

Section 1304

Minutes of 11-08-05 ASQ Leadership Committee Meeting
Syberg's Westport

Attendees: Tony Indihar, Rob Herhold, Chris Anderson, Tom Heusler, Will Meyer,
Bob Duefel, Brenda Bishop, Kimm Parker, Loree Rowe and John Siebold

Minutes prepared by Brenda Bishop on 11/9/05

Called to order at **6:08 pm**

1) Minutes from Last meeting

Minutes for 10-18-05 meeting as prepared by J. Ebone were approved w/o changes

2) Reviewed progress toward targets for SMP

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| a) Participate in SMP | On Track Updates will be issued after the LC meetings. |
| b) LC meetings and attendance | On Track |
| c) Stay within budget | On Track. Treasurer's report was approved w/o changes.
Accounts payable include: CQE instructor's fee and October dinner meeting meal bill. No accounts receivable noted. Receivables are under budget, but so are expenses. |
| d) Membership meeting attendance | On Track: Approximately 75 per meeting Sept & Oct. |
| e) Meeting membership survey | No information available.
Rob and/or Brenda will help Kathleen catch up. |
| f) Hold meeting with another society | On Track – joint meeting being planned for June 05 |
| g) Publicity and recognition | Ahead of Schedule. |
| h) Section Newsletter | On Track – Oct trifold went out on time as did Nov. newsletter. LC needs to do a better job of getting info to Cheryl in a timely fashion. We don't want to lose her! Deadline for Dec newsletter is 11/16. Cheryl is leaving on vacation on 11/17. |
| i) Section Website | On Track – October was 2060. Average now over target of 1800 |
| j) Contact Altsec members | No update. Tom's computer is having problems. |
| k) Recognize all new std members | No update. Tom's computer is having problems. |
| l) Improve meeting attendance | No update. Tom's computer is having problems. |
| m) National Survey | No update. National conducts survey. |
| n) Refresher course survey | On Track – CQE course is the first course taught this year. |
| o) Compare avg. scores | On Track – will need to wait for results of CQE exam. |
| p) Promote Cert. Benefits | No report tonight |
| q) Collect Feedback on Certs. | Survey says most common reasons for not attending refresher Course: Cancelled and no time. |
| r) Spring Conference | On Track – Tentative agenda and speakers/workshops were presented. Target date is 4/7 at Clayton Sheraton. Charles Knight secured as keynote speaker. Target fee is \$150 earlybird and \$175 regular. Matches rates for other one-day section conferences in US. Several corporate sponsors @\$1000 have been approached and agreed. Also 6-7 exhibitors @ \$500 apiece. Target attendance is 150 persons. Three tracks: People & processes; Quality Tools and the Future; Food Safety and Healthcare. |
| s) Provide Auditor pool | On Track – Both auditors and auditees have been identified, |

Although skills/requirements don't always match. Need to have a disclaimer withholding section from any liability if actual audit results don't match our auditors feedback.

- t) Recognize newly cert'd. members **On Track** – usually do at April 2006 meeting.
- u) Scholarship **On Track** – no applications received yet

3) Roundtable discussion

- a) Rob--December meeting proposal: Hold meeting at Epworth children's home. They provide food. All proceeds to Epworth. Members bring donations from Epworth's list in addition to usual dinner fee. Motion passed to proceed with 12/13 if date is available.
- b) Dr. Bob has talked to Ashok at Flo Valley re: CEUs for refresher courses. Ashok is pursuing.
- c) Chris—Section/Division Leadership Café Discussions in Milwaukee. Information was already forwarded to LC members. Attendees were given a chance to air grievances – centered mainly around lack of input from sections/divisions regarding changes...and lack of follow-up if issues were brought forward. Focus of session was on building a communication system between national, sections and divisions. Acknowledgement of breakdown in the triangle.
- d) Will—will be chair of the CQIA certification team (National) starting in July 2006. Looking for a good general low-level reference book on structured problem solving, which has been added to the body of knowledge for June 2006 exam. Also looking for CQIAs to participate in exam writing sessions.
- e) Rob – asked that LC members complete sample letter to Congressman asking for continued support for MBNQA.
- f) Rob—Speakers requested at SIUC. Brenda, Steve and Jim volunteered. Brenda to follow up.
- g) Rob --strategic planning meeting at his house in Lake Saint Louis on either the Saturday June 13 8 a.m. to 12 p.m. Breakfast will be provided.

4) Meeting Closed

8:12