

# ASQ Section 1313 Quarterly Business Meeting

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**Date:** July 16, 2012 (Distributed July 25, 2012)

**Attendance:**

P	Mark Soderberg (Chair) <a href="mailto:chairperson@ASQ1313.ORG">chairperson@ASQ1313.ORG</a>	P	Gerry Naugle (Newsletter, Recertification) <a href="mailto:gnaugle@earthlink.net">gnaugle@earthlink.net</a>
P	Rebecca Jessep (Vice Chair, Membership, Programs) <a href="mailto:rebeccajessep@hotmail.com">rebeccajessep@hotmail.com</a>	P	Byron Murray (Publicity, VoC) <a href="mailto:byron.murray@yahoo.com">byron.murray@yahoo.com</a>
NP	John Beachman (Treasurer, Education) <a href="mailto:John.beachman@covidien.com">John.beachman@covidien.com</a>	NP	Arnold Miller (Internet) <a href="mailto:arn_miller@earthlink.net">arn_miller@earthlink.net</a>
P	Joe Wojniak (Secretary) <a href="mailto:joe.wojniak@covidien.com">joe.wojniak@covidien.com</a>	P	Nixon Mead (Certification) <a href="mailto:nixon_mead@msn.com">nixon_mead@msn.com</a>
P	Ewald Schelert (Audit) <a href="mailto:schelert@mesanetworks.net">schelert@mesanetworks.net</a>		

P: Present, NP: Not Present

**Agenda:**

**1. Call to Order (Quorum)**

**2. Old Business**

- a. Last Meeting Minutes Accepted
- b. Open Actions All Actions Completed

**3. New Business**

- a. Chair Report (Mark S.)
  - i. Reviewed Slides: Module 3 Position Overview Region 13n (7/16/12)
- b. Treasurer's Report (John B.)
  - i. John B. sent the balance sheet to ASQ Section Officers, John was unable to attend due to a death in the family.
  - ii. Mark noted concerns regarding the balance sheet calculations. Mark will discuss these with John B. Further discussion of the balance sheet was postponed until the Fall Quarterly business meeting.
  - iii. Discuss Balance sheet (postponed)
  - iv. Quarterly Donation – Mark will coordinate the next quarterly donation.
- c. Programs (Rebecca J.)
  - i. 2011 / 2012 Program Format & Speakers
    - i. Speakers: Rebecca will present the Certification/Re-certification Presentation at September's Chapter meeting.

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- ii. Targeted meetings & surveys- As a way to boost attendance and participation, it was suggested by Byron that we try holding meetings on-site during working hours at leading area companies. The following company candidates were proposed:
  - i. Covidien – largest ASQ Section 1313 membership
  - ii. Ball Aerospace – 2<sup>nd</sup> largest ASQ Section 1313 membership
  - iii. Amgen – 3<sup>rd</sup> largest ASQ Section 1313 membership
  - iv. Oracle & Sundyne – combined representing 4<sup>th</sup> largest ASQ Section 1313 membership
  - v. Could the FAA or FDA come speak at a Section meeting?
  - vi. RAPS – M. Soderberg to investigate joint meeting or guest speaker
  - vii. CU – Quality, Deming Institute – R. Jessep to contact Steve Ouellette regarding the Deming Institute’s program.
  - viii. There is interest in QMS implemented at Blood Banks – need speaker, presenter, or article.
  - ix. Setup the 2012 survey (B. Murray, R. Jessep, M. Soderberg)
- iii. Rocky Mountain Quality Conference (RMQC)
  - i. Arnold Miller will represent the Section at this year’s RMQC. If Arnold is unable to get reimbursed through work a motion was passed to have the Section sponsor Arnold. Arnold will present a summary on the RMQC at a Section meeting.
- d. Newsletter (Gerry N.)
  - i. Gerry will coordinate a summer newsletter for August.
  - ii. Rebecca will write an article discussing the Fall Programs for the summer newsletter.
  - iii. The Certification Exam location will be on the Covidien campus (Nixon M.).
  - iv. Mark discussed writing 3 chair letters on various topics. Potential topics are:
    - i. Baldrige Award Program raised enough funds to operate for 2 years after the government funding was cut.
    - ii. Innovation and Quality
    - iii. Pursue republishing topics off of forum sites
  - v. Articles / Publication / Deadline: Always need articles
  - vi. Rocky Mountain Performance Excellence, formerly CPEx,
    - i. November 4 Conference
    - ii. Mark and Gerry Attending
    - iii. Resubscribe as a member (\$675 annual; motion passed)
  - vii. Holiday Dinner at Boulder Dinner Theater
    - i. Gerry was able to negotiate more lenient terms with the Boulder Dinner Theatre. The number of purchased tickets to reserve the date has been

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- reduced, while reserving the same number of overall tickets (i.e. 20 tickets).
  - ii. Tickets will be offered through-out the Fall (Sept.-Nov. Section meetings)
  - e. Recertification (Gerry N.)
    - i. No new items
  - f. Certification (Nixon M.)
    - i. The Covidien campus will be the new Certification location.
    - ii. Motion passed to elect Nixon as Acting Membership Chair. Appointment will be confirmed next Spring during the Section elections.
  - g. Audit (Ewald S.)
    - i. The 2012 audit was conducted last January. The next audit will be conducted January 2013. Quarterly audits of bank statements, CD's, and the checking account are conducted with John B. and sent to ASQ national.
    - ii. Need 2013 budget proposals for the September /October Quarterly Business meeting.
  - h. Internet (Arnold M)
    - i. We commit to revising our Website. To this end we form a committee to Identify, Define, Develop a new website. Report findings at next business meeting. Committee to include:
      - i. Arnold Miller
      - ii. Mark Soderberg
      - iii. Rebecca Jessep
      - iv. Byron Murray
    - ii. Update- Requirements have been completed. Rebecca will send the requirements out for RFQ. Quotations to be reviewed at the next business meeting.
- 4. Action Items: (Updates & New Items in Bold)**
- a. Mark & Rebecca to buy \$200 worth of food for donation to food bank (**2<sup>nd</sup> QTR donation made, 3<sup>rd</sup> QTR donation scheduled**) - ongoing
  - b. Website Committee to report findings at next business meeting. **Website requirements will be sent out for quote.** – R. Jessep
  - c. Need additional location to hold monthly Section meetings, **Aircell and Covidien locations are available for Section meetings. Locations to be scheduled.** –R. Jessep, M. Soderberg
  - d. **Section Balance sheet to be reviewed at the next business meeting.** – J. Beachman
  - e. **Section 2012 Metrics to be reviewed next business meeting.** – M. Soderberg