

# ASQ Section 1313 Quarterly Business Meeting

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**Date/Time:** June 20, 2019 / 5:30 ~ 7:30PM

**Location:** Rocco Inc.  
2602 Clover Basin Drive, Suite D  
Longmont, CO 80503

**Attendance:**

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	New Business	6:10	All
5	Old Business Updates	6:45	All
6	Chair Reports Program [Dan] Finance[Caroline] Metrics [Bill]	7:00	Chairpersons
7	Status of Action items	7:20	All
8	Adjourn	7:30	Joe

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## Minutes[Draft]:

### 1) Call to Order (Quorum)

- a) Read and Accept March 2019 Meeting Minutes

### 2) New Business

- a) July - myASQ Finance training, August - myASQ Finance (begin using)
- b) Social media presence & MUOA
- c) December - myASQ website transition
- d) Treasurer - 2 year term limit / other positions? Nominations Chair to coordinate.
- e) Budget - spending projects for member value
- f) Quality Catalyst - R. Sedlock - class
- g) Fall Presentation or Tour
- h) Other topics

### 3) Old Business

- a) Membership Strategy Discussion:
  - i) Facebook, LinkedIn, Meetup, & Twitter effective pulling in younger generation? [Any follow-up or action items?]
- b) Membership Strategy discussion
  - i) Spending authorization for the "Spouses Night in mid-Dec" [[Follow-up from interest survey](#)]
    - (1) 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".
    - (2) 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.
- c) Gerry made a motion for a spending authorization for \$250 as a donation to the 2019 RMPEX.
  - i) [Committee authorized expenditure for a single seat.](#)
  - ii) [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.](#)

### 4) Reports

- a) Program Report:
  - i) Next three month's plans
    - (1) [May = Social @ Boulder Beer](#)
    - (2) [Sept = LSSBB \(how to\) presentation -- see 3\(a\)](#)
    - (3) [Oct = Caroline suggested a tour of Rocco LLC.](#)
    - (4) [Nov = need presentation \(Marty has volunteered to present\)](#)

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(5) 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) Account Balances
  - ii) FY19 Budget Variances
  - iii) Quarterly report submittal status
- c) Metrics Reports
  - i) Membership trends
  - ii) Meeting Attendance trends
  - iii) Website & Social media statistics

## 5) 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]

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	Caroline	2019 Budget needs finalizing and submitting	March 31, 2019	Submitted on time
2019-3	Caroline	Q1 Report budget report	March 31,	

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		needs approval and submission	2019	
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