

ASQ Section 1304 Board Meeting – Tuesday February 10, 2004

Agenda & Minutes

Attendees

- Steve Howell - Chair
- Tony Indihar – Scholarship Chair
- Dr. Bob Deufel – Historian
- Jim Ebone – Examining Chair
- Sally Young – Membership Chair
- Joseph Styer – Auditing Chair & Koalaty Kid Liaison
- Jim Williamson – MO Quality Award
- Rob Herhold – Program Chair
- Cheryl Ferguson – Secretary and Newsletter
- Dean Greathouse

Agenda

Meeting was called to order at 6:00 pm

1. Review January 2004 Minutes
Minutes were accepted as-written.
2. Discussion of Electronic Newsletter
 - We have heard reports, concerns and suggestions from Board members, with many concerns about eliminating paper.
 - Membership Voice – currently 50% do not have their email preference checked. Some of our members have voiced their concern that they don't want National ASQ to have their email – but they would not mind if the Section had their email. This is not a viable option. The board discussed reasons for not wanting email and they felt that members were concerned about too many emails, not have time to read the newsletter electronically and some may not have access to computers at work.
 - Possible solution is to send a postcard monthly with date and location of meeting and a reminder that the newsletter is available on line. **Cheryl to get costs for this for different sizes post cards.**
 - Also possibly send separate mailings for conference.
 - Also possibly increase the price of the advertising.
 - Possibly decrease the size of the newsletter. **Cheryl to get the costs for 4 page vs. 8 pages**
 - Also possibly increase the recruiting of advertisers to pay for the complete newsletter.
3. Brenda Bishop – Chair Elect (report submitted)
9 students and 7 staff are signed up for the conference. One more staff person is needed to room monitor for Survey Design and Analysis.

Survey Design & Analysis	1
Balanced Scorecard	6
FMEA	2

At current enrollment we're still about \$400 shy of break even.

 - **Loree to work on publicizing**
 - **Loree to investigate obtaining AAIM mailing list to advertise the conference.**
 - **Steve to send out email for conference.**
4. Cheryl Ferguson – Secretary & Newsletter Editor

Secretary:
No report.

Newsletter:

 - March newsletter deadline in February 11.
 - An email was sent showing that our Spring Conference was put in Wabash Valleys newsletter in return for us running their CCT Refresher Course in our newsletter.
 - We have another ad. BSI _ page ad for 3 months starting in March. We should see a check for \$300. This is pretty cheap advertising for an organization. Maybe we should consider raising the price to help offset the cost of publishing the newsletter.

Education:
There are a total of 16 registrants for the March 6 exams.
CMI – 3 CQT – 2 CSS – 3 MGR – 8

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I will be doing the lead proctor and I have one other person signed up to help – Jerry Davis. That will probably be enough, but if more want to help, they are welcome.

I did question ASQ National about the low turnout and here was their response:

“We do know there are fewer people sitting for the March exams than last year. CRE and SSBB are growing, some other exams (CQT & CMI) are definitely under expected amounts. One of the problems is that CQT & CMI exams are no longer being paid for by companies. With the money crunch, payments are saved for manager, engineer, & auditor applications-examinees with higher ranks in companies. Also, some of the first departments to be hit by cost savings were Quality Departments; employees from those departments were let go and regular line personnel filled in for the Quality Inspectors. So our exams are impacted.” Response from Linda Grueter, Certification Coordinator-ASQ National.

5. John Seibold – Treasurer
 - a. Report submitted.
 - b. \$4058.82 – Current Checking..
 - c. Total assets (not including fixed assets) are approx. \$78,059.
 - d. Year to date we are \$990 in the black. (per Steve)
6. Carter Turnbull – Education Chair
 - The Board had good comments about Carter’s report in the newsletter.
 - No major news from the Education front regarding refresher classes.
7. Sally Young – Membership Chair

Sally provided a handout.

 - a. 16 new members.
 - b. We have 1,060 members (62 Unpaid).
 - c. As a follow up action item, Sally found out we get 20% of National Dues.
 - d. Follow up action item: Airport Hilton Costs passed along to Jim, Steve and Brenda.
8. Jim Ebone – Examining Chair

Joseph Styer has applied for Senior. Dale Besterfield interested in other National Awards. Jim to investigate what other awards are available.
9. Joseph Styer – Auditing Chair & Koalaty Kid Liaison
 - a. Koality Kid. Our original speaker is not available. Checking into Des Moines, IA speaker. We may need to pay for transportation. There is another Koality Kid instructor in St. Louis and Joseph will contact.
 - b. Joseph is discussing with the St. Louis City School Department and their Improvement Plans, trying to interest them in the Koality Kid program.
 - c. John went through the procedure for backing up financial records and he likes it.
 - d. Met with Treasurer after last months meeting. No items of concern were found. In a non-audited item, there is a concern that we are missing the monthly meeting data for Octobers meeting at Yacovelli’s. **Does any board member have this info?**
 - e. We need to establish an account for the depreciation of our capital equipment (the computer). National has a 5 year rule. **John to complete this item.**
 - f. Meeting next Tuesday, Joseph has door prizes with B & L on them. And possibly B & L will handle beverages before the meeting. Food arrangements handled by Tony. Make sure **John is there with a check.**
10. Rob Herhold – Program Chair
 - a. May will be a group with Strategic Planning.
 - b. Rob will send plant tour survey to Jim Ebone.
 - c. **Rob to make sure the clocks are ready for speakers.**
11. Financials Special meetings report.
 - National is working on a new program “The Living Community Model”- National is trying to give members some lower cost options.
 - They are talking about creating 2 new memberships: “Forum and Associate membership”. Forum is for division membership only. For \$29 and local section does not receive any money. Associate membership is \$59. Local section will receive \$15. National is assuming that 10% will change their membership.

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- Do we increase membership meeting prices, change coupon, have board members pay? Dean going to Chicago Tomorrow for ASQ meeting and will report back pricing and attendance there.
12. Tony Indihar – Scholarship Chair
Everything is set for February Tour. Next month is at the Engineer's Club. Where do we want the Awards meeting in April – Dave and Busters? Maybe the history museum (Lewis and Clark theme), but costs are higher. Scholarship deadline is March. We have 3 Applications so far. Review of other membership charges, \$5 to \$50 with an average of \$26 for monthly meeting.
 13. Eric Schellenberg – Internet Liaison
 - a. Sample Surveys was low response. Board members said they couldn't get it to work.
 - b. Steve will send Dec meeting minutes
 - c. Carter has submitted Certification course updates.
 - d. Board motioned and approved a standard expenditure regarding board member family illnesses.
 14. Dr. Bob Deufel – Historian
No Report . Jim Ebone has old files for applications for Senior members. Bob said he will take this.
 15. Jim Williamson – MO Quality Award
 - Regional winners. Ritenour and Boeing will speak at March meeting. Boeing C-17 Sharing day will be posted in the newsletter. March 24 - Wednesday. Also doing conference on Mo Quality Award sharing day in April for Healthcare.
 - MO Quality Award examiners are needed. They have 20 Applications this year. Usually have 10. They need over 100 examiners.
 16. New Business.
Joseph Styer made a motion that we remove the coupon from the measure for the remainder of the year. Motion unanimously approved.

Adjourned 8:03PM

Next ASQ Section 1304 Board Meeting

Tuesday March 9, 2004

6:00 – 8:00 pm

1. Location: TBD