

ASQ Section 1304 Board Meeting – Tuesday April 13, 2004 Minutes

Steve Howell – Section Chair	Brenda Niccum – Chair Elect	Cheryl Ferguson – Secretary & Newsletter Editor
John Seibold – Treasurer	Jim Duarte – Vice Chair	Carter Turnbull – Education Chair
Sally Young – Membership Chair	Jim Ebone – Examining Chair	Joseph Styer – Auditing Chair & Koalaty Kid Liaison
Rob Herhold – Program Chair	Loree Rowe – Publicity Chair	Ed Lanser – Recertification
Don Denk – Placement Chair	Tony Indihar – Scholarship Chair	Eric Schellenberg – Internet Liaison
Dr. Bob Deufel – Historian	Joe Lonsdorf – Awards	Jim Williamson – MO Quality Liaison
Tom Peterdy – Section Management Program	Dean Greathouse – Midwest Quality Conference	

Minutes taken by Cheryl Ferguson

Called to order at 6:05 pm

1. Review March 2004 Minutes – accepted as written.
2. Old Business
 - Boy Scout Presentation Proposal - Rejected
3. Brenda Niccum – Chair Elect
 - Spring Conference Update – (see attached) Results were positive for all 3 sessions. We look to see \$5500-5800 in the positive depending on exact amounts of bills coming in. Lots of late registrations this year. It was suggested that we raise the price next year. Investigate a corporate sponsor and other locations. The new chair elect and Brenda will investigate this next year.
4. Cheryl Ferguson – Secretary & Newsletter Editor
 - May Newsletter deadline is April 13 – the May meeting is one week early.
 - Electronic newsletter- take a hand poll at next meeting. Cheryl check if our postage went down when we removed coupon? Investigate the costs for the 6 page newsletter earlier in the year.
5. John Seibold – Treasurer (see attached)
 - Net gain for Checking Account YTD \$1851.86
6. Jim Duarte – Vice Chair – No Report
7. Carter Turnbull – Education Chair
 - The CQE class is being held currently. 5 signed up. Profit of about \$600 due to the fact that we had books left over from the previous Ed. Chair, so we didn't have to buy books this time. Checks have been sent in to Treasurer. This takes care of the left-over books. CQE refresher class is going well.
 - Will probably have to find a new CQE instructor for the next course. Bill Bischof doesn't seem to be too interested in doing the class any longer. Should we put a request in the Newsletter?
 - CQA class had some sign-ups but then tow dropped at the last minute. Cancelled class.
 - No other class had any sign-ups.
 - Courses and registration form for the fall classes will be in the May newsletter.
8. Sally Young – Membership Chair (see attached)

Letters went out today to invite newly certified members to the April meeting. If they would accept email, their invite went by email, if not, a letter was sent.
9. Jim Ebone – Examining Chair – No report.
10. Joseph Styer – Auditing Chair & Koalaty Kid Liaison – Will schedule an intermediate audit between this meeting and next. Koalaty Kid speaker for May meeting will be a presentation by a member of the Community Consolidated School District 15 of Palatine IL, winners of the 2003 MBNQA in Education.. Motion made to pick up travel and room for one person to be around \$300. Motion seconded and motion passed.
11. Rob Herhold – Program Chair
 - Working on next years programs. Looking to try and get organizations to present.
12. Loree Rowe – Publicity Chair – will be resigning
13. Dean Greathouse – Midwest Quality Conference – No Report
14. Ed Lanser – Recertification –No Report
15. Don Denk – Placement Chair – No Report. Don is contacting people regarding positions for the new year.
16. Tony Indihar – Scholarship Chair

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- The person was chosen as the scholarship award winner.
 - May meeting location has not been selected.
17. Eric Schellenberg – Internet Liaison (submitted via e-mail)
- Do we want to continue the web-based survey? If so, what survey question should we ask. Response has been very low on current survey. Motion made to drop the web based survey. Motion made and accepted.
 - Eric would like to continue serving as the internet liaison for the upcoming year.
18. Dr. Bob Deufel – Historian – no report
19. Joe Lonsdorf – Awards – Joe expressed an interest to continue to do the “research” for awards.
20. Jim Williamson – MO Quality Liaison
- Quality Day from Boeing went great per Rob Herhold
21. Tom Peterdy – Section Management Program – should we consider moving this to the Chair elect position?
22. New Business
- Officers for 2004-2005:
 - i. Chair - Brenda Bishop
 - ii. Chair Elect – Rob Herhold
 - iii. Treasurer – John Seibold
 - iv. Secretary – Cheryl Ferguson
 - Awards (criteria attached)
 - i. Vezeau - None
 - ii. Kauffman – None unless there is a dispensation on the 5 year requirement, then Brenda Bishop
 - iii. Extra Measure – None
 - Quality Café – Are we interested in doing this or not? Wait until after AQC to get feedback on this.
 - Section Management Leadership Training – Brenda is going to this and to AQC.

