

## Minutes, ASQ 1313 Business Meeting

Date: Tuesday, 12<sup>th</sup> Jan 2010

Location: Original Pizza

**Attendees:** Guy Harris, Joe Wojniak, Rebecca Jessup, Ewalt Schelert, Wells Lange, Melinda Schnoes, Byron Murray, Gerry Naugle, Mike Ferraro, Arnold Miller.

Minutes from the last meeting, **10/6/09**, were read and approved.

### Upcoming Meetings:

General Meeting:

Jan 28<sup>th</sup> 2010 - Quantum Corp / Boulder Research Park facility  
4001 Discovery Drive, Suite 1100 Boulder, CO 80303

Feb 25<sup>th</sup> 2010 - Quantum Corp / Boulder Research Park facility  
4001 Discovery Drive, Suite 1100 Boulder, CO 80303

Business meeting:

April 13, 2010 6:00 - Original Pizza - 1300 Midway Boulevard  
Broomfield, CO 80020

### New Action Items:

WHO	WHAT	STATUS
Rebecca	Investigate Leadership Training	
Rebecca	Announce at the next meeting that there is a \$200 scholarship for unemployed people for certifications	
Rebecca	Call Melody and Gretchen	
Rebecca	Schedule the library for March and April meetings	
Rebecca	Talk to Denver and Northern Colorado Chapter of ASQ about joint meeting with Liz Ryan	
Rebecca	Talk to National ASQ about how they do credit card charges – can we piggyback for our classes and testing fees.	
Arnold	Provide agenda for basic Quality Tools tutorials	
Arnold	Contact SQA in Denver about joint meeting with Liz Ryan	
Arnold	Contact Sam Keene at IEEE about joint meeting with Liz Ryan	
Arnold	New format for website – similar to other ASQ chapters – due in april	
Arnold	ASQ Sub System links on the website	
Arnold	Update emails on the website – ensuring that they are spam resistant	
Everyone	Think about how you would do tutorials on the basic quality tools.	
Everyone	Get Bio's to Arnold on your quality related expertise – due Feb 13 <sup>th</sup> .	
Ewalt	Investigate Donations to Charities.	
Byron	Set up Google Group	
Mike	Send out email with list of topics for networking cards	
Everyone	Look at Mike's list of quality topics for networking cards – make suggestions	

### Previous Action Items:

NO.	WHO	WHAT	DUE
1	Arnold	Determine the number of Certifications form last year	
2	Arnold	Make list of members and their certifications and helpful hints	
3	Wells	Get the name and synopsis for the speaker from Conoco-Phillips	

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**Chair Reports:**

**Chair: (Rebecca Jessep)**

Rebecca has offered to continue as chair next year.

She went over the survey results – professional speakers was frequently requested – we must be careful to make sure we have value added on the speakers. People also requested a combination of hard and soft skill talks / tutorials.

Please update your contact information for the Chapter Membership.

**Vice Chair: Joe Wajniak**

No new information

**Certification: Wells Lange**

No one has approached Wells about taking exams in the March time frame. The next time will be June.

**Education: Gretchen Stewart**

The only education courses that we can seem to find instructors for are the CQE by Monrad Monson and the Software Engineer by Arnold Miller. Prices still the same.

Two issues that were brought up by potential participants and teachers.

1. The inability to use a corporate credit card to pay for the class. It turned into a major morass and undertaking to get a check issued by their copay to pay for. Neither participant wanted or could pay and then get reimbursed
2. Monrad also was wanting faster reimbursement. Use of the PO box delayed the payment.

**Examination and Recertification: Lawrence Derouin**

No one has been approached about taking exams. Schedule is March and October.

**Internet: Arnold Miller**

A new format similar to the Northern ASQ or Denver chapter would be nice. The website is currently up to date. Everyone will be sending new Bio's etc to Arnold for inclusion. See Action Items for additional updates to be done to the website.

**Membership / New Member:**

No new information

**News Letter: Gerry Naugle**

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Everything has been updated and is ready to be sent out in the next edition of the news letter. People should remember that the due date for submissions is the second Sunday of the month, and submit articles accordingly.

### **Programs: Guy Harris**

Everything is on track for this year's program. There are two programs in reserve for back up in case of speaker cancelations or program issues.

Programs are currently being determined for next year. Any suggestions from people are welcome, please contact Guy directly. The questionnaires have suggested that people would like to see a combination of soft and hard skill speakers. This will be taken into consideration when the schedule is being set. In addition, we will be investigating bringing in a professional speaker, possibly as a joint session with other ASQ or IEEE chapters. (see Action Items)

Networking cards – for March 20<sup>th</sup> meeting. Make sets of 2 matching cards with a quality question for discussion on the cards. At the start of the meeting hand out the cards. During the networking period, you must find the person that has the card matching yours. Discuss the quality issue on the cards as a networking opportunity.

The picnic is set for next summer at the Girl Scout pavilion on August 7<sup>th</sup> from 12:00 – 2:00.

### **Publicity: Byron Murray**

Everything is up to date as of Jan 12<sup>th</sup> 2010. Contact with the newspapers and business journals went out today. We should keep track of how people who attend learn about the meeting and see if there are other outlets we are missing.

### **SMP: Melody Sands**

No Update

### **VOC: Arnold Murray**

We should send out another survey in a couple of months and see if there is a change, including new comments.

### **Treasurer: Ewalt Schelert**

There are 2 CDs that are arranged so that one becomes available every 6 months. In addition, there is money in the checking account for ready availability.

### **Secretary: Melinda Schoes**

Minutes were read and approved for the last Business Meeting. Action items need to be sent out more quickly so that people will know their responsibilities.

### **Discussion of Old Business:**

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Charity donation possibilities include:

Habitat for humanity

March of dimes

Screaming Eagles

Leukemia Center

Food Banks

**New Businesses:**

Topics included:

- Programs using professional speakers – possibly joint meeting with other groups.
- Survey results and improvements to the chapter.
- Structuring of the monthly meetings
- Quality tools as subject matters for the tutorials next year.
- Schemes of increasing membership attendance and participation.

Additional new business discussions are included with reports from each member (above).

**Submitted by: Melinda Schnoes**