

## Minutes of ASQ Section 1216 SLC Meeting

**Meeting Date:** January 22, 2015  
**Meeting Time:** 6:20 pm-8:10 pm  
**Location:** Betty Jo Byoloski's Restaurant, 66 Center Street, Winona, MN 55987  
**Recorded By:** Eric Derbyshire (Benchmark Electronics, Inc. - BEI) - Secretary  
**Today's Date:** February 12, 2015

### **2015 SLC**

Ryan Sullivan [ryan.sullivan@trane.com](mailto:ryan.sullivan@trane.com) (Trane) - Chair & Membership  
Eric Derbyshire [eric.derbyshire@bench.com](mailto:eric.derbyshire@bench.com) (BEI) - Secretary, Nominating & Recertification  
Denise Wermager [denise.wermager@hgst.com](mailto:denise.wermager@hgst.com) (HGST) - Treasurer  
Greg Ruben [greg.ruben@bench.com](mailto:greg.ruben@bench.com) (BEI) - Audit  
Tom Drackley [tom.drackley@bench.com](mailto:tom.drackley@bench.com) (BEI) - Programs & Education  
Sam Liesch [sam.liesch@bench.com](mailto:sam.liesch@bench.com) (BEI) - Arrangements & Newsletter  
Kim Linton [kim@trueline-inc.com](mailto:kim@trueline-inc.com) (Trueline) - Certification  
Alan Spalding [alan.spalding@bench.com](mailto:alan.spalding@bench.com) (BEI) - Publicity & Placement  
Denise Malles [denise.malles@bench.com](mailto:denise.malles@bench.com) (BEI) - Internet Liaison  
Dan Rand [danrand1@charter.net](mailto:danrand1@charter.net) (Winona State University - Retired) - Historian & Scholarship  
Aimee Siegler [aimee.siegler@bench.com](mailto:aimee.siegler@bench.com) (BEI) - Conference Planning  
Jim Subart [rollingsubarts@embargmail.com](mailto:rollingsubarts@embargmail.com) (CPI Binani) - Voice of the Customer

### **In Attendance**

Ryan Sullivan  
Eric Derbyshire  
Denise Wermager  
Tom Drackley  
Alan Spalding  
Dan Rand

### **Agenda**

Agenda Review  
Approve Past Meeting Minutes  
Section Leader Updates  
2015 Business Plan and Budget  
Performance Awards and Recognition (PAR) Program  
Standard Work for 2015  
Adjourn

### **Agenda Review**

Agenda reviewed. No changes made.

### **Approve Past Meeting Minutes**

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Meeting minutes from August 13, 2014 approved.

### **Section Leader Updates**

#### **Chair / Membership - Ryan**

Membership is still down, at 91 members.

Ryan wants to stick with last year's schedule for holding SLC meetings (January, May and August).

Ryan has four goals as Chair:

1. Do a business plan.
2. Use PAR.
3. Use SharePoint.
4. Implement standard work.

#### **Treasurer - Denise W.**

The Section annual financial report for 2014, which was distributed to Audit Committee members on 1/20/2015, received its final approval at the meeting. Denise will submit the approved report to ASQ on 1/26/2015.

**Post-Meeting Note:** *Denise submitted the approved annual financial report to ASQ on 1/26/2015 (EJD 2/5/2015).*

Denise, Ryan and Eric met with Wells Fargo on 1/22/2015 to get the Section debit card transferred into Ryan's name.

#### **Nominating / Recertification - Eric**

Eric will be considering potential candidates to bring forward for 2016 Chair, Secretary, Nominating, and Treasurer.

Eric reported that nine recertifications were processed in 2014. This is down 25% from the section's annual average of 12 recertifications.

#### **Programs / Education - Tom**

Proposal for the February 17<sup>th</sup> meeting is a tour of Fastenal Test & Calibration Lab, Winona. Suggestion is to have dinner at Ground Round afterwards.

**Post-Meeting Note:** *The February 17<sup>th</sup> meeting at Fastenal Test & Calibration Lab is set, with dinner afterwards at Ground Round (EJD 2/5/2015).*

Proposal for the March 17<sup>th</sup> meeting is a speaker, Eric Wink, Lean Innovators. Suggestion is to hold the meeting at Elmaro Vineyard in Trempealeau with a catered meal, or at Piggy's in La Crosse with a limited menu offering.

