

Section 1304

Minutes of 02/25/06 ASQ Leadership Committee Meeting

Rob Herhold's house – held in conjunction with strategic planning meeting

Attendees: Chris Anderson, Tom Heusler, Steve Mundwiller,  
Brenda Bishop, Kathleen Knecht, Rob Herhold,  
Cheryl Ferguson, Eric Schellenberg, and Jim Ebone

Minutes prepared by Jim Ebone on 3/14/06

Called to order at **8:30** am

**1) Minutes from Last meeting**

Minutes for 10 Jan. 06 meeting as prepared by Jim Ebone were approved.

**2) Treasurer's report**

Will was not present but he had advised Rob that budget is continuing to trend in a favorable direction.

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

- |                                      |   |
|--------------------------------------|---|
| a) Participate in SMP                | <b>On Track</b> Only 2 targets (items j & l) are below target and one metric (item m) is dependent on feedback from National.   |
| b) LC meetings and attendance        | <b>On Track</b>   |
| c) Stay within budget                | <b>On Track.</b> Receivables are under budget, but so are expenses.   |
| d) Membership meeting attendance     | <b>On Track:</b> YTD figures are looking better than projected; 15+ students from the community college are helping.  |
| e) Meeting membership survey         | <b>On Track</b> first speaker was rated highly but second speaker was not real focused.   |
| 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>   |
| i) Section Website                   | <b>On Track</b> –Eric reported 2051 hits during Jan and Feb was off to a strong start. Average is 1725 hits each month.   |
| j) Contact Altsec members            | <b>Below target.</b> Tom reports he is catching up from computer crash.<br>Plans to investigate Altsec membership list to see how many are from Boeing.<br>Investigating software package to automate registration which will allow him to make analysis available more readily.<br>Wants to determine the correlation between membership attendance and certification. |
| k) Recognize all new std members     | <b>On Track</b> Tom reports that he is sending welcome letters by e-mail and/or snail mail. Also, noting names in the newsletters.  |
| l) Improve meeting attendance        | <b>Below target</b> Will was not at the meeting to update the board on the results of his analysis but Brenda noted that data collection is ongoing at the registration table.  |
| m) National Survey                   | <b>No update.</b> National conducts survey and it is believed they are in the process of distributing surveys during the month of Feb..   |
| n) Refresher course survey           | <b>On Track</b> – Kimm was not at meeting but Rob advised that she was working with Bob Deufel and Sally Young to have Flo Valley set up ASQ refresher courses in Fall 06 with our section providing oversight. Rob will investigate establishing a MOU with the school.  |

- o) Compare avg. scores **On Hold** –Discussion showed that this metric is not measuring what was intended; will discuss revamping at Jan strategy meeting.
- p) Promote Cert. Benefits **On Track** – Kimm was not at the meeting but it was noted, that the next exam was scheduled for March 4<sup>th</sup> and data would be collected then.
- q) Collect Feedback on Certs. **On Track**
- r) Spring Conference **On Track** – Agenda and speakers/workshops set  
14 people signed up  
25 presenters and volunteers  
5 exhibitors  
Invitations mailed to senior management members of our section  
1 person signed up for each workshop  
will provide handouts at the next section meeting.
- s) Provide Auditor pool **On Track** – Chris had organization meeting with Bill and auditors.  
4 companies have requested audits – will try to get several completed before the end of May.  
Bill is sharing data and forms he developed when he ran similar program for the Dallas section.
- t) Recognize newly cert'd. members **On Track** – usually do at April 2006 meeting.
- u) Scholarship **On Track** – No update – at least 1 application was received.

**4) Roundtable discussion**

- a) Brenda – AB sending a large group (including her) to conference in Milwaukee. We discussed sending an officer to the conference. A motion was made and passed to authorize Chris up to \$1200 as a non-budgeted expense
- b) Steve – felt the ASQ Wire provided good publicity for our section; hopes to have Spring Conference mentioned in the Quality Progress.
- c) Jim Ebone – advised that Dale Besterfield had been awarded EL Grant Award and mentioned that a tour of Mark Andy Mfg in Chesterfield might be a good meeting.
- d) Kathleen - reported she had a good program lined up for May; one speaker who is a friend of Rob's is from the American Cancer Society

**5) Meeting Closed**

**9:45 am**