

Section 1304

Minutes of 03/14/06 ASQ Leadership Committee Meeting

Lynch Street Bistro across from AB Brewery

Attendees: Chris Anderson, Tom Heusler, Will Meyer, Steve Mundwiller,  
Bob Duefel, Brenda Bishop, Kathleen Knecht, Kimm Parker,  
Cheryl Ferguson, Tony Indihar, John Seibold and Jim Ebone

Minutes prepared by Jim Ebone on 4/05/06

Called to order at **6:10** pm

**1) Minutes from Last meeting**

Minutes for 2-25-06 meeting as prepared by Jim Ebone were approved after changes to item L

**2) Treasurer's report**

Will presented financial report showing that our financial position is better than we had budgeted YTD. Actual expenses are \$5k less than budgeted.

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

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|--------------------------------------|---|
| a) Participate in SMP                | <b>Above Target</b> one metric (item m) is dependent on feedback from National which has not yet been received and item "o" is on hold.   |
| b) LC meetings and attendance        | <b>Above Target</b> – average of 12 members attending   |
| c) Stay within budget                | <b>On Track.</b> Treasurer's report was approved w/o changes. Receivables are under budget, but so are expenses. Will distributed graph   |
| d) Membership meeting attendance     | <b>Above Target:</b> YTD figures are looking better than expected; 80 people attended Feb meeting. Students from Flo Valley account for some but not all of the increase.   |
| e) Meeting membership survey         | <b>On Track</b> – 4.08 is average score for the year.   |
| 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> – Steve reports another article published this month.  |
| h) Section Newsletter                | <b>On Track</b> – Cheryl reported that she needs meeting info before she can issue the Tri-fold. Rob has provided speaker info and need Tony to provide information on meeting site.  |
| i) Section Website                   | <b>On Track</b> – Rob received call from Eric advising number of hits are continuing to trend upward.   |
| j) Contact Altsec members            | <b>On Track.</b> Tom has recovered from his computer crash. He estimates that there are about 100 members in the Altsec category. Next task is to identify all many are from Boeing. Chris is still investigating software package to automate registration which will allow more rapid analysis. |
| 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>Above Target</b> Research ongoing to determine reasons for the increased attendance.   |
| m) National Survey                   | <b>No update.</b> Rob reported that he was randomly selected to complete a survey but results have not yet been published.  |
| n) Refresher course survey           | <b>On Track</b> – Kimm reported a score of 85%. Feedback indicated that CQA exam was changed in June 05 to include essay questions but refresher still focuses on multiple choice. Another suggestion was that course be lengthened from 8 to 10 weeks  |

- o) Compare avg. scores **On Hold** –Discussion showed that this metric is not measuring what was intended; results for March tests will be available in April but none of people taking the test, took our refresher course.
- p) Promote Cert. Benefits **On Track** – Kimm reports that 51 certifications have been awarded to section members so far this year and that the section has proctored 2 test sessions.
- q) Collect Feedback on Certs. **On Track** - Survey says most common reasons for not attending refresher Course: Cancelled and no time.
- r) Spring Conference **On Track** – Agenda and speakers/workshops set 68 people registered and about ½ of those paid full price. Chris has 8 members signed up to help and is still trying to locate LCD projectors; he will rent screens.
- s) Provide Auditor pool **On Track** – Chris is targeting to have at least 1 audit in May
- t) Recognize newly cert'd. members **On Track** – Plan to do at April 2006 meeting which will be held at Dave & Busters in Earth City. Tony is preparing the program.
- u) Scholarship **On Track** – Will reported that 3 application have been received.

#### 4) Roundtable discussion

- a) John Siebold reported that results from mid-year financial audit were satisfactory; he complimented Will Meyer on doing a good job.
- b) Brenda – made a motion that the section resume the practice of providing a \$5 gift card to each attendee at the award banquet in April. Group thought it was a good idea and the motion passed.
- c) Will Meyer advised that he was travelling to ASQ Milwaukee to evaluate essays from QA Manager Exam. Also, mentioned the memo from ASQ announcing a shift in the e-mail policy where members had to opt out if they did not want to receive e-mails.
- d) Kathleen – lining up a speaker from Fed Ex Corporate for May meeting.
- e) Kimm – requested that Chris provide updated Organization Chart that was developed at last strategy session meeting.
  - summarized the results of the Certification Courses to be offered through Flo Valley in April for CQE, CQA and CQIA. CEUs will be awarded. Costs will be held at current level but will increase in the Fall. Rob will work with her to develop MOU during this pilot program.
- f) Steve M. - expressed disappointment that he was not offered an opportunity to be one of the instructors for the April courses. After much discussion, communication glitch was identified and life will go on. Brenda suggested that we might possibly want to rotate instructors within the course to better capitalize on members' strengths as well as lessening the burden.
- g) Cheryl – shared her birthday cake with Steve; the rest of us felt obligated to participate, so we wouldn't be party poopers. Reported March newsletter had gone to press and she would be preparing a tri-fold for April.
- h) Jim – requested that the LC members provide feedback about the recruiter who attended the Feb meeting. Unfortunately, there seems to be a need as there are members at each meeting looking for employment.
- i) Chris – advised he was picking up supplies for conference.
- j) Rob – announced that both the Small Business Development and the Mo. Enterprise organizations would be providing a person to be on the 2007 LC.

#### 5) Meeting Closed

8:12 pm