

Minutes from 8/23/06 ASQ Section 1216 Board Meeting

Attendees: Mohammad Hassan, Aimee Siegler, Dan Rand, Marv Seppanen, Al Spalding, Lynn Keller, Scott Braaten

Review training status of board members in new positions

- Training is available at: <http://asqgroups.asq.org/leadershiptraining/>
- Training conducted for board members in new positions, regarding the internal processes for Section 1216. Attendees: LeeAnn Kasper, Mohammad Hassan, Marv Seppanen, Al Spalding, Randy DeGier, Aimee Siegler, Lynn Keller
- Dan and Aimee will review training needs for board members
 - Dan contact Kam Gupta
- Aimee will create a process map (“work instruction”) for our Section **for informing membership of monthly meetings**
- We will put together a list of positions and general responsibilities for reference

Establish our night of the week (has been Tuesday) for monthly meetings

- Plan for the third Tuesday of each month
 - Exception will be the combined November/December meeting planned for Tuesday December 5th.

Preview monthly meeting plans, collect ideas for topics

- Preliminary schedule
 - 9/19/06 – “Embodying Human Values in Quality Practice - with Kam Gupta, ASQ Regional Director
 - Al Spalding invite Sherry ?? from Cytec-Fiberyte (sp?)
 - 10/17/06 – