

ASQ Section 1313 Quarterly Business Meeting

Attendance:

X	Joe Wojniak	X	Byron Murray
X	John Beachman	X	Arnold Miller
X	Mark Norby	X	Nixon Mead
X	Ewald Schelert		Matt Leiphart
	Bill Dunford	X	Dan Clark
X	Gerry Naugle		

Date/Time: June 16th, 5:30 PM

Location: Boulder Cork Restaurant, Boulder, CO

Agenda/Minutes:

1. Call to Order (Quorum)

2. Old Business

- a. Last Meeting Minutes – June 25, 2015 minutes were approved
- b. Open Actions from prior meetings (Dan)
 - i. Put section officers list in website ~ ***DONE***
 - ii. Section is “50% compliant” with HQ? Stacy from Community Development found 2016 Op budget on file – we have a 72.6% PAR rating. ~ ***DONE***
 - iii. Develop a prep course for the ASQ Six Sigma Black Belt certification. We want this to be strategy focused. SSBB has ASQ’s highest pass rate for cert’s. Nixon has a database from the cert tests offered at 1313; Dan or Bill could possibly teach a course, and Seagate has many BB’s whom we may be able to contact. (Joe/Nixon)
 - iv. Add RSVP button to ASQ 1313 website. Our website links to Meetup, which handles the RSVP function, but we would like to keep the focus on our website. (Arnold)
 - v. Compose a feedback letter for members who join, or leave the chapter. This letter has been created and approved. ~ ***DONE***
 - vi. Determine what % of exam revenue comes back to the section – NONE! We only get revenue from recertifications and membership – exams will become computer based starting this fall. Chapters are out of the loop. ~ ***DONE***

ASQ Section 1313 Quarterly Business Meeting

- vii. Fix the issue with the “comments” section on the website – in process. Basically, content delivered from AOL or Yahoo gets deleted and does not transfer. (Arnold)
- viii. Research posting meeting notices on Facebook. DON'T – use Meetup. **~DONE**
- ix. Send Arnold presentation comparing ISO 9001 2008 vs. 2015 **~DONE**
- x. Put the section officers list on the HQ website. **~DONE**

3. New Business

a. HQ/Region News (Dan)

i. Reviewed Strategic Plan prepared by Dan:

Retention – National is bigger impact than local. Ch. 1313 is distinguished by offering recertifications which average one per day – Denver Ch has no chair. Good job, Gerry!
We may look into offering a recert class, as this seems to be a chapter strength. (Joe)

Do we have quality /quantity data on conversions from recert's to members? (Nixon)

Other ideas to increase retention/membership: interaction with other groups, APICS in particular; contact with companies – who works there that ASQ serves; sponsorship of relevant events and org's.

Find ASQ marketing info on value of membership. (Byron)

Make sure that section 1313 is active on LinkedIn, not just ASQ overall. (Arnold)

We want to offer a realistic expectation of the certification experience; we should visit Pro-Metric, verify rules and conditions for new computer testing. (Byron/Arnold)

- ii. We used to sponsor student chapters. It is important that we re-establish contact with a university – look into CU Business School Deming Chair endowment (Gerry)
- iii. RD call: Each section is encouraged to add a Social Responsibility Chair (do not know the exact requirements for this position). This chair is asked to assist the section with VOC and growth. Any ideas?
- iv. Each section has been requested to supply a name for a Region Mentoring Committee. Any volunteers?

ASQ Section 1313 Quarterly Business Meeting

b. Treasurer (John)

- i. We are balanced to the penny
- ii. Our closing balance was \$29,271.27
- iii. In CDs we have \$20,941.72
- iv. Our current funds are \$8329.55
- v. We had \$5,158.21 in expenses and we had revenue of \$6269.83
- vi. Our difference between revenue and expenses is 17.7%

c. Programs (Dan, Joe, and Matt)

- i. We have several ideas and several confirmed – “Steam Coffins” is available, CDOT is on, Circle Graphics, and a presentation by Don. 3 tours are still open.
- ii. We will continue doing talks and tours.
- iii. The December meeting will be at the Boulder Dinner Theater.
- iv. Frasier Meadows is a good meeting venue.
- v. We have several companies that are willing to do tours. (Dan)
- vi. We have the budget for refreshments at meetings. CostCo? (Nixon)

d. Education (Joe)

- i. Section will publicize Monrad’s courses as ASQ-based courses.
- ii. Classes with Ron Sedlock will be shown as non-ASQ courses (Indiana Quality Council).
- iii. The Six Sigma Black Belt prep course mentioned above will be more strategy-based than content-based. It will also require instructors. These may come from Ch. 1313 or from local companies, such as Seagate. (Joe and Arnold)
- iv. See Training survey results .pdf included/distributed with meeting minutes.

