

Section 1304

Minutes of 06/13/06 ASQ Leadership Committee Meeting prepared 6/18/06

Jimmy's Café in the Park

Attendees: Chris Anderson, Tom Heusler, Steve Mundwiller, Shailesh Panth,
Eric Schellenberg, Kathleen Knecht, Kimm Parker, Cheryl Ferguson,
John Seibold, Rob Herhold, Will Meyers, Anita Marx, and Jim Ebone

Called to order at **6:10** pm

1) Minutes from Last meeting

Minutes for 5-09-06 meeting were approved; John Seibold noted that Cheryl had issued a full newsletter for June rather than the Tri-fold stated in the minutes.

2) Treasurer's report

Will is finalizing his end of the year report and will work with John Seibold to do an audit by the July 17th. He requested that anyone with expenses to be reimbursed for this fiscal year get them submitted. In general we are doing better than budgeted and a final report will be forthcoming.

3) Reviewed progress toward targets for SMP (*Rob requested that committee chairs e-mail him their results which he will compile after he completes his Baldrige award assignments on June 22nd*).

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| a) Participate in SMP | Above Target; metric for providing ISO 9000 auditing is at risk because selected companies were not ready to be audited. |
| b) LC meetings and attendance | Above Target – average of 12 members attending |
| c) Stay within budget | Above Target (favorable) Treasurer's report will be e-mailed later this month. Spring conference netted a profit in the \$11 to 12k range. |
| d) Membership meeting attendance | Above Target: |
| e) Meeting membership survey | On Track – Score is averaging 3.96 |
| f) Hold meeting with another society | On Track – joint meeting scheduled for June 20 th and ASQ is taking the lead in setting it up. |
| g) Publicity and recognition | Above Target – Steve advised that he had 2 articles and about 15 announcements published. |
| h) Section Newsletter | On Track – Cheryl issued an extra newsletter in June to advertise the summer refresher courses and provide information for the June meeting |
| i) Section Website | Above Target – Eric's record show an average number of visitors to the website was 1,957 which exceeded our 1800 goal. |
| j) Contact Altsec members | On Track. Tom reports that there are 88 members in the Altsec category. . |
| k) Recognize all new std members | On Track Tom reports that he is sending welcome letters by e-mail and/or snail mail. Membership has increased from 988 to 1000. |
| l) Improve meeting attendance | Above Target Research ongoing to determine reasons for the increased attendance. |
| m) National Survey | On Track – Rob received results after the meeting and they appear to be a duplicate of last year's results so this will be a NA for 2006. |
| n) Refresher course survey | On Track – Kimm issued 6/13 e-mail showing ratings of 96% for CQIA, 96% of CQA and 75% for CQE. |
| o) Compare avg. scores | On Track – Kimm reports that the results from Spring 06 exams are not yet available |

- p) Administer Certification Exams **On Track** – Section coordinated 5 exams this year.
- q) Collect Feedback on Certs. **On Track** - Kimm reports that 64 certifications have been awarded to section members so far this year; only need 26 more to meet our goal
Preliminary results from last test looking good.
- r) Spring Conference **Way Above Target** – *Kudos to Chris for a great conference; Will distributed financial report to group for review and comments. Had a long discussions on lessons learned which will help make next year's even better.*
- s) Provide Auditor pool **On Track** – Chris is targeting to have at least 1 audit in May but effort is at risk because 2 of 3 client companies have backed out of the effort.
- t) Recognize newly cert'd. members **On Track** – April meeting was dedicated to recognition of all who earned certifications as well as special awards for several members of our section.
- u) Scholarship **On Track** – Tony reported that only 3 applications received. John Siebold's son was randomly selected.

4) Roundtable discussion

- a) Rob provided update on committees:
- introduced Anita Marx who will be the membership chair for the 2006 – 2007 year.
 - Mentioned that Brenda will be the examining chair.
 - Stated that he has not found a founder for the Publicity Chair.
 - Kolaity Chair will be left open as the program is under review at the national level
 - Circulated a list of officers names / e-mails for updating; will request authorization for membership files be allowed for Anita, Chris, Cheryl and Eric.
 - Mo. State Quality Award – Rob has meeting set up in July with possible representative
- b) Rob facilitated the discussion on the MOU with Flo Valley; discussion generally favorable. Several items to be clarified including:
- ASQ has strict rules about using our members contact information which will be on the registration;
 - Need to add words defining the protocol for either party to dis-solve the arrangement in a business like manner;
 - Reserve the right that Flo Valley can only offer courses approved by the ASQ;
 - Section 1304 will be given the first opportunity to provide instructors;
 - Section 1304 retains the right to offer the courses elsewhere.
 - MOU needs to be written using the template from ASQ; Rob will provide to Kimm.
- c) Kimm Parker:
- asked that the LC consider revising the educational grant criteria to encourage broader participation; this will be an agenda item for a future meeting. Additionally, will discuss increasing the amount.
 - Advised that she needs instructors for a variety of courses.

- d)** Steve provided a preliminary report on the 2007 Spring conference:
- Workshops will be held on April 11 & 12th and conference will be on 13th.
 - Crown Plaza Motel in Clayton will be the site for next 2 years; were able to negotiate a price in the \$10k range.
 - Agreement states that we will be there only conference in that time period.
 - They will have a special registration area set up;
 - Have commitments for 6 workshops;
 - Planning to provide 4 tracks and one of these will be Healthcare.
 - During a discussion earlier in the meeting, Rob stressed the need to develop MOUs for any board members receiving fees for speaking at conference or conducting a workshop to avoid any possible conflicts of interest.
 - Brenda offered some suggestions about ways to save money (gratuities) on A/V equipment.
- e)** Will – is conducting a review of credit card expenses over the next 3 months to see if we can obtain a better rate

5) Meeting Closed

8:40 pm