

ASQ Section 1313 Quarterly Business Meeting

Date/Time: March 6, 2019 / 5:30 ~ 7:30PM

Location: Element Bistro, Boulder, CO.

Attendance:

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| Joe Wojniak (Chair) | Dan Clark (Program & Education) |
| Albert Vergara (Vice-Chair) | Arnold Miller (Internet & Online) |
| Caroline Corwine (Treasurer) | Steve Reischel (Past-Chair) |
| Bill Dunford (Secretary, Metrics & Newsletter Co-editor) | Gerry Naugle (Newsletter & Financial Auditing) |

Agenda:

| No. | Agenda Item | Time | Owner |
|-----|---|------|--------------|
| 1 | Arrival, update discussions and meal | 5:30 | All |
| 2 | Call to order | 6:00 | Joe |
| 3 | Read and accept minutes Oct 2018 | 6:05 | Bill |
| 4 | Chair Reports Program [Dan] Finance[Caroline] Metrics [Bill] | 6:15 | Chairpersons |
| 5 | Status of Action items | 6:30 | All |
| 6 | Old Business Updates | 6:45 | All |
| 7 | New Business | 7:00 | All |
| 8 | Adjourn | 7:30 | Joe |

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Minutes[Draft]:

1) Call to Order (Quorum)

- a) Read and Accept October 2018 Meeting Minutes

2) Reports

- a) Program Report:
 - i) Response and results for past three meetings
 - ii) Next three month's plans
- b) Treasurer Financial Reports
 - i) Budget Submittal Status
 - ii) Account Balances
 - iii) FY19 Budget Variances
- c) Metrics Reports
 - i) Membership trends
 - ii) Meeting Attendance trends
 - iii) Website & Social media statistics

3) Status of Action Items

- a) Develop a course on how to study and pass the ASQ Six Sigma Black Belt Certification
- b) Methods of attracting attention to our content in the midst of the "media blizzard"
[Dan]
- c) Programs Interim Committee
 - i) Volunteers to help fill out the Spring Meeting & Tour schedule (Jan – May 2019)
[Albert, Steve, Dan & Gerry]
- d) Newsletters/Updates: Find examples/benchmarks, model "The Look"
 - i) Arnold to look into options, opportunities, and budget.
- e) LSS seminar: Dan requested LSS instructors/mentors in September newsletter.
 - i) Any update or interest? [Joe/Dan]

4) Old Business

- a) Membership Strategy Discussion:
 - i) Facebook, LinkedIn & Twitter effective pulling in younger generation? [Any follow-up or action items?]
- b) Membership Strategy discussion
 - i) Brainstorm and discuss new ideas [Any follow-up or action items?]

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5) New Business

- a) Spending authorization for the "Spouses Night in mid-Dec" [Gerry Naugle via email]
 - i) The tickets (for 12 seats) may be \$1 to \$2 higher per seat this year. Remember that we get 50% back from the attendees. Just like the airlines, I do not know final amount "until booking".
 - ii) Worst case price is \$48 per seat, so that comes out to \$576. I will make the motion for the \$576 total, and realize that the final amount could be a bit less, either \$12 less, or maybe \$24 less.

- b) I make a motion for a spending authorization for \$250 as a donation to the 2019 RMPEX.
 - i) They are now having it out in one of the main conference rooms of the "Anschutz Medical Center" (the former Fitzsimmons Hospital) which is located in north east Aurora, CO.
 - ii) We can consider the "1 seat" of attendance as a "support donation" as it is still the Colo State Quality Award, and the Colo Baldrige Program, and, is the "follow-on" to the RMQC which put in about \$25K of the \$30K that we have in the Section's Treasury.

- c)

6) Meeting adjourn - 7:30 PM.

Action Item Register

| Action No. | Ownership | Deliverable | Date Due | Status |
|------------|-----------|------------------------|--------------|---|
| 2019-1 | Bill | Initial Metrics Report | May 30, 2019 | Developing. Need better access to supporting data |
| 2019-2 | | | | |
| 2019-3 | | | | |