

ASQ Section 1313 Quarterly Business Meeting

Attendance:

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

Date/Time: 20 August 2013, 5:30 – 7:30 PM

Location: Bao Restaurant, Louisville, CO

Agenda/Minutes:

1. Call to Order (Quorum)
2. Old Business
 - a. Last Meeting Minutes (Mark)
 - i. Minutes accepted as is.
 - b. Open Actions (Mark)
 - i. (Rebecca) 2013 Goals / Plan. To own metrics if not defined in ASQ leadership material.
 1. Status: Done. Rebecca cannot continue in 2013/14. Mark to own going forward.
 - ii. (Mark) 2013 Goals / Plan: Research prior metrics reporting (2012/2013) and requirements for 2013/2014. –
 1. Status: Done.
 - iii. (Gerry) Boulder Dinner Theater in December, tickets & distribution.
 1. Status: Reservations made for 18 +/- 2 (same as last year). Show is “Spamalot”. Follow on actions: Newsletter (Gerry), Website (Arnold).
 - iv. (John) Support Rocky Mountain Performance Excellence (3 seats) at \$675.00 in 2013/2014 budget.
 1. Status: Not paid yet. Event postponed to first week of February 2014. Anticipate check to be sent in October 2013.
 - v. (Joe/Rebecca/John) Send charitable donation to “Fire Relief Fund”, \$200, through Aircell, Inc.
 1. Status: Done.
 - vi. (Arnold) Work with Manzano Software to close out activity. If calendar actions not complete within 1 month, terminate activity.
 1. Status: Close out anticipated August. Backup Administrator: Nixon.
 - vii. (Arnold) Investigate Replication Web Site with Host Gator.

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1. Status: Restore and recovery software purchased. Installed and operational.
- viii. (Arnold / Web Site committee) Consider Byron's comments for incorporation.
 1. Status: No action. Arnold has not received comments yet. Mark to forward.
- ix. (John) Need to obtain a credit card for checking account and transfer charges of Host Gator from Mark to the ASQ Section 1313 accounts.
 1. Status: Unkown.
- x. (Mark) Next Meeting to be schedule two weeks prior to metrics being due, either 2012/2013 report, or 2013/2014 submittal, whichever is earlier.
 1. Status: Complete.

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3. New Business

- a. Chair Report (Joe)
 - i. 2013 Business Plan (Metrics)
 - ii. Rebecca Jessep will have to withdraw participation in ASQ1313 Board due to personal reasons.
- b. Treasurer's Report (John)
 - i. John not present.
- c. Programs (Dan)
 - i. Action: Dan is to identify topics for year and line up speakers by next business meeting. September, October and November must be identified, planned and executed as they will occur prior to next business meeting.
- d. Publicity (Byron)
 - i. Survey delivered to board. Feedback received.
 - ii. Action: Byron to publish Survey by 27 August 2013.
 - iii. Expect feedback within 2 weeks (10 September 2013)
- e. News letter (Gerry)
 - i. Newsletter: Needs Meeting Location, Speaker Topic, Chair Message
 - ii. Action: Gerry to publish by mid-September.
 - iii. Action: Joe is to publish Chair Message by 27 August. Notify Gerry.
 - iv. Action: Dan is to establish location for September meeting by 27 August (call John for Covidien possibility, otherwise contact Joe to use Aircell). Notify Gerry.
 - v. Action: Dan is to identify speaker and topic by 1 September. Notify Gerry.
- f. Recertification (Gerry)
 - i. Action: Gerry to understand who (members) are coming due for Recertification from ASQ, contact individual and work to ensure timely recertification processing.
- g. Certification (Nixon)
 - i. Action: Nixon needs to identify a location for holding next ASQ exams. Contact John B to see if Covidien will sponsor site.
- h. Audit (Ewald)
 - i. Ewald not present.
- i. Internet (Arnold)
 - i. Decision: Nixon is identified as Arnold's backup administrator.
 - ii. Final billing by Manzano Software due by the end of August, roughly \$500.

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4. Action Items

- i. Dan is to identify topics for year and line up speakers by next business meeting. September, October and November must be identified, planned and executed as they will occur prior to next business meeting.
- ii. Byron to publish Survey by 27 August 2013.
- iii. Action: Gerry to publish by mid-September.
- iv. Action: Joe is to publish Chair Message by 27 August. Notify Gerry.
- v. Action: Dan is to establish location for September meeting by 27 August (call John for Covidien possibility, otherwise contact Joe to use Aircell). Notify Gerry.
- vi. Action: Dan is to identify speaker and topic by 1 September. Notify Gerry.
- vii. Action: Gerry to understand who (members) are coming due for Recertification from ASQ, contact individual and work to ensure timely recertification processing.
- viii. Action: Nixion is to identify location for holding next ASQ exams. Contact John B to see if Covidien will sponsor site.
- ix.

Meeting concludes and adjourns at 7:30 PM.