

ASQ Section 1304 Board Meeting  
Held October 8, 2002

In Attendance: Steve Howell, Vicki Jerden, Brenda Niccum, Loree Rowe, Jim Duarte, John DiMaria, Jim Ebone, Sally Young, Tony Indihar, Bob Deufel, Joesph Styer

Meeting was called to order by Steve Howell.

Agenda:

- Minutes from September 9<sup>th</sup> were reviewed and approved with no changes.

**October 15<sup>th</sup> Member Meeting:**

- No substitutions or additions to agenda

**November 19<sup>th</sup> meeting**

- Jill Burgh – Time Management at the Speed of Thought
- Loree Rowe inquired about the possibility of paying for a speaker at one or more of our future meetings.
- After discussion, it was agreed that we have not had anyone decline because we did not offer to pay them, therefore the general consensus was no.

**Spring Conference – Brenda Niccum**

- Passed out proposed budget
- Suggested meeting be held on a Monday or Tuesday. Because of Easter Holiday, It was proposed we hold it on April 25<sup>th</sup> or 28<sup>th</sup>.
- 2004 Midwestern Quality Conference – Jim Duarte
- Met with Inspection Division. They would be willing to help if it was held in the September – Early October time frame.
- Discussion was held as to where we could hold it and possible dates.
- It was agreed we would hold it on within the September – Early October time frame
- Sally Young will investigate hotel and date availability. More Volunteers are needed.
- Jim Duarte will distribute list of volunteers needed.

## **Chair Report**

### **Treasure – Vicki Jerden**

- Balance was \$20,793.05. Adjustment of \$2339.00 was made after discussion with bank on handling of CD's
- 17 people used the free meeting coupons. Some people missed the coupon in "The Measure"
- Steve Howell proposed we offer it again in November. Agreed
- Vicki will bring data to ensure that some members do not use a coupon twice.
- Loss due to coupons was 494.50
- Net loss was \$349.50
- 39 regular members showed up and 48 total
- Brenda reminded all board members to register at future meetings.

### Secretary – John DiMaria

- Suggested that we document action items and set dates if possible to ensure action is followed up on and completed.
- Starting next week we will start to follow-up on the section objectives.

### Historian – Bob Deufel

- All data is up to date.

### Education – Vicki Jerden

- CQE refresher course – 4 People
- CQA & CQE – Cancelled
- We are not getting the word out.
- We should keep up the information on the website and the newsletter in order to have a better chance of drawing people in the spring.
- Suggest we review education program.
- Jim Duarte will get information on possibly out sourcing some of the programs.
- Jim agreed to head up the Education Sub-Committee. Steve Howell offered to serve on that committee.
- Vicki mentioned that we should make a decision on what will be offered in the spring and how to reformat the program.
- Steve inquired if we are obligated to Florissant Valley. Jim noted that we are not because we are not going through the continuing education program. If we do they will take on more responsibility, but we may have to make more of a commitment.
- Agreed: We will continue to use the same format for the spring session.

### Membership – Sally Young

- No real activity to report.
- Discussed SIU Carbondale Student Chapter. Are they all ASQ members?
- All meeting attendees must be ASQ student members. If not, the group must be chartered as a subsection which is difficult to do.
- Discussed and agreed, Sally Young will get the name of the facility advisor and Brenda Niccum will follow-up to investigate how to handle the situation.

### Program Chair – Loree Rowe

- December – Alberici Quality Story

Revision of by-laws to be distributed to all members.

### SMP - Tom Peterdy

- Reminded everyone that we should follow-up on SMP goals.
- Follow-up will begin at next months meeting.

### Koalaty Kid – Joe Styer

- Nothing new to report.
- Joe's distribution center will be relocating. He is on the committee and this may be taking more of his time.

### Publicity Chair

- Steve Howell will follow-up with Connie Sanders on the Publicity Chair.

### Newsletter – Cheryl Ferguson

- Free meeting coupon was only for September. We will run it again in November and keep track of members that already used one.
- Motion made by Steve Howell, Motioned 2<sup>nd</sup> by Sally Young. Board vote was unanimous.

Steve Howell is organizing an in house certification course at AB. Course will run 3 weeks and be held at Florissant Valley Community College.

Course will be \$300.00 with books. \$200.00 if books are not supplied.

- Jim Duarte suggested that in lieu of payment to instructor, we put credit on the books for future sponsorship of activities at some later date.

- Motion was made by Steve Howell on pricing structure of \$300.00 with books - \$200.00 without.
- Additional motion by Vicki Jerden to pay instructor \$30.00 hr credit to be paid as credit to be used at future activities. Motions seconded by Jim Duarte, Board vote Unanimous.

Jeff Lynn looking for technical speaker. 30 – 60 minutes for 50 –75 people.  
Jim Duarte, Jim Ebone and Tom Peterdy are considering it.

Cheryl Ferguson's action items will be carried over to next meeting.

### **ACTION ITEMS:**

#### **Sally Young:**

- **Investigate hotel and date availability for spring conference. More Volunteers are needed.**
- **Get the name of the facility advisor for student chapter at SIU Carbondale.**

#### **Jim Duarte:**

- **Distribute list of volunteers needed for Spring Conference.**
- **Gather information on possibly out sourcing some of the education programs.**

#### **Vicki Jerden:**

- **Bring list to next member meeting to ensure duplicate coupons are not used.**

#### **Brenda Niccum:**

- **Follow-up to investigate how to handle the Student Chapter situation.**

#### **Steve Howell:**

- **Follow-up with Connie Sanders on the Publicity Chair.**

#### **Board Members:**

- **Follow-up on section objectives.**