

ASQ Section 1313 Quarterly Business Meeting

Attendance:

X	Mark Soderberg (Chair & Nomination)	X	Gerry Naugle (Newsletter & Recertification)
X	Rebecca Jessep (Vice Chair & Program)	X	Byron Murray (Publicity / Voice of Customer)
X	John Beachman (Treasurer)	X	Arnold Miller (Internet)
X	Joe Wojniak (Secretary)	X	Nixon Meade (Membership & Certification)
X	Ewald Schelert (Audit)	X	Dan _____

Date/Time: 13 June 2013, 5:30 – 7:30 PM

Location: The Cork Restaurant, Boulder, Colorado

Agenda/Minutes:

1. Call to Order (Quorum)
2. Old Business
 - a. Last Meeting Minutes (Mark)
 - b. Open Actions (Mark)
3. New Business
 - a. Chair Report (Mark)
 - i. Division Training will be forthcoming. Annual Event. Set Expectation.
 - ii. 2012 Goals / Plans believed to be same as 2011. Need to update and submit by September 1.
 - iii. 2013 Goals / Plan need to be created. Next business meeting. Who owns the metrics? (Rebecca action, if no one else is interested or available.) (Mark Action to research prior metrics and requirements for 2014)
 - iv. Web Site almost complete. Final actions on Arnold. See below.
 - b. Treasurer's Report (John)
 - i. Balance Sheet Reviewed. Some discussion, though all agreed that accounts appear to be in order and 2013/2014 proposed budget accepted.
 1. Gerry motions to support Rocky Mountain Performance Excellence (RMPx) for \$675 – Motion seconded and approved. (John Action)
 2. Gerry motions to support winter event at Boulder Dinner Theater in December. Motion seconded and approved for up to 20 tickets. (Gerry Action to coordinate)
 - ii. Quarterly Donation –
 1. Not performed since last year.
 2. Motion to support "Fire Relief" funds for \$200 through Aircell, Inc. – Motion seconded and approved. (Joe / Rebecca Action)
 - c. Programs (Rebecca)
 - i. Dan _____ appointed new Programs Chair, present

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- ii. Dan conveys new ideas for Programs including:
 - 1. Alternating meetings with Site Visits
 - 2. Recommend Survey members to see what is needed (Dan to coordinate with Byron)
 - 3. Strategic partnership with companies for topic presentations
 - 4. Joint Meetings with other professional societies (ASME, ASChME, RMRAS, APICS, etc)
- d. Publicity (Byron)
 - i. No comment or status
- e. News letter (Gerry)
 - i. No comment or status
- f. Recertification (Gerry)
 - i. Re-certifications becoming busy. Currently, three are active.
- g. Certification (Nixon)
 - i. Covidien location appears to be working out well.
- h. Audit (Ewald)
 - i. All audits complete. All budgets compliant
- i. Internet (Arnold)
 - i. Need to perform final updates to ASQBoulder.org
 - ii. Site primarily functional, final touches and transfer to Arnold needed.
 - iii. Developer working on Calendar functions. If not fixed within one month, then terminate calendar functions. (Arnold Action)
 - iv. Byron's comments yet to be considered. (Action Arnold / committee to decide)
 - v. Need to have a replication host site for disaster recovery. Investigate possibilities with Host Gator (Arnold)
 - vi. (John) Need to obtain a credit card for checking account and transfer charges of Host Gator from Mark to the ASQ Section 1313 accounts.

4. Action Items

- a. (Rebecca) 2013 Goals / Plan. To own metrics if not defined in ASQ leadership material.
- b. (Mark) 2013 Goals / Plan: Research prior metrics reporting (2012/2013) and requirements for 2013/2014.
- c. (Gerry) Boulder Dinner Theater in December, tickets & distribution.
- d. (John) Support Rocky Mountain Performance Excellence (3 seats) at \$675.00 in 2013/2014 budget.
- e. (Joe/Rebecca/John) Send charitable donation to "Fire Relief Fund", \$200, through Aircell, Inc.
- f. (Arnold) Work with Manzano software to close out activity. If calendar actions not complete within 1 month, terminate activity.
- g. (Arnold) Investigate Replication Web Site with Host Gator.
- h. (Arnold / Web Site committee) Consider Byron's comments for incorporation.

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- i. (John) Need to obtain a credit card for checking account and transfer charges of Host Gator from Mark to the ASQ Section 1313 accounts.
- j. (Mark) Next Meeting to be schedule two weeks prior to metrics being due, either 2012/2013 report, or 2013/2014 submittal, whichever is earlier.

Meeting concludes and adjourns at 7:30 PM.