

Section 1304

Minutes of 07/11/06 ASQ Leadership Committee Meeting prepared 7/18/06

Cardwell's in Clayton

Attendees: Chris Anderson, Tom Heusler, Steve Mundwiller, Shailesh Panth, Tony Indihar, Eric Schellenberg, Kathleen Knecht, Kimm Parker, Brenda Bishop, John Seibold, Rob Herhold, Will Meyers, Anita Marx, and Jim Ebone

Called to order at **6:00** pm

1) Minutes from Last meeting

Minutes for 6-13-06 meeting were approved.

2) Treasurer's report

Section performed better than budgeted. Since we subsidize part of the meal expense, we projected to end the year with about a \$6.5K loss but our actual loss was \$1.6K. The profit from the Spring conference helped offset the cost of the meals as well as the \$5K unplanned "contribution" to the ASQ national to satisfy a pledge made several years ago.

3) Reviewed progress toward targets for SMP (*Rob indicated that he had not received reports from all the committee chairs and would be following up. Although we did not discuss at the meeting, I have provided updates from the committee chairs that provided me with a copy; this will help provide a baseline for future planning sessions).*

- a) Participate in SMP **Above Target; only** metric for providing ISO 9000 audits was not met due to circumstances with prospective clients that was beyond the Section's control.
- b) LC meetings and attendance **Above Target** – average of 12 members attending
- c) Stay within budget **Above Target (favorable)** - see comments in Item 2.
- d) Membership meeting attendance **Above Target:**
- e) Meeting membership survey **On Track** – YTD? (*Need end of the year data*)
- f) Hold meeting with another society **On Track** – joint meeting with 4 sections held on June 20th.
- g) Publicity and recognition **Above Target** – Steve advised that he had 2 articles and about 15 announcements published.
YTD? (*Need end of the year data*)
- h) Section Newsletter **Above Target** – Cheryl issued an extra newsletter in June to advertise the summer refresher courses and provide information for the June meeting
- i) Section Website **Above Target**– Eric's year end report showed an average number of visitors to the website was 2,059, which exceeded our 1800 goal.
- j) Contact Altsec members **On Track.** Tom reports that there are 88 members in the Altsec category. YTD? (*Need end of the year data*)
- k) Recognize all new std members **On Track** Tom reports that he is sending welcome letters by e-mail and/or snail mail. Chris provide report showing that our section had a <1.9%> drop in membership for the year dropping from 987 to 968. Factoring in the members who switched to Alt Sec, we did pretty good.
- 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** – YTD average was 85% versus goal of 70%.
- o) Compare avg. scores **On Track** – 15 of 34 students who took refresher courses passed CQE (5), CQA (7) and CQIA (3)

- p) Administer Certification Exams **Above Target** – Section coordinated 5 exams this year.
- q) Collect Feedback on Certs. **Above Target** – 100 New certifications YTD; goal was 90.
- r) Spring Conference **Way Above Target** – *Kudos to Chris for a great conference; Will distributed financial report to group for review and comments. Had a long discussions on lessons learned which will help make next year's even better.*
- s) Provide Auditor pool **Missed** – None performed because 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) Meeting notes

- a) Chris distributed handouts:
- List of LC names and contact information;
 - Proposed ASQ 1304 Strategic Plan for 2006 – 2010 based on Jan & Feb planning meetings;
 - Revised SMP format for 2006-2007;
 - Summary list of Section's Ranking by Numbers of Members along with their rate of growth / decrease in 2005-2006; we improved from 15th to 14th ;
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- b) Discussed revising SMP format for 2006-2007 - focus on meeting 6 goals rather than 20+; Each committee member to come prepared at next meeting to suggest which 6 they want so we can finalize in report to National. Additional objectives will be categorized as tactics.
- c) Need to grow the section
- Since certified members are more likely to come to meetings for points, want to make a push to encourage more members to obtain.
 - Provide value to membership by having a workshop, dinner and then a speaker at each meeting; key is to get speakers locked in early so meeting can be advertised and people plan their schedule. Rob provided overview of speakers already lined up. We asked him to proceed with speaker from Fed Ex on Quality Improvement and Hal from KC on Business Dinner Manners for Sept. meeting. Exploring feasibility of a joint meeting in Oct or Nov.
 - Discuss ways to improve educational approach. Steve suggested a mini 1- day workshop be provided on a Saturday that would provide 1 RU. It will serve members who can't make evening meetings, and be another source of revenue.
- d) Need to make the leadership committee meetings more productive. Will have fewer SMP items and discussion should be targeted to 5 minutes updates with a 15 minute max time limit.
- e) Finalize the 2006-2007 budget at August meeting; Kathleen will e-mail a draft to each of us by the end of July based on historical expenses. Committee chairs need to determine what funds they need to accomplish their objectives.

5) Roundtable discussion

- a) **Eric** provided handout on Website; he is transitioning this function to Shailesh.
- b) **Anita** requested resource to advise the job description of the membership chair. Chris has a copy of all positions that he downloaded from the National Sharepoint site. He will forward applicable portion to her,

- c) **Shailesh** distributed Online Meeting Registration Proposal – will take a burden off the treasurer at the meetings and provide a database to better analyze attendance. Group discussion was favorable. Will announce to membership at September meeting.
- d) **Tom** – will be developing a marketing plan to help generate publicity for the section.
- e) **Kathleen** – advised that she needed to transfer some funds to the postal account; Since this has to be done in person at the post office, we advised that she should place a sufficient amount to cover the whole year.
- f) **Will** – expanded on financial report noting that there were a couple Receivables coming yet from joint meeting and provided up on CD maturity.
- g) **Kimm** – referred to her e-mail on education providing update on upcoming summer education courses and noting the SLCC is reviewing our comments on the MOU.
- h) **Rob** – advised that:
 - Still need several results to complete the SMP report for this year.
 - Everyone LC member should become a Senior Member especially since requirements have been relaxed;
 - Mid-Mo. section has basically folded and wanted to know what we could do to help members in that area especially Rolla; Brenda suggested sponsoring a student section,
 - Working to strengthen relationship with Mo. Quality Award program
- i) **Brenda** – encouraged Bob Deufel, Rob Herhold and Will Meyers to consider applying for Fellow Status as recognition of their contributions to the profession.
- j) **John Seibold** – set Year End financial audit at 4 pm on July 26th at a conference room at AB.
- k) **Tony** – will bring a proposal to next meeting to increase the scholarship from \$750 to \$1K. Would appreciate input on how to get more members to participate.
- l) **Steve** advised that planning is proceeding on the 2007 Spring conference; it may expand to 5 tracks:
 - Workshops will be held on April 11 & 12th and conference will be on 13th.
 - Crown Plaza
 - Will have brochure / poster to distribute at the September meeting

6) **Meeting Closed**

9:20 pm

7) **Next Meeting will be August 8th – location will be announced.**