

Minutes, ASQ 1313 Business Meeting

Date: 6th January 2009

Location: Original Pizza, Broomfield

Attendees: Melody Sands, Janet Mutthersbough, Guy Harris, Gerry Naugle, Mike Ferraro, Arnold Miller, Ewald Schelert

Minutes from the last meeting, **10/07/08**, had been circulated for comment by e-mail. Minutes were approved by voice/e-mail vote.

Upcoming Meetings:

General Meeting: Thursday, January 22nd, 2009, 5:30PM, Boulder Days Inn, Boulder

Business meeting: Tuesday, April 7th, 2009, 6PM, Original Pizza, Broomfield

New Action Items:

WHO	WHAT	STATUS
Janet Mutthersbough	Close with Ewald for reimbursement of cost of Boulder PO Box. Due: 1/22/09.	OPEN
Janet Mutthersbough	Contact Ron Sedlock regarding the status for Chair positions. Due: 1/22/09.	OPEN
Mike Ferraro	Call new members to announce the January and February section meetings. Due by: 1/22/09.	OPEN
Mike Ferraro	Announce the section officer elections in the March section meeting.	OPEN
Gerry Naugle	Please reserve either the Broomfield Midway Park Girl Scout Shelter or a pavilion in one of the Boulder City parks for the August Picnic. Invite Denver and Northern Colorado Sections once date and time is known.	OPEN
Team	Provide feedback to Melody Sands for 2007/2008 updated SMP status accuracy. (See SMP section in this set of meeting minutes for the document.)	OPEN

Previous Action Items:

NO.	WHO	WHAT	DUE
1	Mike Ferrero	Call new members to advertise the agreed membership offer to the first five members joining Section 1313 will receive \$50 towards membership. <i>Will do for January/February Section Meetings.</i>	In process
2	Ewald Schelert	Add "New Member Scholarship" to the section budget.	CLOSED
3	Arnold Miller	Verify senior member comparison counts, 2007/2008 from 2006/2007.	In process
4	Arnold Miller	Please contact Collin Gray to obtain a soft copy of the handout from the September 08 meeting and post on the website.	In process
5	Rebecca Jessep	Add the following requirement to the 2008/2009 Business Plan: Support local area quality related conference with 3 members actively involved.	CLOSED
6	Arnold Miller	Please update the web site address to the actual IP address.	In progress

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7	Gerry Naugle	For section mailing address, use Janet Mutthersbough's PO Box: PO Box 21595 Boulder, Colorado 80308-4595	CLOSED
8	Ewald S.	Please coordinate with Arnold to ensure that the web site fees are available.	CLOSED
9	Arnold Miller	Please ensure that an announcement is made in the Section newsletter and with ASQ National to include "ASQ" in the e-mail subject when e-mails are sent from the website to ensure that the emails can be classified as "valid mails".	In progress
10	Mike F/ Janet M.	Announce to the ASQ group that we need senior members.	In progress – Complete on Jan 22 at meeting.

Chair Reports:

Chair (Janet)

1. Deepest regrets at the loss of Joan Fiore. Melody Sands is welcomed back to the team as the new owner for ASQ Section 1313 SMP.
2. Janet requests to be reimbursed for the cost of her PO box if being used for the section mailing address. Team agrees. Janet to close with Ewald.
3. Contact Ron Sedlock regarding the status for Chair positions.

V Chair & Auditing (Mike)

1. Mike will make telephone calls to new members to announce the January and February section meetings vs. outsourcing to a third party.
2. Mike agrees to announce the section officer elections in the March section meeting. Elections to take place during the April 2009 section meeting.

Certification

No updates

Education

No updates

Examining and Recert.

1. Exams continued to be offered once every three months.

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2. 6 – 10 people are typically in attendance to take exams. Section 1313 is servicing geographical areas as far as Sydney, NE.

Internet

See action item list for current status and discussion.

Membership/ New Member

No updates.

Newsletter

1. Newsletter updated for January. Pending publication.
2. Planning to make a donation for Joan Fiore

Programs

May '09: Quality Board Game, Guy Harris

Feb '09: Recertification, Mike Ferraro

Apr '09: Exclusions to ISO 9001:2008

Other topics: CPEX, Hardware/Software quality working together in the industry (Janet M.)

*Gerry Naugle recommended scheduling a 2009 summer picnic in August.

- ❖ Venue: Either Midway Park, Broomfield (reserve the Girl Scout Shelter) or a Boulder City Park with a shelter.
- ❖ Food: Dickies BBQ
- ❖ Invite: Boulder, Denver, and Northern Colorado sections.

*Boulder Dinner Theater: \$252 was donated to Carmel House due to unused tickets this year (2008).

*It was recommended to repeat the Boulder Dinner Theater in December 2009. Two options for purchase of tickets:

- ❖ Do advance purchase of tickets starting ~October 2009-01-07 or
- ❖ Purchase only 20 tickets

Publicity

Owner: Larry Derouin

No updates, but work is ongoing, per Janet M.

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SMP

Melody Sands is the new owner. The 2007/2008 document was updated by Rebecca Jessep and submitted for approval to the team. Feedback due to Melody for any updates. Rebecca to submit the copies of the document to Melody. (See attached.)



Section1313SectionM gmntProgram_2007_(
Section1313SectionM gmntProgram_2008_(

Treasurer

1. Spent \$1008 on Boulder Dinner Theater tickets for December 2008. Received \$400 towards the tickets.
2. Current bank balance: \$8450.82
3. Two CDs: \$12143.01 and \$5199.32.

Secretary

Reviewed and updated action items, meeting minutes, and SMP status. Request team members to provide e-mail feedback for accuracy of meeting minutes from October 2008 Business meeting.

Discussion of Old Business:

No updates.

New Business:

No updates.

Submitted by: Rebecca Jessep