

Location: Seven Gables Inn ([map](#))
 26 N. Meramec
 Clayton, MO 63105

Attendance and Quorum:

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

New Action Items from December Meeting:

- **Still need several LC Chairs to send position description to Mark for posting on the SharePoint!!!**
- Cindy to go back & ensure entries for July – September are correct prior to EOY Audit
- Cindy to make a call for all 2016 fees to close out 2016
- Cindy, Kyle, Randy, & Mark to meet, finalize, audit, & approve EOY Financial Report by Jan 31, 2017
- Cindy, Kyle, Mark, & Vicki to meet on Jan 14, 2017 at any Bank of America to transfer/assign new Debit Cards with Cindy to communicate bank location & time
- John needs to send upcoming Speaker information to Chris for addition to the Website & to VOC for inclusion/Advertisement as soon as it's available
- Vicki to send out wording for Request for Volunteers & Speakers to Chris (Website), VOC, Kyle (previous proctors), & Brian (Facebook)
- Vicki & Thomas to reach out to potential 2017 Education Chair
- All LC Members to send ideas on Strategy, Budget, & Business to Mark
- Mark to send Budget to ASQ HQ
- Chris to set up all email address/title changes for 2017 LC Committee Members
- Mark to send all 2017 LC positions/names to Chris
- Kyle to send correct email address to Chris & Mark

Previous Action item review:

- **Still need several LC Chairs to send position description to Mark for posting on the SharePoint!!!**
- Ed, Cindy, & Kyle did meet to discuss/resolve QuickBooks Online issues. (Completed: See Treasurer's Report below.)

Treasurer's Report

- QuickBooks Online Discussion: Ed, Cindy, & Kyle met on Nov 19th.
 - "P&L" for Non-profits should be called "Statement of Activity" (but is exact same information)
 - Confirmed multiple duplicates due to QuickBooks Online: Desktop = "pushes" data vs. Online = "pulls" data. All entries should now be correct up to June 2016. In the future, just "accept" data.
 - FYI: Only 20 ASQ Sections using QuickBooks Online; ASQ HQ does not require it, as previously thought
- Treasurer's Reports:
 - October Report was presented verbally at the November LC Meeting
 - November Report was previously emailed out

- Cindy to go back & ensure entries for July – September are correct prior to EOY Audit
- 2016 EOY Audit: Cindy, Kyle, Kat, Mark to meet, finalize report, audit, and approve by Jan 31, 2017
- Cindy, Kyle, Mark, & Vicki to meet on Jan 14, 2017 at any Bank of America to transfer/assign new Debit Cards with Cindy to communicate bank location & time

Spring 2017 Meeting Planning

- Venues:
 - Already scheduled for January (Forest Park) & February (Favazza's)
 - Discussion re: April Venue for "Shop Tech.com"
 - \$150/hr
 - Limit: 200 people
 - LC Agreed but need to limit attendees
 - May Venue: Some discussion on whether or not holding the annual BBQ at the Engineers' Club was still popular with the ASQ Members.
- Speakers:
 - January: Need Katie's topic explanation
 - February: Need all information
 - March: Still planning
 - John needs to send information to Chris for addition to the Website & to VOC for inclusion/Advertisement as soon as it's available

2017 Fall Conference

- Skeleton team assembled; Need Sub-Team Leaders for Speakers/Programs, Online Registration, Marketing, & Volunteer coordination; Need more team members
- Plan: To meet 12/27/2016 & then monthly
- Potential themes/topics: Diversity, Lean, Women in Quality, Mentorship
- Requested & agreement given by LC: Advertise for volunteers & speakers on ASQ Facebook, Twitter (if applicable), Website, VOC, past-proctors. Promote number of RUs available for volunteering
- Vicki to send out wording for Request for Volunteers & Speakers to Chris (Website), VOC, Kyle (previous proctors), & Brian (Facebook)

2017 Education Program Plan

(10 minutes)

- Report given on Venues, Timing, Potential course offerings for CMQ/OE and CSSBB in March, May, July, September, & November 2017 exams as well as CSSGB and CQE in February, April, June, August, October, and December exams.
- Plan is to continue to hold classes at St. Charles Community Center. Others are cost prohibitive.
- Still have a need for 2017 Education Chair: Vicki identified a potential ASQ Member; Vicki & Thomas to follow-up by reaching out.
- Future:
 - Create "Instructor Information Sheet" (aka: Instructor Expectations)
 - Advertise for more/additional instructors. Currently only three (3) "regular" instructors
 - Question to LC:

- Do we want to audition instructors and/or Audit instructors during classes to ensure quality of material delivered?
- Answer: YES!
- Need Policy Decision: Should Education Chair be allowed to be an Instructor?
 - November 2016 Decision by LC: Unethical to profit from own LC Chair position.
 - December 2016 Decision: Education Chair may not also be an Instructor

2017 Community Outreach Program (New Program!!!)

- Pitched proposal to proceed in phased approach:
 - Phase I: Hold a Lean Workshop
 - Phase II:
 - Invite requests for Projects
 - If get appropriate project (as vetted by the LC), then pursue
 - If do not get appropriate project, do not pursue
 - Phase III: Expand to schools; offer RUs
- LC gave approval to proceed!

Finalize 2017 Budget/Business Plan

- Revenues = OK
- Expenses = not as confident; small surplus
 - Dinner Meetings: Lose every year ~\$4,000-5,000. Control with venue. Goal: Break even
 - Training: Large loss in 2016. Need >6/call to make profit
 - 2016 biggest change = Fall Conference
- Strategic Plan:
 - Eliminated “reach out to colleges”
 - 2017 Chair (Mark) hopes LC Chair can be Ambassador to outside; Hopes to not continue to get bogged down in details at each meeting
 - All LC Members to send ideas on Strategy, Budget, & Business to Mark
- Mark to send Budget to ASQ HQ

ASQ Email Transfers/Setup

- Chris to set up all email address/title changes for 2017 LC Committee Members
- Mark to send all 2017 LC positions/names to Chris
- Kyle to send correct email address to Chris & Mark

Other Chairs Needs/Issues

- John has Chuck’s plaque; Needs to get it to him
- Placement Chair:
 - Seeing many job postings for Software Quality professionals. Suggested having a future presentation on that career path in future meeting or at 2017 Fall Conference
- Arrangements Chair:
 - Data provided does not include “no shows”

- Suggested recruiting for 2017 Fall Conference, LC Chair, etc., from active members

New Business

- None

Review of Minutes and Action Items

- See “New Action Items from December Meeting” above

Next Location January 10

- Seven Gables in Clayton

Chair Closing Comments

- Ed “made” us do shots of lemon liquor!

Adjournment