

ASQ St. Louis Section 1304 Board Meeting Minutes
November 4, 2003

Meeting was called to order at 6:07pm

Attendees: Steve Howell, Jim Ebone, Cheryl Ferguson, Joseph Styer, Tony Indihar, John Seibold, Rob Herhold, Brenda Niccum

Minutes from Oct were accepted unanimously with one change as submitted by Brenda. All 3 speakers are set for Spring Conference.

November Membership Meeting: Speakers are set and lined up and Junior League is the location.

Chair Reports:

Auditing Chair (Joseph Styer):

- The computer has been turned over to the treasurer as of today.
- Last CD was rolled into Money Market account in Sept. Possibly keep this for Midwest Quality Conference.
- **Joseph Styer working on a procedure** to backup the files, with the backup to be kept by the Historian, to be completed by Next meeting.
- Quick Books Upgrade request \$192.46 to get the 2003 version. All other software installed. Zone Alarm firewall. If we use internet much at all, we would want to upgrade this. We don't have a full ISP account, only an email account and web hosting.

Website (Eric Schellenberg – not present):

- The website Blackness has been corrected.

Treasurer (John Seibold):

- Depostied \$480.00, wrote checks for \$2,832.28. Balance is around \$10,200.

Chair Elect (Brenda Niccum):

- Spring Conference – New Date changed from April 23 to April 5. All 3 speakers are lined up. **Boeing still needs to supply title – Tony to follow up on this.** Should we have AAIM share their list with us – they will put our registration form into their newsletter.
- By-Law Revisions need to be discussed at the next Board meeting. Please review. Possibly send a notice that the By-Laws are posted on the web instead of sending a membership mailing.

Examining Chair (Jim Ebone):

- No Report.

Program Chair (Rob Herhold):

- Dec meeting - Trivia night. Can use CQE, CQA, etc primers to get a list of questions. Jim Ebone volunteered to be the MC. Brenda will bring paper and pens. Each table will be a team. Board members will not participate as a player, but will work to tally answers, pick up questions, etc. Referee shirts for Board helpers? Each table will need to have a tent card on them to name their team – Tony. Tables of 8. Sally to look into some smaller individual prizes, call upon the AB folks to help out. Possible free dinner to January meeting. Spouses are encouraged to be there. 2-45 minute sessions. 60

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questions. Get all questions to Rob by Dec 1. Submit quality and non quality questions with the answers. Maybe a round of CQM, CQE, CQA, and 3 general rounds. Possible location – Columns in St. Charles. Finalize all items at next Board meeting.

- Will make a push to have more local talent fill the programs and also higher level.
- Joseph Styer reported that the February Plant Tour of Bausch & Lomb is set with presenters. They make electronic equipment for cataract surgery and Lasik blades.

Newsletter Editor (Cheryl Ferguson):

- December deadline is Nov 12.
- As of Sept next year the newsletter is going electronic only. We need to keep this in the measure every month, that if they have strong objections, they should email the Board. And how to change your email. Will need to send out as a “Listserve” to avoid Spam issues. Rob will find out how 1301 is doing with it, they started down this road 2 years ago. Keep this item as a review at Board meetings. Maybe we could follow up on this at the Membership meeting registration table, and combine with Senior Membership.
- Add new ASQ Logo. Delete the SMP Logo.

Koality Kid (Joseph Styer):

- No report.

Membership (Sally Young – not present):

- 10% drop in membership. 1031 current members.

Education Chair (Cheryl Ferguson Reporting)

- All the classes are lined up for Winter (Jan) and Spring (Mar). Instructors are lined up for all classes except for Six Sigma, CRE, and CCT. Classes will be at Florissant Valley. The transition to Carter has started by email, face to face transition will occur on Nov 14.
- Lead Proctor is Stephanie Williams for Dec 6 exams at the Engineer’s Club.

2004 Midwest Quality Conference – Jim Duarte – not present

- No Report.

Other Business

- Engineer’s Club needs a plaque – Loree to check into this.
- Many of our ASQ members are on their own and we would like to help members connect with needs and services. Jim Ebone will write a letter for the Measure saying that this service is available. Maybe have a board at the meeting to post business cards. Tony Indihar to look into the board.

Next Meeting Tuesday Dec 9, 2003. 6:00 – 8:00p

Meeting adjourned 7:45p

Minutes Recorded and Submitted by: Cheryl Ferguson, Secretary