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**Post-Meeting Note:** *The April 21<sup>st</sup> meeting will be a tour of Hal Leonard, Winona (EJD 2/5/2015).*

Send your ideas and contacts for Section monthly meetings to Tom. A few suggestions are:

- La Crosse Tribune tour
- Hal Leonard tour
- TRW tour
- Cal Fremling Interpretive Center & Floating Classroom outing
- Jon Coker (HGST - retired) speaker
- Peg Sullivan (Author - retired) speaker
- Dan Rand can arrange for two speakers from the leadership of ASQ's Healthcare Division to discuss division activities and services

Eric will train Tom on how to enter Section events into the ASQ community calendar, starting with the February meeting.

**Post-Meeting Note:** *Tom and Eric entered the February meeting into the ASQ community calendar; going forward, Tom will enter the section's events into the ASQ community calendar (EJD 2/5/2015).*

No update on Education. Still using Alpha Training.

### **Arrangements / Newsletter - Sam**

Not present. No updates.

Tom and Eric will talk to Sam about finalizing the arrangements for the February and March meetings, and getting the January newsletter published.

**Post-Meeting Note:** *The January/February newsletter was published on 2/4/2015 (EJD 2/5/2015).*

### **Certification - Kim**

Not present. No update.

Ryan teed-up the idea to rebate certification fees as an incentive to get members certified, which helps improve retention.

### **Placement / Publicity - Alan**

Alan is working with Denise M. to add employment opportunities on the website, when applicable.

Not a lot has been happening with Publicity. Alan asked if he should continue to use the existing methods of communicating section events. Ryan asked Alan to send him an email describing the methods used, summarizing their relative attributes, rating their relative effectiveness, and recommending usage.

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**Post-Meeting Note:** Alan provided input to Ryan and Ryan concurred (EJD 2/5/2015).

### **Internet Liaison - Denise M.**

Not present. No update.

### **Conference Planning**

Not present. No update.

Tom and Eric will talk to Aimee about plans for a spring conference.

**Post-Meeting Note:** Tom and Eric spoke with Aimee on 2/3/2015; Aimee will provide details as the plan develops, but her idea is to hold a Fall conference on the subject of risk management as related to ISO 9001; ISO 9001 is getting an update this year, with an emphasis on risk-based thinking (among other things); Aimee has a contact with expertise in risk management, whom she will be contacting (EJD 2/5/2015).

### **Historian / Scholarship - Dan**

Dan will determine which historical documents should be stored on SharePoint.

After receiving an update from his contact at WSU, Dan requested that \$255 be added to our WSU scholarship fund, to bring the total up to \$500. The SLC approved that action, but before doing so Dan was asked to talk to his WSU contact again, as Denise recently sent in \$500. Dan will check on the status.

**Post-Meeting Note:** On 1/27/2015, Dan confirmed that we are fully funded for a \$500 scholarship in 2015 without additional money needed from the section; Dan solicited a review of the scholarship application requirements, and called for volunteers to join the application review subcommittee (EJD 2/5/2015).

**Post-Meeting Note:** On 2/11/2015, Dan further clarified that, "Yes, we did receive the \$500 check on 1/21/15 and that was to go toward the \$500 award made this current year. There was \$225 available (4.25%) – so \$275 of the \$500 would go to this year's award – leaving \$225 to help supplement next year's award --- There is \$245 available for next year plus the \$225 for a total of \$470 for 2015-2016 .... we could "dip" into the earnings if you would like or you could send additional monies ... Debbie Sing"  
Dan's interpretation is that the "award made this year" is the money given to the student we selected in the spring of 2014. The scholarship that we will decide in the next month to be given in 2015-16 has \$470 available. WSU could take \$30 from the balance of the account to come up to \$500 for the NEXT award (EJD 2/5/2015).

### **Voice Of The Customer - Jim**

Not present. No update.

### **2015 Business Plan and Budget**

Ryan has initiated a 2015 business plan and budget.

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### **PAR Program**

Ryan will make a PAR presentation to the SLC at the May meeting.

### **Standard Work for 2015**

Ryan will create a spreadsheet for SLC review and completion, capturing standard work for each role. Ryan agreed to distribute the document by 2/15.

### **Adjourn**