

Section 1304

Minutes of 12-06-05 ASQ Leadership Committee Meeting  
Pio's Restaurant in St. Charles

Attendees: Rob Herhold, Chris Anderson, Tom Heusler, Will Meyer,  
Bob Dueffel, Brenda Bishop, Kimm Parker, Eric Schellenberg,  
Tom Peterdy, Cheryl Ferguson and Jim Ebone

Minutes prepared by Jim Ebone on 12/15/05

Called to order at **6:05 pm**

**1) Minutes from Last meeting**

Minutes for 11-08-05 meeting as prepared by B. Bishop were approved with changes to 2 dates.

**2) Reviewed progress toward targets for SMP**

- |                                      |   |
|--------------------------------------|---|
| a) Participate in SMP                | <b>On Track</b> Updates will be issued after the LC meetings.   |
| b) LC meetings and attendance        | <b>On Track</b>   |
| c) Stay within budget                | <b>On Track.</b> Treasurer's report was approved w/o changes.<br>Receivables are under budget, but so are expenses.   |
| d) Membership meeting attendance     | <b>On Track:</b> YTD figures are looking good.  |
| e) Meeting membership survey         | <b>On Track</b> score for last month was 3.84   |
| f) Hold meeting with another society | <b>On Track</b> – joint meeting being planned for June 13   |
| g) Publicity and recognition         | <b>Ahead of Schedule.</b>   |
| h) Section Newsletter                | <b>On Track</b> – Input for Jan. 06 newsletter due Dec. 12 <sup>th</sup> .<br>Rob will work with Kimm on Dec. 9 <sup>th</sup> to<br>Select Jan. speaker.  |
| i) Section Website                   | <b>On Track</b> – November was 1700. Average now over target<br>of 1800. trending favorably LC members new to<br>provide input to Eric so he can keep info current.   |
| j) Contact Altsec members            | <b>No update.</b> Tom is having to rebuild contact list as<br>computer crashed.   |
| k) Recognize all new std members     | <b>No update.</b> Tom is having to rebuild contact list as<br>computer crashed.   |
| l) Improve meeting attendance        | <b>On Track.</b> Will discuss at Jan. 06 strategy session.<br>There were 20 international students from<br>Flo Valley at the Nov. meeting.  |
| m) National Survey                   | <b>No update.</b> National conducts survey.   |
| n) Refresher course survey           | <b>On Track</b> – CQM course will be offered.   |
| o) Compare avg. scores               | <b>On Track</b> – will need to wait for results of CQE exam.  |
| p) Promote Cert. Benefits            | <b>On Track</b> – 2 of 4 complete   |
| q) Collect Feedback on Certs.        | <b>On Track</b> - Survey says most common reasons for not<br>attending refresher Course: Cancelled and no time.   |
| r) Spring Conference                 | <b>On Track</b> – Tentative agenda and speakers/workshops<br>were presented. target date is 4/7 at Clayton Sheraton. Three<br>tracks: People & processes; Quality Tools and the Future;<br>Food Safety and Healthcare. Planning for 2 days of workshops<br>on April 5 & 6 including:<br>Jim Duarte – Picking a 6 sigma project<br>Gage R & R (Measurement System Analysis<br>6-sigma presentation from SSM or BBJ |
| s) Provide Auditor pool              | <b>On Track</b> – Bill Freestone will lead this effort; he organized<br>Similar effort for Dallas section.  |
| t) Recognize newly cert'd. members   | <b>On Track</b> – usually do at April 2006 meeting.   |
| u) Scholarship                       | <b>No update</b>  |

**3) Roundtable discussion**

- a) Rob—Strategic planning session will be on Jan. 14, 2006 at Rob’s house from 8 to 12. Rob will e-mail directions. Each LC member should prepare an e-mail list of 10 improvement items and Send to Rob. Intent will be reach consensus on what the LC team wants to improve and then develop broad top-level plans of how to address. Tom will be providing Belgian waffles for breakfast so we need to be careful that we don’t waffle on our decision-making.  
Distributed and reviewed the ASQ Ethic Statement – LC members have to be extra careful to avoid perceived conflicts of interest. If we write an article for the Newsletter, it should be in 3<sup>rd</sup> person and follow the guidelines of articles published in the Quality Progress.
- b) Dr. Bob has talked to Ashok at Flo Valley re: CEUs for refresher courses. Ashok is pursuing. Plans to have course description completed by winter.
- c) Chris—distributed a draft of an agenda to follow whenever one of us has to emcee a regular attendance meeting. We will have our next LC meeting in Jan to better ensure that the 4-hour Strategic planning session doesn’t get bogged down in monthly meeting details.
- d) Will—agreed to formulate some guidelines for a “network table” which is open to all members so they can distribute promotional materials related to the Quality Field, job openings and resumes for those seeking jobs. They had a similar function at the section in Ky where he used to work. LC group did vote and approve this motion.
- e) Eric – requested that membership continue to support website. He will update the committee directory and ensure that whatever electronic copies of the minutes which he has, are posted.
- f) Brenda – Fall technical SPC conference was well attended (180 people) and made money; she thanked the group for their support.
- g) Kimm Parker – will distribute survey results once they are compiled electronically.
- h) Tom Peterdy – recommends the Mo Enterprise Advance Manufacturing Specialist training program, which he is participating in. Suggests that any interested members need to contact Mo. Enterprises as this year’s sessions are filling up fast.

**4) Meeting Closed**

**8:22**