

ASQ Section 1313 Quarterly Business Meeting Minutes

Attendance:

X	Steve Reischel (Chair)	X	Gerry Naugle (Newsletter, Recertification & Financial Auditing)
X	Joe Wojniak (Vice Chair)		Arnold Miller (Internet & On-line)
	Mark Norby (Secretary)		Byron Murray (Publicity / Voice of Customer)
X	Dan Clark (Education/Nominating)	X	Caroline Corwine (Treasurer)
	Bill Dunford (Newsletter Co-editor)	X	Albert Vergara (guest/member)

Date/Time: June 21st, 2018 / 5:30 ~ 7:30PM

Location: Element Bistro, Boulder, CO.

Agenda/Minutes:

1. Call to Order (Quorum) - at 6:10 pm

- a. Accept last Meeting Minutes [Mark] [the committee accepted the minutes as originally published \(no one brought a copy so we went on blind faith\).](#)

1. Old Business

- a. Update on other Chapters Treasurer's about best use of financial resources. [Dan]
 - i. How should \$30K chapter assets be invested? -- [The intent of this item is to change the word "invested" to "used" for the good of the section \(as a value-added item for the membership\). This item will be closed but the committee will keep it in mind as items are discussed and budgets are considered.](#)
- b. 2017-2018 Budget and Business Plan [Steve/Dan] – [done/closed](#)
- c. Complete schedule of speaker / tour meeting events. [Steve] -- [closed](#)
- d. Improve "outreach" via on-line and social media to younger audience – [to be combined with 2.d \(New Business-Membership Strategy discussion\)](#)
- e. Newsletters/Updates: Find examples/benchmarks, model "The Look" [Dan/Arnold]
 - i. Arnold to look into options, opportunities, and budget. – [no progress per Arnold's email](#)
- f. LSS seminar: Suggest doing this as a Chapter meeting topic - still need mentor and instructors.
 - i. Can we get Instructors or mentors? [Dan] – [Dan to write an article for the September newsletter requesting instructors or mentors or SME's.](#)

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2. New Business

- a. Status of Treasurer Report Financial Reports
 - i. Update on Q2 2018 draft -- not started; will do in mid-July (when bank statements are available)
 - ii. Action items/Signature dates – no action needed
Note: This item does not need to be part of this Committee meeting. The only financial item should be the review of last year's expenses variances and establishment of next year's budget (in October).

- b. Programs Interim Committee
 - i. Volunteers to help fill out the Fall Meeting & Tour schedule (Sept. – Nov. 2018) – Steve R., Dan C., Gerry N., Albert V.
 - ii. Joe identified Lean Six Sigma for Sustainability @ www.biz-pi.com
 - iii. Lean Six Sigma for Good (ebook) –
 - <http://leansixsigmaenvironment.org/index.php/ec-026-lean-six-sigma-for-good-book-full-audio-version/> -- see item 2.b.iv.
 - iv. Determine potential for a Frasier Meadows presentation. -- Joe graciously volunteered to present this information at a membership meeting as an interactive session.
 - v. Schedule meeting times & possible tour candidates – Steve will (and has) set-up the first (of many) web-based meetings to establish the program several months ahead.
Note: Gerry requested that any updates/changes to the program be shared with him so he can make the correct arrangements at Frasier Meadows. Now that he is on the programs committee, it should be easy to share.

- c. How should \$30K chapter assets be invested? – see 1.a. – keep it in mind.
 - i. Hire a recognized Quality professional to present at Frasier Meadow.
 - Identify the topic and find a Subject Matter Expert?
 - Or find a speaker

- d. Membership Strategy discussion
 - i. New members guarantee a sustainable chapter -- agreed
 - ii. Brain storm and discuss new ideas
 - The younger generation (gen names to be left out here but we know who they are) wants to use social media before an event. It was suggested that our section set-up a Facebook page linked to the committee's pages (to start with) using the section's email address. Caroline will take up this task with Arnold's assistance.

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- e. ASQ Meeting Raffle Tickets
 - i. Has the raffle increased section membership or interest? – difficult to tell right now. Section membership data is about the same as last year. Correlation?
 - ii. Recommend continuing through Fall 2018
 - Vote on the motion – motion made to use Meetup as the list of names to draw from (versus raffle tickets). If the name from Meetup is not present, the \$25 will roll to the next meeting. This will start with the September meeting. Motion passed. Gerry will add this as an article in the September newsletter.
 - Consider bumping each meeting's incentive to \$50 during October's committee meeting.
- f. RMPEX attendance – motion made, seconded, and passed to spend \$600 for two attendees at RMPEX. This will be added to the 2019 budget.
- g. Boulder Dinner Theater in December – a motion was made, seconded, and passed to purchase 12 seats @ \$23 for this year's event. Gerry was authorized to purchase the tickets.

3. Status of Action Items

- a. Lean Six Sigma: Agreed to focus on path and approach
 - i. Can we get Instructors or mentors? – see 1.f.
- b. Develop a course on how to study and pass the ASQ Six Sigma Black Belt Certification – see 1.f.
- c. Methods of attracting attention to our content in the midst of the “media blizzard” [Dan] – see 2.d.

Meeting concludes and adjourns at 7:30 PM. – adjourned at 7:29 PM