ASQ Section 1313 Quarterly Business Meeting

Attendance:

X	Joe Wojniak (Chair)	X	Gerry Naugle (Newsletter & Recertification)
X	John Beachman (Treasurer)	X	Byron Murray (Publicity / Voice of Customer)
X	Patricia Fleenor (Secretary & Edu Chair)	X	Arnold Miller (Internet)
	Ewald Schelert (Audit)	X	Nixion Mead (Membership & Certification)
X	Bill Dunford (Co-editor)		Dan Clark (Programs)

Date/Time: January 22nd, 2015, 7:30 PM

Location: Biomet Spine, Broomfield CO

Agenda/Minutes:

1. Call to Order (Quorum)
2. Old Business
    a. Last Meeting Minutes   (Joe)
    b. Open Actions from prior meetings   (Joe)
        i. Open Meetup account   ~ Done
            1. When meet up asks "do you want to attend the meeting?" you can't simply answer "yes." You have to sign up and that takes time.
            2. We want to know how people heard about meet up (Arnold)
            3. You have to register for meet up in order to get emails; similar to LinkedIn.
            4. It contains demographic information, as long as the user enters this information.
            5. We need to sign up for Meetup (Joe and Patricia)
            6. We are more attracted to Meetup because we have more control. The attendee can provide comments after the meeting: how it was, how was the facility, etc. (Byron)
            7. What is the problem statement? Low meeting attendance. We want to know what people are interested in (Joe).
            8. We want to reach people outside of our roster. If you tell Meetup what you are interested in, i.e. Quality, Meetup will recommend you to join ASQ. (Arnold)
            9. We already incorporated feedback regarding the topic of our meetings, and we are now changing it up between lectures and tours (Gerry)
        ii. Create icloud file and send to officers as example for signup sheet
            1. For now we will continue to use the paper system for signing in (Gerry)
        iii. Revenue from the Newsletter
            1. We received a contract for the newsletter for $ 80 (Gerry)

2. This will result in a lot of paperwork for us. It's income, and we therefore have to pay taxes (John)
3. In the past the newsletter used to generate income (Gerry)

iv. Meeting snacks

1. The budget for meeting snacks is $100 to $200. Last year we paid $1,411 for all meetings (includes $350 for the officers' dinner; about 20 people) (John)

3. New Business

a. Internet (Arnold)

i. **Motion #1**: *To get a person to design our website. Service includes web hosting. He will charge $50/month (Arnold).* **FAILED.**

ii. Every time a plug-in is updated, problems appear.

iii. We currently pay $250 for hosting and domain a year (Joe)

iv. $50/month doesn't include the domain name registration with goddady.com. The domain is $36/year.

v. The main purpose of the new service will be to provide maintenance.

vi. **Motion #2:** *Explore if we should migrate information or not. If at the end of February we determine we need the website maintenance, we have spending authorization of $600.* **PASSED.**

vii. Arnold can't find the list of officers from ASQ National. We are unsure if National expects us to provide an officers list at the beginning of the year.

viii. Put the section officers list into the website (Patricia)

b. Chair (Joe)

i. We need a backup location for ASQ exams

ii. Front Range Community College could be a backup. They charge per hour, but it's a classroom setting and it could work well (Nixion)

iii. We don't want to use the church in Boulder again (Nixion)

iv. ASQ National gives us $8 or $10 per person for taking ASQ exams (Gerry)

v. We made over $119 for recertification this past year (John)

vi. We need to find out the prices for the Front Range Community College (Joe)

vii. Denver chapter is now offering ASQ exams as well (Patricia)

viii. Arta Doci would like to be vice chair (Joe)

ix. Dan would be a great chair (Gerry)

x. Joe asked if anyone at the meeting is interested in becoming the vice chair, but nobody was.

xi. We have received good feedback regarding the meeting rotations. The wine testing was a success, and the combined meeting between Denver and Boulder also had a great turnout.

    c. Treasurer   (John)

        i. Books are balances and closed for the year.

        ii. 1099 was submitted. 2014 is done!

4. Action Items
   a. Sign up for Meet Up (Joe and Patricia)
   b. Send email to ASQ National and determine if we need to send the leadership list (Arnold)
   c. Put the section officers list in the website (Patricia)
   d. Find out the cost of Front Range Community College (Nixion)

Meeting concludes and adjourns at 8:30 PM.