

**ASQ Board Meeting  
Meeting Agenda  
May 8, 2006**

**Agenda Items**

1. Meeting Minutes
2. Treasurer report
3. Old Business
  - a. Business Plan Status
4. New business
  - a. Sign up for Paypal account?
  - b. Policy for accepting newsletter ads, website ads, sustaining sponsorships
  - c. Alan Spalding for Arrangements
  - d. Leadership Institute
  - e. Café? With Chamber of Commerce
  - f. Community Good Works

**Attendees**

Aimee Siegler – Past Chairperson  
Dan Rand - Chairman  
Glen Nastachowski - Education  
Marvin Seppanen – Publicity  
Byron Collins - Secretary  
Denise Wermager – Internet Liaison  
Scott Braaten – Vice-Chairman  
Randy DeGier – Treasurer  
Kim Linton – Certification  
Mohammad Hasan – Program

**Meeting Minutes – Randy DeGier**

Minutes from January 19, 2006 board meeting read. *Motion made and seconded to approve minutes as presented. Motion carried.*

**Treasurer's Report – Scott Braaten**

Current balance = \$9673.68  
\$190 in receipts still due from spring conference  
Greg Rubin responsible for annual audit in July  
*Motion made and seconded to approve Treasurer's Report as read. Motion carried.*

**Old Business**

Business Plan update and closure discussed. A copy of the Business Plan is available on the Section website. Aimee would like to close out as soon after July 1 as possible.

Julie Sharp ([jsharp@asq.org](mailto:jsharp@asq.org)) is our Community Care contact.

## **New Business**

**Sign up for Paypal account?** – Scott Braaten will research cost and benefits of Paypal account for discussion at the next section board meeting.

**Policy for accepting newsletter ads, website ads, sustaining sponsorships** – Request from QC Inspection for advertising quality courses in our newsletter. Could put QC Inspection link on website and identify them as a section sponsor. Our responsibility would be to publish their class schedule in the newsletter. *Motion made and seconded to retain monthly (\$45 & \$70/month) and add annual sponsorships (\$350) that would provide an year-round internet posting and up to 2 full-page communications per year in the newsletter as well as “sponsored by” listed on the website and in newsletter. Motion carried.*

**Alan Spalding for Arrangements** – ASQ policy allows the chairperson to fill one non-elected position by appointment. *Motion made and seconded to appoint Alan Spalding as Arrangements Chair. Motion carried.*

**Leadership Institute** – Aimee brought back leadership materials from the World Conference. Dan Rand received the hard copy and Denise Wermager received the electronic copy of the materials. Aimee encouraged the incoming board to review and utilize these training materials.

**Café? With Chamber of Commerce** – Information sharing sessions on selected topics. Aimee attended training during World Conference on facilitating quality café's. HQ will provide supplies for quality café if section desires to conduct them. Aimee provided this information for future consideration by the section; i.e., potential implementation in 2006-07 fiscal year.

**Community Good Works** – ASQ is giving grants up to \$5000 for projects to make process improvements within local non-profit organizations. Aimee volunteered to compose a newsletter article that describes the potential benefits for a community good works project/grant within our section. Her article will be asking local section membership to consider support of such a project and be prepared to discuss possible project candidates that members would be willing to participate in initiating and completing within our next fiscal year.

### **Action Items**

<b>No.</b>	<b>Action Item</b>	<b>Responsible</b>	<b>Date</b>
1	Provide evidence of goal achievement	Board members	6/30/2006
2	Put member leader education materials on website	Wermager	6/30/2006
3	Review member leader education materials for action in fiscal year 2006-07	Rand	8/1/2006
4	Resolve finances w/Hiawatha Section from Jan-06 meeting	Siegler/Braaten	6/30/2006
5	Research cost and benefits of Paypal account	Braaten	Next board meeting
6	Complete annual financial audit	Ruben	7/31/2006
7	Complete tasks necessary to implement new sponsorship policy	Wermager/Keller	TBD
8	Review Quality Café program for possible implementation during 2006-07	Board	Next board meeting
9	Compose newsletter article on Community Good Works project	Siegler	Next newsletter

### **Next Meeting**

Dan Rand will schedule our next board meeting during the 2<sup>nd</sup> to last week in August.

Respectfully submitted,



Randy DeGier  
Secretary