

2-08-05 Leadership Committee Minutes, St. Louis Section 1304

Attendees: Brenda Bishop, Rob Herhold, John Seibold, Dean Greathouse, Dr. Bob Deufel, Tony Indihar, Tom Heusler, Steve Mundwiller, Tom Peterdy, Jim Ebone, Cheryl Ferguson, Will Meyer, Kim Parker, Kathy Knecht

Minutes by Dean Greathouse

Called to order at 6:00 pm

Meeting closed at 7:33 pm

1. Secretary

- a. Minutes of last leadership meeting.
 - LC discussed, reviewed & approved the minutes from the last LC meeting.

2. Treasurer

- a. LC discussed, reviewed & approved the Treasurer report.
- b. Tony & John visited US bank, they checked the deposit box (empty). John closed the account

3. Around the table:

A. New LC members for 2005-2006 year introduced- Kathy Knecht - program chair, Will Meyer- Treasurer, Kim Parker- education chair.

B. Tom- Fall Tech conference, abstracts forwarded to Brenda.

C. Rob - 3 sponsors for spring conference. Rob needs advertisers and exhibitors. Missouri Enterprise is looking for independent consultants for lean Mfg, if LC knows anyone interested let him know. ASQ Conference needs volunteers 3rd week of May.

D. Cheryl- News letter goes to press on Friday.

E. Jim Ebone –Fin. Audit was good. He is looking into new general meeting site.

F. Brenda & LC – discussed St. Louis Section 1304 organization proposal for 2005-2006.

G. Brenda- University of Missouri Rolla is looking for speakers

Business Plan for Section St. Louis Section 1304

Submit your section's 2004-05 plan to HQ (smp@asq.org) and your RD by October 1, 2004. Achieve 75% of your goals and submit completed plan and cover letter to HQ (SMP@asq.org) and your RD by September 1, 2005.

Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status [^]	Results [‡]	% of Goal Achieved [‡]	Contact*	2-08-05 Minutes
Increase Member Value	Ensure Fiduciary Responsibility	Stay within or exceed budget requirements (New)	Annual	Performance to budget	+3% or > budget	YTD +42%			J. Seibold	Doing Well
Increase Member Value	Membership meetings	Schedule and hold membership meetings (New)	Annual	No. of meetings	9	5			T. Heusler T. Indihar	On Track
Increase Member Value	Provide high quality workshops and speakers	Increase member attendance at dinner meetings. (New)	Monthly	Increased attendance	Annual average 5% increase over 2004/05	YTD -7%			T. Heusler	-7%
Increase Member Satisfaction	Conduct meeting evaluations	Administer a membership meeting survey for each workshop and speaker. (Sustaining)	Monthly	% Satisfied	Average overall satisfaction rating of 3.5 or higher	YTD +4.03			T. Heusler	+4.03% (increase)
Increase member value	Utilize diversity. Increase collaboration with external organizations	Hold meetings with other professional societies. (New)	June-05	Number of meetings	1	June			T. Heusler	Work in Progress June Supply Chain Management.
Increase Member Value	Place ads for meetings	Place ads in the public domain for membership meetings	Annual	No of ads	4	5	March quality progress		S. Mundwiller	Some Progress on the East Side. Progress on MO side. Adv. in the Post.
Increase Member value	SMP	Participate in SMP (Sustaining)	On-going	Performance to business plan	75% goal accomplishment				R. Herhold T. Pterydy	On-Track
Increase Member Value	Leadership Committee participation	Track leadership Committee meeting attendance. Distribute meeting agendas and track action items (Sustaining)	Monthly	Attendance	50% average	YTD 49%			B. Bishop	49% ave.
Increase Member Value	Leadership Committee Meetings	Schedule and hold leadership committee meetings	Annual	No. of meetings	10 or greater	8			B. Bishop	On-Track
Increase Member Value	Conduct section survey	National Survey (Sustaining)	On-going	Increase satisfaction	Exceed 2003/04 average				B. Bishop	No report. Not done yet.
Increase Member Retention	Retention	Contact unpaid members to encourage membership participation. (Sustaining)	On-going	Number of unpaid members contacted	40%				S. Young	Difficult to get information from National to do this.

Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status [^]	Results [‡]	% of Goal Achieved [‡]	Contact*	2-08-05 Minutes
Increase Member Retention	New member Recognition	Recognize all new standard memberships (i.e. phone, letter or other notification. (Sustaining)	On-going	Number of new standard members recognized	100%				S. Young	On-Track
Increase Member Value	Senior membership	Promote senior membership benefits. (Sustaining)	On-going	# of senior members	8 senior members				J. Ebone	On-Track
Increase Member Satisfaction	Education	Administer a satisfaction survey at the conclusion of each refresher course. (Sustaining)	Each course	% satisfied	3.5 or higher average score				C. Turnbull	4.92
Increase Member Value	Education	Track refresher course pass rates and compare with national averages. (Sustaining)	Each Course	Pass rate	Meet or exceed national average				C. Ferguson	88% Local Ave.
Increase Member Satisfaction	Awards	Recognize section members who pass certification exams. (Sustaining)	April-05	Number of recipients	Recognize all certification recipients				Tony Indihar	April 05 On-track. Tony is running.
Increase Member Value	Certifications exams	Administer certification exams	Annual	No. of exams	4	2			C. Ferguson	On-Track
Increase Member Value	Scholarship	Award scholarship to deserving student (requires applicants)	April-05	Evaluate applicants	Scholarship awarded				T. Indihar	6 application rec'd
Increase Member Value	Conference	Organize and Conduct a Spring Conference. (Sustaining)	April-05	Number of Attendees	Conduct conference				R. Herhold	April 29, 2005 Conference moved to Viking. Rob is seeking exhibitors & sponsors to off set some of the cost. A Little below target.
Increase Member Value	Web site maintenance and enhancement	Improve and promote use of section's web site. (Sustaining)	Annual	Hits on web site	1200 Monthly average	YTD 1129 Monthly average			E. Schellenberg	
Increase member value	Newsletter	Meet all scheduled commitments for newsletter and meeting announcements. (New)	On-going	Mailed on time	100% on time	YTD 100%			C. Ferguson	100 %On-Time

Columns with bold headings are required.

[^] This can be used for tracking progress. A common legend to use: A (ahead of schedule), B (behind schedule), O (on schedule), C (complete), H (on hold), D (dropped)

[‡] These columns must be filled in when plan is submitted for the Total Quality Award.

* Who is responsible for this activity?