

**ASQ Board Meeting
Meeting Minutes
September 26, 2005**

Attendees:

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

Minutes from Last Meeting

Minutes from last meeting were provided to all board members after the August meeting. Aimee Siegler asked if there were any additions or corrections to the August Board Meeting Minutes. *Motion made and seconded to accept the August Board Meeting Minutes as presented. Motion carried.*

Treasurer's Report – Scott Braaten

No report.

Old Business

P.O. Box:

Discussed alternatives for saving money on our Post Office Box. The cost is the same no matter where we have the PO Box. We have the option to switch to a smaller box for \$35 vs. our current size/cost of \$126. The issue are:

1. Which location is most convenient for current board members, La Crosse or Winona?
2. If Winona is chosen, how will Scott Braaten, our Treasurer, obtain the bank statements in an expeditious fashion?

Motion made and seconded to change to a smaller box in Winona in November and Scott Braaten to investigate availability of on-line bank statements from our current bank. Motion carried.

Training Status Review:

The following board members have completed the ASQ on-line Leadership Training:

Randy DeGier
Leanne Kasper
Lynn Keller
Dan Rand
Denise Wermager
Aimee Siegler
Kim Linton

The following board members need to complete the training:

Scott Braaten
 Curt Everson
 Jack Gerson
 Donna Kinley
 Greg Ruben

Action Item Review (from August Meeting):

Action Item Description	Status
E-mail Dan Gibbs to determine if he has any records to transfer from last year	In process
Investigate other alternatives to see if we can save some money on our post office box (currently in Winona)	Complete
Complete survey questions and send out annual member survey as soon as possible	Complete
Put together event calendar for upcoming year and publish on section website	In process: discussing later in meeting
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	Complete: board needs to keep in mind for future action
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.	Complete
Send out link for leadership training to all board members	Complete
Update section bylaws in local section website	Complete
Review bylaws at next board meeting	Complete
Send meeting minutes distribution list to Randy DeGier	Complete

New Business

Aimee Siegler Travel Expenses for Leadership Summit:

Aimee Siegler has been invited to attend the Member Value Leadership Summit, October 16-18, in Milwaukee and is asking for approval of reimbursement of her expenses from the local section. Travel expense is anticipated to be approximately \$175.

Motion made and seconded to approve reimbursement of Aimee Siegler's travel expense to the Member Value Leadership Summit. Motion carried.

Board Member Goals:

Aimee Siegler handed out a copy of the 2005-06 Fiscal Year Business Plan for Section 1216 – LaCrosse/Winona which included the goals submitted by Board Members. The board reviewed each of the goals. Proposed addition of 2 goals:

1. Have 2 new board members elected for the 2006-07 fiscal year who have not previously served.
2. 75% of all board members complete on-line Leadership Training during fiscal year 2005-06.

Aimee Siegler will modify the business plan and e-mail to the board members by Tuesday, September 27. *Motion made and seconded to approve the 2005-06 Fiscal Year Business Plan for Section 1216 – LaCrosse/Winona as amended pending feedback from board members after receipt of final copy. Motion carried.*

Final Review/Approval of Local Section Member Survey:

Aimee Siegler summarized results of the membership survey and highlighted some of the specific responses for discussion and future consideration. It was recommended that any board members who are not assisting with meeting preparation should circulate during the social hour and split up during dinner to make contact with members to make everyone attending feel welcome. Aimee also noted that there were several members who responded that they would like to become involved in section activities as board members. These names will be forwarded to the nominating committee for consideration on next year’s elections.

Bylaw Review:

Section Bylaws were reviewed and no changes were recommended.

Miscellaneous:

1. Company adoptions to be considered for future meetings:
 - a. Brach's - Nov.
 - b. Watkins - Dec.

September adoption of Fastenal was successful in that we had one prospective member from Fastenal attend the September meeting and express interest in joining.

2. Board reviewed 4 sample letterhead and voted to select the “La Crosse – Winona” sample for our Section letterhead
 - a. Scott Braaten to use the new letterhead for the “welcome” letter

Action Items

Action Item Description	Responsible
Provide access to Curt E. for Section Membership list	Aimee Siegler
Summarize membership profile of certifications and standing for newsletter	Scott Braaten/Curt Everson
Split up at future sectional meetings and "work the room" to insure new or infrequent participants are made to feel welcome	Board Members
E-mail board prior to meetings advising who is new or hasn't been there in a while	Aimee Siegler - Ongoing
E-mail Scott member retention letter sample	Aimee Siegler
Contact ASQ headquarters for form to add a section to their membership	Scott Braaten
Compose letter to send to Associate members	Aimee Siegler/Scott Braaten
Contact Skipper Liner to "adopt" them as guest to October Meeting	Kim Linton
Send templates to board members for Letterhead	Aimee Siegler
Insert template of Letterhead onto website in "blind" location	Denise Wermager

Complete Budget by 09/30/05	Scott Braaten
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Motion made and seconded to adjourn.

Respectfully submitted,

Randy DeGier
Secretary