

Section 1304

Minutes of 10-11-05 ASQ Leadership Committee Meeting
McGurk's Irish Pub

Attendees: Tony Indihar, Rob Herhold, Chris Anderson, Tom Heusler, Will Meyer,
Cheryl Ferguson, Steve Mundwiller, Bob Duefel, Brenda Bishop, Tom Peterdy,
and John Siebold

Minutes prepared by Jim Ebone on 10/16/05

Called to order at **6:02 pm**

1) Minutes from Last meeting

Minutes for 9-13-05 meeting as prepared by J. Ebone were approved w/o changes

2) Chairman Rob Herhold appointed Jim Ebone to take over as Section secretary since Dean resigned.

3) Reviewed progress toward targets for SMP; the set distributed by Rob was hard to read as it was on a single page – group would like to see future copies in landscape page format on two pages using a larger font. Chris indicated this information was on an Excel spreadsheet and he would modify

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| a) Participate in SMP | On Track Goals submitted to Milwaukee prior to Oct. 1 deadline |
| b) LC meetings and attendance | On Track as this is our second meeting of the year. |
| c) Stay within budget | On Track but unbudgeted \$4.8k payment to Milwaukee will make it more difficult to stay within plan. Had negative \$2.3k cash flow this month. The treasurer will modify monthly report to include performance to plan metric. |
| d) Meeting membership survey | On Track - Survey completed but results not available at tonight's meeting because Kathleen was travelling. Sally Young advised via e-mail that re-certification form that Ed distributed was out of date. Will ask Eric to post the correct one on the section website. Each LC member needs to provide Program chairperson with one or two potential speakers. |
| e) Hold meeting with another society | On Track – joint meeting planned for June 05 |
| f) Publicity and recognition | On Track – Steve got one notice published and is following up with Post Dispatch to see why they haven't. Tom suggested trying KMOX radio. Group also discussed ways of recognizing new members attending their first section meeting. |
| g) Section Newsletter | On Track – Sept NL issued and Tri-fold went out for Oct. meeting. Cheryl needs inputs by the end of this week for Nov notice. Speaker and location not yet confirmed. |
| h) Section Website | On Track – Eric's report showed 1682 visitors versus 1800 target; history has shown that count increases as year progresses. |
| i) Contact Altsec members | Not Started yet – still trying to determine best way to proceed. |
| j) Recognize all new std members | WIP – Tom Heusler will send information on new standard members to Cheryl so it can be included in newsletter. Membership report shows 10 new members in Sept. and 24 & 22 in the two previous months |
| k) Improve meeting attendance | Not Started yet – need to better determine what subjects and |

- speakers our membership would like to see.
- l) National Survey **Not started** yet – need to encourage our membership to respond. Will mention as part of meeting announcements.
 - m) Refresher course survey **On Track** – CQE course in Dec. will be the first course taught this year.
 - n) Compare avg. scores **On Track** – will need to wait for results of CQE exam.
 - o) Promote Cert. Benefits No report tonight
 - p) Collect Feedback on Certs. No report tonight – no tests have yet been given
 - q) Organize Spring Conference **On Track** – Chris presented numerous ideas and will have handout for next meeting. Looking at date in 2nd or 3rd week of April. May include pre and post conference workshops if there is sufficient interest. Will seek firms to sponsor as a way to help defray costs.
Announcements will be included in the Jan. 2006 newsletter.
 - r) Provide Auditor pool **On Track** – One company would like auditors for AS 9001 programs and several members have informed Chris that they would be available for ISO type audits.
 - s) Recognize newly cert'd. members **On Track** – usually do at April 2006 meeting.
 - t) Scholarship **On Track** – revised forms distributed at last meeting but Tony has not yet received any submittals.

4) Roundtable discussion

7:40 – 8:10

- a) Motion that LC members not have to pay \$10 for monthly meal, motion did not pass.
- b) Steve noted an article where a section in Okla was providing college credits for refresher course. Brenda advised that there is a section on Sharepoint, which explains this process. After discussion, Doctor Bob advised that he would contact Flo Valley and see what would be required to offer CEUs.
- c) Jim Ebone suggested that we provide an easel where job opportunities could be posted as an aid to our between jobs members; these could also list their names and contact information so employed members might be better able to help them network.
- d) Rob will circulate an e-mail that Tom Peterdy got at another organizations meeting outlining suggestions on retaining members.
- e) Rob will plan a strategic planning meeting at his house in Lake Saint Louis on either the 2nd or 3rd Sat in the Jan./ Feb time frame. Intent is to provide better direction for the section.

5) Items to be discussed at next meeting

- a) Chris will provide a report of results from ASQ leadership conference being held in Oct.
- b) Steve will be attending a Customer Satisfaction Seminar on Oct. 24 & 25; the sponsor offers our section a free registration for one member of the LC.
- c) Eric had several pages of suggestions regarding web site that will be discussed.

6) Meeting Closed

8:11