ASQ Section 1313 Quarterly Business Meeting

- e. Audit (Ewald)
- i. The automatic spreadsheet works great! There is no checkbook review, etc.
 - ii. Chapter note: Thanks to Ewald for 20 continuous years of support to ASQ!!
- f. Newsletter (Gerry)
- i. **MOTION #1** *To support RMPEX again this year - \$675 for 3 attendees. PASSED.*
 - ii. Boulder Dinner Theater show playing in December is “Thoroughly Modern Millie”.
 - iii. **MOTION #2**: *To host the Boulder Dinner Theater again this year; 18 seats, with option to reduce to 12 if response in low - \$400. PASSED.*
 - iv. **MOTION #3**: *To continue buying B&N gift cards for speakers at \$25 each. PASSED.*
- g. Publicity & Voice of Customer (Byron)
- i. Survey? Establish what we want to learn, and what to ask. This is an ongoing discussion and food for thought in CH meetings.
 - ii. ASQ provides us with a free account to Qualtrics (www.qualtrics.com), which is a professional survey company and the tool we have used for the past 8 years. Very easy to use, it allows us to enter in a list of email addresses, customize questions in multiple formats and provide great reports. Byron will work with Joe in September on this survey. If you have other questions you would like to ask the chapter please send them to Joe and Byron.
 - iii. Organizational memberships are available at Corporate (\$5,000) and Enterprise (\$25,000) levels. Medtronic was an Enterprise member, but not since 2010. Please see ASQ descriptions .pdf included and distributed with meeting minutes.
 - iv. **MOTION #4**: *To continue MeetUp expenses for the year through October. We will re-evaluate MeetUp at our next meeting. PASSED*

ASQ Section 1313 Quarterly Business Meeting

- h. Membership (Nixon)
 - i. A team approach to “membership” is desired.
 - ii. We may attempt to use recertification as a strategy for membership, as it will be our only touch of potential members, once computer-based testing starts.

- i. Cert and Recert (Gerry)
 - i. A lot of people outside of the Boulder chapter are recertifying through Gerry.
 - ii. 30-50 people take CH1313 exams/yr – half of those are 1313 members.
 - iii. To recertify through the Boulder chapter, the member must have the Boulder chapter as his/her secondary affiliation – how many make us their primary?
 - iv. Computer-based Cert testing starts in September. Chapters are out of the loop.

- j. Internet (Arnold)
 - i. Post meetings on Meetup and forget Facebook.
 - ii. ASQ will provide SharePoint as an application for posting comments.

- k. Miscellaneous
 - i. The next meeting will be Thursday, October 13th. The venue is open - we need a meeting room that is quieter and better-lit than the Cork, though it *is* a nice venue. We need a list of potential meeting places. (Nixon)
 - ii. The nominating chair person will be Joe.
 - iii. Looking for a good candidate for Chapter Chair - prefer a consistent commitment as opposed to a resume-building “gig”. Looking at internal chapter candidates.
 - iv. There are good trainings on the ASQ website on how to be an ASQ officer.

ASQ Section 1313 Quarterly Business Meeting

4. Action Items

- a. Continue to develop a course on how to study and pass the ASQ Six Sigma Black Belt Certification. Determine class hours, cost and instructors. (Joe and Arnold)
- b. Check on adding RSVP button to ASQ website, or is Meetup still best? (Arnold)
- c. Fix the issue with the “comments” section on the website – in process. Basically, content delivered from AOL or Yahoo gets deleted and does not transfer. (Arnold)
- d. Look into offering a recert class, as this seems to be a chapter strength. (Joe)
- e. Review data on conversions from recert’s to members. (Nixon)
- f. Find ASQ marketing info on value of membership. (Byron)
- g. Make sure that section 1313 is active on LinkedIn, not just ASQ overall. (Arnold)
- h. Visit Pro-Metric, verify rules and conditions for new computer testing. (Byron/Arnold)
- i. Look into CU Business School Deming Chair endowment. (Gerry)

Meeting concluded and adjourned at 8:15 PM.

Meeting record was compiled and published by Mark Norby, ASQ Section 1313 Secretary, between June 16 and June 21, 2016.

Disclaimer: This version is now considered permanent. A good faith attempt was made to reflect the actions and discussions of the meeting, under the circumstances, from notes and memory. However, some items may be missed or inaccurate in some way. If you notice significant errors or omissions, please bring them to attention at the next officers’ meeting to be held October 13, 2016, for a matter of record moving forward.

-MN 7/6/16