Meeting closed at 7:25 pm

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SPRING CONFERENCE UPDATE Submitted for Board meeting by Brenda Bishop 4-13-04

As I said, I haven't received final bills from AAIM or Callier's yet.

Expenses

Category	Detail	Quantity	Unit Cost	Line Total	Category Total	Grand Total
Room Rental						
	Medium Size Room	2	\$175	\$350		
	Small Rooms	1	\$150	\$150		
	Auditorium	1	\$475	\$475		
	<i>Room Rental Total</i>				\$975	
AV						
	Flip Chart with pad	6	\$20	\$120		
	Overhead Projector	0	\$25	\$ -		
	TV/VCR	0	\$40	\$ -		
	Ceiling Mount Project					
	w/o LapTop	0	\$125	\$ -		
	Video Projector	0	\$40	\$ -		
	<i>AV Total</i>				\$120	
	Speaker Fees	0	\$ -	\$ -	\$ -	
	<i>Total Fixed Costs</i>				\$1,095.00	
Materials						
	Print for Balanced Scorecard		\$ -	\$169.44		
	Name tags, tent cards, pads			\$74.94		
	<i>Material Total</i>				\$244.38	
Food						
	Coffee	7	\$5.00	\$35.00		
	Soda & Juice	105	\$1.00	\$105.00		
	Breakfast	50	\$6.40	\$320.00		
	Lunch	70	\$7.75	\$542.50		
	Delivery charges	2	\$15	\$ 30.00		
	Equipment Charges	1	\$20	\$ 20.00		
	<i>Food Total</i>				\$1,052.50	
	Total Variable Costs	per person	\$18.53		\$1,296.88	
	<i>Total Expenses</i>				\$2,636.26	
Revenue						
	Early Birds	29	\$125	\$3,625		
	Regular	31	\$150	\$4,650		
	Reduced	2	\$ 75	\$ 150		
	Staff	8				
		70		\$8,425.00		
Profit					\$5,788.74	

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TREASURER REPORT

Submitted for Board meeting by John Seibold

**ASQ Section 1304 Treasurer Report
8-Mar-04**

March 2004 Checking Activity

Deposits	\$5,310.20
Checks & Payments	(\$3,458.34)
Net	\$1,851.86

March Membership Meeting

Attendance	
Member	31
Student	0
Unemployed	4
Speaker	6
Coupon	1
Board	7
Total	49

Financial

Income	485.00
Deposit	0.00
Expense	(861.60)
Net	(376.60)

Financial Balances as of 4/9/2004

Checking	10,527.62
Petty Cash	172.45
Postal Bulk Mail	418.41
Certificates of Deposit	36,335.20
Investments	34,903.43
Fixed Assets	
Computer	1,993.95
Total	84,351.06

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MEMBERSHIP REPORT Submitted for Board meeting by Sally Young

Month	Renewed	New Members	Transferred In	Transferred Out	Resigned	Deceased	Section Total	Unpaid Members	Comments
Jun-02		13				3	1217		
Jul-02		25		11	5	2	1225	295	
Aug-02	31	9	1	2			1232	268	
Sep-02	9	23		1			1253	259	
Oct-02	10	39	1				1291	256	
Nov-02	5	17					1307	250	
Dec-02	7	9	1	1			1316	257	
Jan-03	8	18	3				1337	251	
Feb-03	6	14	3				1131	22	
Mar-03		19			1		1143	25	
Apr-03		18			1		1157	29	
May-03		14	1				1133	32	
Jun-03		26					1186	37	
Jul-03	4	23		8	3	1	1195	230	
Aug-03	20	14	2		1		987	212	
Sep-03	23	27			1	1	1031	190	Robert E. Distelrath, retiree passed away
Oct-03	11	25		1			1055	183	
Nov-03	8	7	1				1039	200	
Dec-03	7	10		1			1043	196	
Jan-04	6	16			1		1060	62	
Feb-04	3	18	3	1	1		1073	58	
Mar-04	3	23	1				1090	59	
Apr-04									
May-04									

2002-2003 Total	76	218	10	15	7	5		
2003-2004 Total	85	189	7	11	7	2		