

Section 1304

Minutes of 05/09/06 ASQ Leadership Committee Meeting prepared 5/31/06
Ozzie's in Westport Plaza

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

Jim Ebone revised minutes of 4/11/06 meeting on 4/16/06 to incorporate clarifications e-mailed from Kimm.

Called to order at 6:15 pm

1) **Minutes from Last meeting**

Minutes for 4-11-06 meeting were approved.

2) **Treasurer's report**

Will Meyers was unable to attend so his report was not presented; he had verbally advised Rob that Spring Convention numbers showed a profit. *His 5/10/06 e-mail shows about -51% performance to plan with negative ration being desirable.*

3) **Reviewed progress toward targets for SMP** (*Several e-mails, which were issued after the meeting are referenced in these minutes.*)

- a) Participate in SMP **Above Target** one metric (item m) is dependent on feedback from National which has not yet been received; *On May 17 Rob sent an e-mail advising that the report from National appeared to be a copy of last years and so we are scratching the goal for item m.*
- b) LC meetings and attendance **Above Target** – average of 12 members attending
- c) Stay within budget **Above Target (favorable)** Treasurer's report was submitted by e-mail on 5/10 and net expenditures will be less than budgeted. Chris reports that he has additional revenues to forward to Will, so final Conference report will not be available until next month. In a 5/29 e-mail, Will noted that there was \$37k in receipts and profit was in the \$12k range.
- d) Membership meeting attendance **Above Target:** YTD average through April is 64.6 members; 69 members attended the awards banquet
- e) Meeting membership survey **On Track** – Score is averaging 3.96
- f) Hold meeting with another society **On Track** – joint meeting being planned for June 20; ASQ is taking the lead this year by trying to secure speaker, location and coordinate. *Rob announced in a 5/18 e-mail that Dick Fleming of the RCGA would be the speaker and the meeting will be held at the "Rose of the Hill" restaurant.*
- g) Publicity and recognition **Above Target** – Steve advised that he had 2 articles and about 15 announcements published.
- h) Section Newsletter **On Track** – Cheryl is planning to issue an extra newsletter in May to advertise the summer refresher courses and provide information for the June meeting when finalized.
- i) Section Website **Above Target**– Eric provided e-mail showing the number of hits for April was around 2300
- j) Contact Altsec members **On Track.** Tom reports that there are 88 members in the Altsec category. .
- 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 988 to 1000.
- l) Improve meeting attendance **Above Target** Research ongoing to determine reasons for the

- increased attendance.
- m) National Survey **On Track** – Rob received results after the meeting and they appear to be a duplicate of last year’s results so this will be a NA for 2006.
 - n) Refresher course survey **Above Target** – Kimm reported that survey results were favorable.
 - 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 great conference; finances are about 95% complete and report will be provided at next meeting.*
 - s) Provide Auditor pool **On Track** – Chris is targeting to have at least 1 audit in May but effort is at risk because 2 of 3 client companies have backed out of the effort.
 - t) Recognize newly cert’d. members **On Track** – April meeting was dedicated to recognition of all who earned certifications as well as special awards for several members of our section.
 - u) Scholarship **On Track** – Tony reported that only 3 applications received. John Siebold’s son was randomly selected.

4) Roundtable discussion

- a) Chris introduced **Shailesh Panth** who will be coordinating the ASQ Section 1304 website for the 2006 – 2007 year.
- b) Dr. Bob distributed a copy of a Memorandum of Understanding between ASQ and Flo Valley to cover the refresher courses. Board members need to read and be prepared to discuss at the next meeting.
- c) Kimm Parker:
 - asked that the LC consider revising the educational grant criteria to encourage broader participation; Rob will make that an agenda item for June meeting. Additionally, will discuss increasing the amount.
 - provided an update on refresher certification courses at Flo Valley.
 - 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.
- d) 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. Election was held from 8 am to 8:05:
 - Chris Anderson – Chair
 - Steve Mundwiller – Chair Elect
 - Jim Ebone – Secretary
 - Kathleen Knecht – Treasurer

In a 5/17/06 e-mail, Rob advised that **Anita Marx** of AIM Consulting has agreed to be the membership chair for the 2006 – 2007 year.

In a 5/29/06 e-mail, Rob advised that Theron Post has agreed to be the program chair for the 2006 – 2007 year.

- e) Steve provided a preliminary report on the 2007 Spring conference; he has a tentative date and is negotiating with 3 hotels in the Clayton area. Also, has a commitment from about 10 speakers. Plan is to build on last year's success.
- f) Chris provided a brief summary of the ASQ conference in Milwaukee; felt he made a lot of useful contacts while networking with other sections.

5) Meeting Closed

8:15 pm