

Section 1304

Minutes of 1/9/07 ASQ Leadership Committee Meeting at Fratelli's in St. Charles

Prepared 01/09/07 by Jim Ebone

Attendees: Chris Anderson, Steve Mundwiller, Shailesh Panth, Tony Indihar,
Kathleen Knecht, Kimm Parker, John Seibold, Tom Heusler, Bob Duefel and Jim Ebone

Called to order at **6:07** pm

1) Minutes from Last meeting

Minutes for 11-28-06 meeting were approved several minor corrections noted.

2) Treasurer's report

Kathleen distributed report for Dec. She advised that expenses to budget YTD are favorable; combining Nov. / Dec. meeting reduced expenses.

3) Website Update discussion

Shailesh distributed a sample of the Website he is developing; LC opinion was that looked good. It will be named www.ASQ St.Louis.org and the current asq-stl.org will cross over to it. Chris will announce it at the Jan. 16th meeting. It will be up & running in Feb. 2007. The following enhancements were suggested to Shailesh for consideration:

- Kimm would like to see more emphasis on training and see a link added for registration for exams to ASQ-Milwaukee. Need to revise current message to let members know the exams will also be offered during our Spring Conference.
- Tom will request Rob & Cheryl to provide photos of 1304 Section members to be featured on the website rather than using generic pictures.
- Bob Duefel agreed to provide an overview of Section's 1304 history that will be added.
- Chris will provide a brief explanation of the SMP.
- Steve wants to provide info on the Leadership Committee as a means of attracting more volunteers.
- Tony will provide info on the scholarship program to be added under the community tab.
- Jim requested that the minutes tab be updated to include 2006 minutes; probably can delete the minutes older than that as Bob has them in the archives. Also, need to delete some of the job postings, which are more than 4 months old.

4) Revised targets for 2006 – 2007 SMP - Eric will have revised information to report at next meeting; vote mentioned in the previous month's minutes will be delayed until then. Some general discussion summarized as follows:

- a) Goal #1 – Member Certification *added certification information to the nametags, which will increase awareness. Anita sent Chris a report that she was getting good feedback when contacting newly certified members and inviting them to a free dinner.*
- b) Goal #2 – Meeting Attendance
- c) Goal #3 – Meeting Satisfaction *good rating last meeting, plus Steve noted that that 53 of 64 attendees returned surveys. The form was revised to make it more meaningful and distributed at each place setting rather than set in the center of the table.*
- d) Goal #4 – Alt Sec Members *Anita sent Chris a report that she was getting good feedback when contacting Alt Sec members and asking them to join our section; will monitor monthly reports.*
- e) Goal #5 – Guest Attendance *Flo Valley foreign students still interested in attending our meeting but there have been other events, which caused conflicts on previous months.*
- f) Goal #6 – Membership Retention
- g) Goal # 7 – Financial Reserve
- h) Goal # 8 – Senior Membership *Jim reported that 1 of the Marlo employees had chosen to become a senior member because of the increased publicity.*

5) Spring Conference Update

Steve distributed conference brochure; it is 95% complete and will be finished before being handed out at the regular meeting next Tuesday.

Steve received first registration for conference; it was a reservation from Olin Brass.

Robert Chapman will be the keynote speaker; focus will be on Lean / Quality Improvement.

6) Strategic Planning Meeting

LC group agreed to meet on Jan 27th from 8 to 12 at Rob Herhold's house in O'Fallon.

Chris will send out agenda.

Tom agreed to cook waffles

7) Roundtable discussion

a) **Tony** advised that he needs to supply the restaurant (meeting site) with an approximate count of guests on Friday and then finalize on Monday mornings so they can properly set up. Since he will not be able to attend. Chris / Shailesh will get count from Engr. Club and coordinate with the Columns.

b) **Kathleen** – questioned the need to continue to pay \$27.50 fee for credit card machine; will continue through the Spring Conference and then hopefully switch over to a Pay Pal service.

c) **Jim** – would like to see Blog or some sort of forum where members could discuss needs or make suggestions. Chris thought that might be the basis for a future article in the newsletter advising what is available on National as well as local level.

d) **Steve** will not to be able to attend next Tuesday's meeting so:

- Jim will work the information table
- LC needs to distribute meeting survey and pick them up
- Chris will introduce speakers and plug the conference.

e) **Tom** – working with Chris to distribute a Marketing plan

f) **Kimm**

- having trouble obtaining instructors from section to teach refresher classes for winter session
- Flo Valley process worked for Spring & Fall classes but had one class with instructor and not enough students in Fall and this Winter had students but no instructor

g) **John.** – reported that he conducted a mid year financial audit; Kathleen will address the minor issues raised.

8) Meeting Closed

8:20 pm

9) Next Meeting will be Feb. 13th – location will be announced.