

3-08-05 Leadership Committee Minutes, St. Louis Section 1304

Attendees: Brenda Bishop, Jim Ebone, Cheryl Ferguson, Rob Herhold, Tony Indihar, Kathy Knecht, William Meyer, Steve Mundwiller, Kimm Parker, Eric Schellenberg, Sally Young

Minutes by Brenda Bishop

Called to order at 6:25 pm

1. Secretary

a. Minutes of last leadership meeting.

-LC discussed, reviewed & approved the minutes from the last LC meeting with the following changes:

Item E: Jim Ebone is not looking for a new general meeting site. Remove that sentence

Item G: UMR ASQ Student Section is looking for speakers. Add the reference to ASQ Student Section.

2. Treasurer

a. LC discussed, reviewed & approved the Treasurer report.

We are below projected revenues for the month and YTD entirely due to low Spring Conference registrations.

3. Around the table:

A. Rob

- Only 10 registrations so far for spring conference. It was moved and passed to expand the April meeting notice to 2 pages to include another Spring Conference registration form. If registrations aren't forthcoming sponsors will withdraw.
- He will give his Balanced Scorecard presentation at SIUE ASQ Student Section Spring Conference this year.

B. Brenda

- Rob & Brenda to speak on 'Careers in Quality' at UMR Rolla Student Section this month.
- Golf tournament proposal from a local course turned down.
- Request for mailing labels to Atlanta section for regional conference turned down.
- Proposal to replace Vezeau Award plaque for Mike Schneider approved. Mike never received the plaque.
- Board openings: Chair-Elect, Membership (Will Tom Heusler accept membership chair? Rob Herhold to ask)
- Fall Tech conference, abstracts forwarded to Brenda. Laurie trying to schedule a teleconference, but no date and time yet.
- Kimm Parker has officially replaced Carter Turnbull as Education Chair. Cheryl has relinquished her responsibilities as certification chair to Kimm as well.

C. Tony

- Discussion around reviving Koality Kid. While Koality Kid has good ideals, it has been wrapped up in too much bureaucracy and cost. The section has been unsuccessful in recent years in attracting local schools. Sally and Brenda strongly felt that the current Koality Kid program is not worth the required investment (several thousand dollars).
- Six scholarship applications have been received. A random drawing among eligible applications will be done next month.

Meeting closed at 7:27 pm

Business Plan for Section St. Louis Section 1304

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

Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status^	Results‡	% of Goal Achieved †	Contact*	Comments
Increase Member Value	SMP	Participate in SMP (Sustaining)	On-going	Performance to business plan	75% goal accomplishment	O		77%	R. Herhold T. Peterdy	Looking good, but we're close.
Increase Member Value	Leadership Committee participation	Track leadership Committee meeting attendance. Distribute meeting agendas and track action items (Sustaining)	Monthly	Attendance	50% average	O	YTD 51%	100%	B. Bishop	OK, but at the edge.
Increase Member Value	Leadership Committee Meetings	Schedule and hold leadership committee meetings	Annual	No. of meetings	10 or greater	O	YTD 9	90%	B. Bishop	
Increase Member Value	Ensure Fiduciary Responsibility	Stay within or exceed budget requirements (New)	Annual	Performance to budget	+3% or > budget	B	YTD -25%		J. Seibold	Low registrations for Spring Conference
Increase Member Value	Membership meetings	Schedule and hold membership meetings	Annual	No. of meetings	9	O	YTD 6	67%	T. Heusler T. Indihar	
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	B	YTD -3%		T. Heusler	Not likely. Deficit is too big to overcome with 3 meetings to go.
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	A	YTD 4.02	100%+	T. Heusler	
Increase member value	Utilize diversity. Increase collaboration with external organizations	Hold meetings with other professional societies. (New)	June-05	Number of meetings	1	O			T. Heusler	Planning is in progress for 6/9/05. APICS is responsible through CSCM
Increase Member Value	Place ads for meetings	Place ads in the public domain for membership meetings	Annual	No of ads	4	C	4		S. Mundwiller	
Increase member value	Newsletter	Meet all scheduled commitments for newsletter and meeting announcements. (New)	On-going	Mailed on time	100% on time	O	YTD 100%	100%	C. Ferguson	
Increase Member Value	Conduct section survey	National Survey (Sustaining)	On-going	Increase satisfaction	Exceed 2003/04 average	H			B. Bishop	No report available yet from national, although Jim reported that he received a survey.

Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status [^]	Results [‡]	% of Goal Achieved [‡]	Contact*	Comments
Increase Member Retention	Retention	Contact unpaid members to encourage membership participation. (Sustaining)	On-going	Number of unpaid members contacted	40%	D		0%	S. Young	Not possible to get information from National.
Improve 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%	O		100%	S. Young	
Increase Member Value	Senior membership	Promote senior membership benefits. (Sustaining)	On-going	# of senior members	8 senior members	A	58 as of 10/04	100%+	J. Ebone	Reconsider goal for next year.
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	YTD 4.9	100%+	C. Turnbull/K. Parker	Fall CQA 5.0/5.0 Fall CQA 4.85/5.0
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	87.5%	87.5%	C. Ferguson	Fall CQA 4/4 Fall CQA 3/4
Increase Member Satisfaction	Awards	Recognize section members who pass certification exams. (Sustaining)	April-05	Number of recipients	Recognize all certification recipients	O			S. Young/T. Indihar	
Increase Member Value	Certifications exams	Administer certification exams	Annual	No. of exams	4	O	YTD 3	75%	C. Ferguson/ K. Parker	6 applications received
Increase Member Value	Scholarship	Award scholarship to deserving student (requires applicants)	April-05	Evaluate applicants	Scholarship awarded	O			T. Indihar	
Increase Member Value	Conference	Organize and Conduct a Spring Conference. (Sustaining)	April-05	Number of Attendees	Conduct conference	O			R. Herhold	Very low registrations. All planning complete.
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	A	YTD 1282 Monthly average	100%+	E. Schellenberg	

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?