Division and section audit committee chairs	Div/Sec	http://asq.org/member-leader-community/key-tasks/finance/index.html
2/28/2014	Member unit awards proposals submissions due to Awards Board for May BoD agenda	Division and section awards chairs	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf
2/28/2014	Member unit testimonial awards nominations due to Awards Board for May BoD agenda	Division and section awards chairs	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf
2/28/2014	Member unit scholarship proposals submissions due to Awards Board for May BoD agenda	Division and section scholarship chairs	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf
2/28/2014	Section Leader Excellence Award	Section awards chairs	Sec	http://asq.org/quality-press/display-item/index.html?item=R104N&xvl=76091493
3/14/2014	Deadline to promote World Conference and get recognized	Division and section chairs, newsletter editors, internet liaisons	Div/Sec	http://wcci.asq.org/member-units/index.html
3/31/2014	1st QTR ENDS	All	All	
4/1/2014	2nd QTR BEGINS	All	All	
4/2/2014	RD Nomination Period Begins	SAC Chair, Nominating Chair, CD, Section Chairs	SAC/Sec	
4/16/2014	Member leader events at World Conference - registration closes	All	All	http://wcci.asq.org/leader-events.html
4/18/2014	Submit certification site and proctor information for June 7 exam	Section Certification chair	Sec	Send to cert@asq.org
4/20/2014	Section Quarterly Financial Report (1st QTR - MAR)	Section treasurers	Sec	http://asq.org/member-leader-community/key-tasks/finance/index.html
4/30/2014	World Conference registration closes	All	All	http://wcci.asq.org/index.html
5/1/2014	Fellow nominations due	Division and section examining committee chairs	Div/Sec	http://asq.org/members/account/fellow.html

5/3/2014	WCQI - Community Leadership Institute (ITAG & training)	TCC & SAC-related communities; local member communities	All	http://wcqi.asq.org/leader-events.html
5/3/2014	WCQI - Member Leader Dinner	TCC & SAC-related communities; local member communities	All	http://wcqi.asq.org/leader-events.html
5/4/2014	SAC Business Meeting - Spring	All SAC and section leaders	SAC/Sec	http://wcqi.asq.org/leader-events.html
6/4/2014	RD Nomination Period Ends	SAC Chair, Nominating Chair, CD, Section Chairs	SAC/Sec	
6/18/2014	RD Election Period Begins	SAC Chair, Nominating Chair, CD, Section Chairs	SAC/Sec	
6/30/2014	2nd QTR ENDS	All	All	
7/1/2014	3rd QTR BEGINS	All	All	
7/16/2014	RD Election Period Ends	SAC Chair, Nominating Chair, CD, Section Chairs	SAC/Sec	
7/20/2014	Section Quarterly Financial Report (2nd QTR - JUN)	Section treasurers	Sec	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	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	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	http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf
8/31/2014	Member unit Testimonial Awards nominations due to Awards Board for Nov BoD agenda	Awards Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf
8/31/2014	Member unit awards scholarship submissions due to Awards Board for Nov BoD agenda	Scholarship Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf
9/30/2014	3rd QTR ENDS	All	All	
9/30/2014	Section call for officer nominations ends (recommended, 30 day min required)	Section nominating committee chairs	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/1/2014	4th QTR BEGINS	All	All	
10/1/2014	Nominations due for all Society Awards and Medals	Awards Chair	All	http://rube.asq.org/about-asq/how-we-do/pdf/a-02-00.pdf
10/1/2014	Section announces officer slate to members (recommended)	Section nominating committee chairs	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/1/2014	Section elections begin (if needed, recommended)	Section nominating committee chairs	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
10/17/2014	Submit certification site and proctor information for December 6 exam	Section Certification chair	Sec	Send to cert@asq.org

10/20/2014	Section Quarterly Financial Report (3rd QTR - SEP)	Section treasurers	Sec	http://asq.org/member-leader-community/key-tasks/finance/reporting/index.html
10/30/2014	Sections appoint incoming committee chairs (recommended)	Section chairs (with SLC approval)	Sec	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	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
11/1/2014	Section officer and committee lists due	Section secretary	Sec	http://asq.org/member-leader-community/key-tasks/officers-committees/index.html
11/30/2014	Member unit awards proposals submissions due to Awards Board for Feb BoD agenda	Awards Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-04-00.pdf
11/30/2014	Member unit Testimonial Awards nominations due to Awards Board for Feb BoD agenda	Awards Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-03-00.pdf
11/30/2014	Member unit awards scholarship submissions due to Awards Board for Feb BoD agenda	Scholarship Chair	Div/Sec	http://rube.asq.org/about-asq/how-we-do/pdf/a-32-00.pdf
12/15/2014	Section Business Plans Due	Chair	Sec	
12/15/2014	Section Budgets Due	Treasurer	Sec	
12/31/2014	4th QTR ENDS	All	All	
12/31/2014	Section officer and committee terms end	All section positions	Sec	
12/31/2014	Section officer and committee terms end (1 year)	Sections - all	Sec	
1/1/2015	Section officer and committee terms begin (1 year)	Sections - all	Sec	