

# ASQ Section 1313 Quarterly Business Meeting

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**Date/Time:** March 25, 2019 / 5:30 ~ 7:30PM

**Location:** Rocco Inc, 2602 Clover Basin Dr D, Longmont, CO 80503

## Attendance:

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

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## Minutes:

### 1) Call to Order (Quorum)

- a) Called to order at 6:20 pm.
- b) Read and Accept October 2018 Meeting Minutes – completed and accepted as written

### 2) Reports

- a) Program Report:
  - i) Response and results for past three meetings
  - ii) Next three month's plans
    - (1) March = Hubert (Caroline offered to Facebook Live stream the presentation in order to expand value of our Facebook page. The Committee agreed if Hubert agreed to it. See 3(b).
    - (2) April = Hubert
    - (3) May = Social @ Boulder Beer
    - (4) Sept = LSSBB (how to) presentation -- see 3(a)
    - (5) Oct = Caroline suggested a tour of Rocco LLC.
    - (6) Nov = need presentation
    - (7) Dec = Boulder Dinner Theatre. Need to assess member interest level in this as participation has been waning. The committee agreed to include this in the survey of interests to be conducted during the May social.
- b) Treasurer Financial Reports
  - i) Budget Submittal Status –
    - (1) 2018 Annual Report submitted and accepted by the society.
    - (2) 2019 Budget needs finalizing and submitting by March 31, 2019.  
**ACTION: Caroline**
  - ii) Account Balances – 1<sup>st</sup> Bank March 13, 2019 Statement balance: \$10,560.78
  - iii) FY19 Budget Variances. To be reported in Q1 report due 3/31/2019.
  - iv) Q1 report needs to be submitted by March 31, 2019. Requires Treasurer, Chairperson and Secretary signatures. Spreadsheet will be located in myASQ SharePoint folder.
  - v) Any expense motions proposed and approved during this meeting will be included in the Q1 report.
- c) Metrics Reports – **No analysis provided. Deferred until next quarterly meeting.**
  - i) Membership trends
  - ii) Meeting Attendance trends
  - iii) Website & Social media statistics

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## 3) Status of Action Items

- a) Develop a course ~~on how to study and pass the~~ [overview and steps to achieve](#) 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.
    - (1) [Nothing identified](#)
    - (2) [We will see if there are any format resources from ASQ National](#)
- e) LSS seminar: Dan requested LSS instructors/mentors in September newsletter.
  - i) Any update or interest? [Joe/Dan]
    - (1) [No direct interest expressed.](#)
    - (2) [Arnold brought up Nebraska Section runs online classes. He proposed adding a link to the online newsletter.](#)

## 4) Old Business

- a) Membership Strategy Discussion:
  - i) Facebook, LinkedIn & Twitter effective pulling in younger generation? [Any follow-up or action items?]
    - (1) [The committee discussed this and agreed to survey attending members and non-members during the May social to assess what different age groups are interested in getting out of their membership.](#)
    - (2) [Included in the survey is an age grouping question so we can correlate generational interests.](#)
- b) Membership Strategy discussion
  - i) Brainstorm and discuss new ideas [Any follow-up or action items?]
    - (1) [Use live streaming of meeting presentations to drive interest to the section Facebook site.](#)

## 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".

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- 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.
  - iii) [The committee agreed to table this item until the next scheduled committee meeting which will be after the results of interest based on the May survey are tallied.](#)
- 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.
  - iii) [Discussed how to allocate the one seat approved. The committee decided to raffle the seat at the next member meeting from those interested in attending.](#)

6) Meeting adjourn - 7:30 PM.

- a) [Meeting adjourned at 7:19 p.m.](#)

### 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	Caroline	Submit 2019 budget and Q1 report to National	March 31, 2019	On-track.
2019-3	Arnold	Link to Nebraska Section LSS Training	TBD	
2019-4	Dan	Develop a course overview and steps to achieve ASQ Six Sigma Black Belt Certification	TBD	
2019-5				
2019-6				