

**ASQ Board Meeting  
Meeting Minutes  
August 22, 2005**

**Attendees:**

Aimee Siegler  
Dan Rand  
Scott Braaten  
Curt Everson  
Kim Linton  
Randy DeGier  
Denise Wermager

**Minutes from Last Meeting**

Minutes from last meeting are not available. Aimee Siegler took action item to e-mail Dan Gibbs to determine if he has any records to transfer from last year. Approval of minutes was left open to be reviewed at a future meeting.

**Treasurer's Report – Scott Braaten**

1. Checkbook Balance is \$8,446.42. 3 outstanding bills equally \$204.79 yielding new balance of \$8,241.63.
2. The scholarship that was previously on our books was not a section asset so it was written off.
3. We believe we are being charged too much for our Post Office Box in Winona. Scott Braaten took action item to investigate other alternatives to see if we can save some money.
4. Monetary allocations from ASQ headquarters were stopped during last fiscal year because our treasurer did not renew membership in ASQ. Now that we have resolved that issue, ASQ will again send monetary allocations based on current membership including moneys withheld due to enforcement of this policy.

*Motion made and seconded to accept Treasurer's report as presented. Motion carried.*

**Old Business**

Spring Conference Summary:

Attendance – 25 paid attendees. Majority of people attending were non-ASQ members. Meals and transportation for keynote speaker were only expenses. The Section managed to make several hundred dollars of profit on the event. Focus was healthcare. In future, in order to attract our own Section members, we will need to consider topics that are of interest to Section members.

**New Business**

2006 Spring Conference:

*Motion made and seconded to hold a spring conference. Motion carried.*

A tentative working title for the conference is “Our Quality Toolbox”. Focused topics for the conference will be selected based on results of annual member survey. Our plan is to

use a service similar to Survey Monkey as the vehicle to conduct the survey. Aimee Siegler will complete the survey questions and send it out as soon as she completes it.

**Member Recruitment:**

Ideas brought forward as a member recruitment program were:

1. Expand on Each One Reach One by offering free meeting attendance to professional acquaintances or associates. Also offer incentive to local section member when they are successful in obtaining a new society member.
2. Make offer to a target company allowing several interested company associates to attend a meeting for free.
3. Local Section member attend La Crosse and/or Winona Chamber of Commerce meeting to discuss Cost of Quality and attempt to attract new members
4. Set up booth at local business expo to promote ASQ membership

*Motion made and seconded to take action on the first 3 ideas and put a note in the monthly newsletter asking members to approach a board member with any opportunities they are aware of for Item #4. Motion carried.*

**Business Plan:**

Each board member is to generate an objective with a measurable goal relative to their role or responsibility to be achieved during the 2005-2006 fiscal year.

**Training:**

Aimee asked that each board member take section leadership training on line at ASQ web site by September 20th. Aimee will send out the link to the training to each board member. *Motion made and seconded to require each board member to go through the ASQ on-line leadership training by September 20. Motion carried.*

First regular meeting for this fiscal year is Tuesday, September 20.

**Action Items**

<b>Action Item Description</b>	<b>Responsible</b>
E-mail Dan Gibbs to determine if he has any records to transfer from last year	Aimee Siegler
Investigate other alternatives to see if we can save some money on our post office box (currently in Winona)	Scott Braaten
Complete survey questions and send out annual member survey as soon as possible	Aimee Siegler
Put together event calendar for upcoming year and publish on section website	Aimee Siegler
Put note in monthly newsletter asking members to identify opportunities such as local business expo's where our local section could set up a booth promoting membership in ASQ	Aimee Siegler
Generate an objective with a measurable goal relative to their role or responsibility to be achieved during the 2005-2006 fiscal year. Goal to be submitted to Aimee Siegler by August 29.	Each Board Member
Send out link for leadership training to all board members	Aimee Siegler

Update section bylaws in local section website	Denise Wermager
Review bylaws at next board meeting	Aimee Siegler
Send meeting minutes distribution list to Randy DeGier	Aimee Siegler

Aimee would like to meet every other section meeting 15 minutes prior to meeting start time.

Question was raised as to whether the meeting cost was adequate to cover our costs. Consensus was that we on average we cover our costs and we should leave the price as is.

*Motion made and seconded to adjourn.*

Respectfully submitted,

Randy DeGier  
Secretary