

**ASQ St. Louis Section 1304 Board Meeting Minutes
September 9, 2003**

Meeting was called to order at 6:10pm

Attendees: Steve Howell, Brenda Niccum, Jim Duarte, Jim Ebone, Rob Herhold, Cheryl Ferguson, Joe Styer, Bob Duefel

Board Member Changes: - Steve Howell

Treasurer: Vicki Jerden resigned and Brenda Niccum will act as interim Treasurer. The reasons for the resignation were discussed and a recommendation on action to be taken will be written to National by the **Chair**. The Board voted unanimously on action to be recommended.

Secretary: John DiMaria resigned due to other time commitments. Cheryl Ferguson volunteered to act as Secretary for the rest of the year.

The Board Voted unanimously to accept both of these appointments.

Education Chair: Also previously held by Vicki Jerden who resigned. This position is still open. Brenda and Cheryl will share responsibilities until the position is filled. **Put a notice in the Measure and Board to talk to possible candidates they know.**

Chair Reports:

Auditing Chair (Joe Styer):

- Working with National to Complete the audit of the financial books for 2002-2003.
- Requested that from this point on – when a check request is made, it must have proper documentation, typically a receipt. If it is a special case, such as a deposit, formal documentation may come later as the full payment is made. **Look at revising our check request form to include these rules.**
- We will do a quarterly audit at least for this year.
- Recommended a Chapter laptop computer be purchased to keep the financial books on, with a process to backup the files, with the backup to be kept by the Historian. A Motion was made to purchase, for the use of the Treasurer, a Laptop Computer with a procedure for securing records including Backup. The motion was unanimously accepted and **Joe Styer will bring quotes to the next meeting for Hardware and Software. Rob Herhold and Joe Styer will work on a procedure.**
- Also recommended setting up a formal process of monthly bank checks reconciliation to include the money CDs as well.

Chair Elect (Brenda Niccum):

- Spring Conference – April 23. 2 of the 3 speakers are lined up.
- By-Law Revisions were sent out by email. **Everyone Please review.** The By-Laws (per Article XIII, Section 13.1) have to be published in the Newsletter for 2 months prior to the vote. The vote has to be completed by June. We also are required to send proxy cards and ballots to all members.
- The By-Laws (Article XI Section 11.1.1) say the Section Nominating Committee's slate of candidates shall be published in writing to all Section members and presented to the Section at a regular meeting not later in the year than the December meeting with the election of officers occurring not later in the year than the January meeting.

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Vice Chair (Jim Duarte):

- Medal Nominations are due by Nov 1. Jim recommended Dale Besterfield for one of the medals for publications.

Examining Chair (Jim Ebone):

- Dale Besterfield's application for Fellow is being reviewed by ASQ National and expect it to go through without a problem. Will pursue possible members for Senior Status.

Program Chair (Rob Herhold):

- Oct meeting – the Dec speakers will speak at Oct. Rob will meet with Loree Rowe to finalize. Steve proposed for possible Dec meeting a Plant Tour at Anheuser Busch with a talk on the art and science of beer tasting to be followed by a plant tour.
- Plant Tour Feb
- March Mo Quality Award.
- Rob requested the Directory be changed to his name for Program Chair and Loree's for Publicity Chair. Cheryl to Correct list. See attached table. Brenda to update list to Eric for the web.

Newsletter Editor (Cheryl Ferguson):

- October deadline is Sept 12.
- Rob mentioned we needed a disclaimer on ads. Cheryl to include a disclaimer in the newsletter printing and consider revising the ads policy.
- Still have not received payment from PQ systems. Cheryl to see if they need an invoice or what is going on. May need to revise the ad policy about payments.

Koality Kid (Joe Styer):

- No report.

Historian (Bob Deufel):

- Jim Duarte gave the historian a copy of the letter on SMP 2000-2001 for the records.

2004 Midwest Quality Conference – Jim Duarte

- Locations narrowed to 2. Sheraton Westport and Frontenac Hilton. They were the only 2 to respond.
- Will need a treasurer and registrar for the conference, as well as an account.
- Need a Memorandum of Understanding with other groups involved.
- Jim Ebone made a motion that an account be set up with the Section Treasurer as the Treasurer to the 2004 Midwest Quality Conference.
- Jim Ebone made a motion that the Section authorize \$3000 seed money to be used for the conference and be available as of tonight.
- Both motions were unanimously accepted.

Rolla ASQ Meeting on 9/25/03

- Rolla's Student section wants to transfer sponsorship from Mid Missouri to St. Louis and is looking for speakers and attendance at their meeting.
- It was brought up that Rolla falls outside the Geographical boundaries of Section 1304 and therefore monetary support could not be there, we will try and help with a speaker.

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- Rob Herhold said he could possibly speak or talk to Jim Williamson to speak at the Sept Meeting.

Other Business

- Rob asked for the Board to consider in the future sponsoring Small Business Development Center Conference
- Will need a Memorandum of Understanding

Next Meeting Tuesday Oct 14, 2003. 6:00 – 8:00p

Meeting adjourned 8:23p

Minutes Recorded and Submitted by: Cheryl Ferguson, Secretary

2003 -2004 ASQ ST. Louis Section 1304 Board Member Directory

NAME	FUNCTION	PHONE #	E-MAIL
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Brenda Niccum	Chair Elect	314-577-7175 (W)	brenda.niccum@anheuser-busch.com
Jim Duarte	Vice Chair	314-577-3990 (W)	jim.duarte@anheuser-busch.com
Brenda Niccum	Treasurer	314-577-7175 (W)	brenda.niccum@anheuser-busch.com
Cheryl Ferguson	Secretary	636-441-6747	mclfergus@sbcglobal.net
Sally Young	Membership Chair	314-232-0517 (W)	sally.j.young@boeing.com
Jim Ebone	Examining Chair	636-677-7731 x 139 (W)	jebone@marlocoil.com
Joseph Styer	Auditing Chair	636-226-3422 (W)	joseph_styer@bausch.com
Rob Herhold	Program Chair	314-739-1299 (W)	rherhold_mqa@msn.com
	Education Chair (Certification Courses & Exams)		
Loree Rowe	Publicity Chair	314-434-2712(W)	loreerowe@agilityinc.biz
Ed Lanser	Recertification	636-405-2468	
Cheryl Ferguson	Newsletter Editor	636-441-6747	mclfergus@sbcglobal.net
Don Denk	Placement Chair	636-861-1272 (W)	dondenk@earthlink.net
Tony Indihar	Arrangements & Scholarship Chair	314-233-0478 (W)	anthony.l.indihar@boeing.com
Eric Schellenberg	Internet Liaison	636-349-0354 (W)	esschellenberg@seilerpc.com
Joseph Styer	Koalaty Kid Liaison	636-226-3422 (W)	joseph_styer@bausch.com
Bob Deufel	Historian	636-227-0576 (W)	bobduf88@msn.com
Joe Lonsdorf	Awards	314-427-4716	joelonsdorf@hotmail.com
Jim Williamson	MO Quality Liaison	636-561-2820 (W)	mbnqa@aol.com
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