

Section 1304

Minutes of 10/10/06 ASQ Leadership Committee Meeting at Crown Plaza in Clayton

Prepared 10/25/06 by Jim Ebone

Attendees: Chris Anderson, Steve Mundwiller, Shailesh Panth, Tony Indihar,
Kathleen Knecht, Anita Marx, Brenda Bishop, Cheryl Ferguson, and Jim Ebone

Called to order at **6:09** pm

1) Minutes from Last meeting

Minutes for 9-12-06 meeting were approved with one correction by Brenda.

2) Treasurer's report

Kathleen advised she is having trouble getting the report printed from the spreadsheet; expects to have one to distribute at the next meeting. Her results on Quick-book are balancing.

3) Reviewed targets for 2006 – 2007 SMP (6:15 to 6:30) – Chris will clarify the metrics at the next meeting

- a) Have 20 members obtain their first certification
- b) Aim for an average attendance of 70, which is a 10% increase.
- c) Aim for satisfaction score of 4 on a 5-point scale; committee will serve as a program chair.
- d) Maintain membership at 6/30/06 level (approximately 1000 members); *Chris will double-check as he thought this should be 1100 members.*
- e) Invite other professionals to our meetings; set goal for 20% guests
- f) Increase number of Senior Members – Steve will make applications available at each dinner meeting.
- g) Generate a 5% budget surplus

4) Discussed moving the date of November's meeting

Decision was made to combine the November and December meeting since the 3rd Tuesday was near both Thanksgiving and Christmas. It was agreed to hold it on Dec. 5th pending availability of the November speakers to flex and location. *Steve sent an e-mail last week advising the speakers were available and Tony reserved Favazza's since the Columns in St. Charles was already booked.*

5) Roundtable discussion

- a) **Tony** advised that he needs to supply the restaurant (meeting site) with an approximate count of guests on Monday mornings so they can properly set up. Welcomes suggestions for alternate places. Predicts the section's cost for dinner meeting will increase in 2007.
- b) **Shalleh** advised that LC members should use the student rate when registering and paying on-line. He is making progress on the website and plans to have a version ready for us to discuss at our Dec meeting; would like to implement it in Jan. 2007.
- c) **Kathleen** – will provide printout of the budget at our Nov. LC meeting.
- d) **Jim** – advised that he would continue to bring job opening info to be displayed on information table at dinner meetings.
- e) **Brenda**
 - noted that we need to coordinate nametags with Kurt at Engr. Club so there is only one set rather than a set from Engr club and a set generated by Shalleh for on-line registration.
 - suggested color coding the nametags to better identify LC members and certification status
 - provide web-training session so LC can more efficiently access the ASQ database.

f) Cheryl

- requested articles for newsletter; tentative due date is Oct 16th but may move out depending on date of combined meeting.
- will show scorecard of SMP goals
- plans to move more into active tense rather than passive voice with additional emphasis on the upcoming presentation. Intent is to better market the value of our ASQ section to our members

g) Chris

- Encouraged the LC committee to identify ways to improve the section; we are allowed to revise our SMP goals.

h) Steve advised:

- that planning is firmed up for Spring Conference speakers for 6 tracks plus additional workshops on the two preceding days. Still need to firm up a Keynote Speaker with local drawing power.
- detailed overview of conference budget information presented for LC review
- Oct. is the launch for marketing efforts; information will be distributed at Oct. meeting
- a tour of facility will be provided after the close of the meeting; he feels that this site will not have the problems associated with last year's conference.

6) Meeting Closed

8:00 pm

7) Next Meeting will be Nov. 14th – location will be announced.