

Section 1304

Minutes of 04/11/06 ASQ Leadership Committee Meeting; Rev. 1 dated 4/12 to incorporate correction from Kimm on category "o"

Lewis and Clark Restaurant in St. Charles

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

Jim Ebone revised minutes of 3/14/06 meeting on 4/11/06 to add Rob's name, which was inadvertently omitted.

Called to order at **6:05** pm

1) Minutes from Last meeting

Minutes for 3-14-06 meeting as prepared by Jim Ebone were approved after an addition to the attendees

2) Treasurer's report

Will presented financial report showing that our financial position is better than we had budgeted YTD. Profits from last week's Spring Conference have placed us in the black for the year. Firm numbers will be provided at next month's meeting.

3) Reviewed progress toward targets for SMP

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| a) Participate in SMP | Above Target one metric (item m) is dependent on feedback from National which has not yet been received |
| b) LC meetings and attendance | Above Target – average of 12 members attending |
| c) Stay within budget | Above Target (favorable) Treasurer's report was approved w/o changes. Mar 06 treasurer report showed Revenue exceeded expense. |
| d) Membership meeting attendance | Above Target: YTD figures are looking better than expected; Attendance at March meeting was lower than expected which was attributed to forecast for inclement weather. |
| e) Meeting membership survey | On Track – Rob handed Kathy the survey results for March Meeting, since she was not able to attend. He believes that our score will remain above our target. |
| f) Hold meeting with another society | On Track – joint meeting being planned for June 13; Rob has not yet received program information but feels ASQ may be asked to help sponsor since several other participating societies are having financial difficulties. He will advise. |
| g) Publicity and recognition | Ahead of Schedule – Steve reports 3 more articles published this month. |
| h) Section Newsletter | On Track – Cheryl reported that she needs meeting info by this Friday for the May Tri-fold. Will Meyer will be the workshop speaker and Rob is finalizing after dinner speaker. Meeting will be held at Engr Club. |
| i) Section Website | Above Target – Eric provided e-mail advising number of hits for March were at 2791, an all time high; a significant percentage (19%) were for info about spring conference. Chris reported that he plans to provide some transcripts from the Spring Conference on the web-site, which will drive up the usage even more. |
| j) Contact Altsec members | On Track. Tom reports that there are 88 members in the Altsec category. 8 are from Boeing; will continue to track. |

- k) Recognize all new std members **On Track** Tom reports that he is sending welcome letters by e-mail and/or snail mail. Membership has increased from 955 to 988. Rob indicated that he was unable to renew his membership on line.
- l) Improve meeting attendance **Above Target** Research ongoing to determine reasons for the increased attendance.
- m) National Survey **No update.** Rob reported results have not yet been published.
- n) Refresher course survey **On Track** – Kimm reported no update as surveys will not be distributed until the end of the Spring Refresher courses.
- o) Compare avg. scores **Above Target** – Kimm reports that the results of the two refreshers held, that the our pass rate for CQM and CQT was higher than the national pas rate.
CQT was 50% versus 48.82%
CQM was 100% versus 74.79%
- p) Promote Cert. Benefits **On Track** – Kimm reports that 64 certifications have been awarded to section members so far this year; only need 26 more to meet our goal
- 4 of 4 scheduled exams have been held and there will be another exam in June
- q) Collect Feedback on Certs. **On Track** - Reports favorable from 3 previous surveys.
- r) Spring Conference **Way Above Target** – *Kudos to Chris for a first rate conference.*
- *150 participants (36 of these attended workshops)*
- *Gross income was around \$35k and preliminary profit projected to be \$12 to \$13k.*
- *Attendees complimentary on the ASQ portions and gave poor ratings on the Airport Hilton.*
- *Book signing by Chuck Knight was a nice touch.*
- *Chris & Steve have notes on how to improve for next year like:*
• *book different motel*
• *select by July 2006 and get info on calendars to reduce the potential of conflicts*
• *continue the book sales*
• *get more involvement from general membership on committees.*
• *set goal for 200 attendees next year*
- 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 prepared the program and will update to include presenter information. Tom will attempt to contact all members who received certifications and advise them that they can attend for free. Will suggested marking the roster from the Engr's club to designate names of members receiving awards.
- u) Scholarship **On Track** – Tony reported that only 3 applications received. Michelle Manson daughter of Resa Manson was randomly selected.

4) Roundtable discussion

- a) Kimm Parker:
- asked that the LC consider revising the educational grant criteria to encourage broader participation; Rob will make that an agenda item for May.
 - provided an update on refresher certification courses at Flo Valley. After discussion, the LC agreed that it would be less confusing to allow Flo Valley to handle all the refresher courses for the 2006 –07 cycle. Registration will be through Flo Valley; their fee is still being finalized. Dr. Bob is working with them to develop a Memorandum of Understanding, which is being reviewed by their legal counsel.
 - Motion made and approved by group to increase course fee from \$300 to \$349 for the fall sessions.
 - A special tri-fold mailing will be sent in June to encourage people to sign up for the courses which will start in August. Will also publicize the June Joint meeting as details become available.
- b) Rob discussed the election of officers at the April meeting. The term will be for 1 year but the expectation is that each officer will serve two consecutive terms to provide better continuity. Since there is only 1 nomination for each position, the entire slate will be presented for approval. It was noted that we do need to have paper available in the event there are floor nominations which would make a written ballot necessary.
- c) Rob asked for input on what could be done to recognize ASQ's 60th anniversary
- Tony will ask Dave & Buster to provide a specially decorated cake
 - Motion made and approved to ask Sally to spend up to \$100 for some sort of party favors / balloons to make the occasion more festive. We set an upper expense limit because when utilizing balloons one must always be conscious of inflation.
- d) Cheryl reminded all the LC members to get their reservations into the Engr's club by Friday for The April 18th meeting.

5) Meeting Closed

7:57 pm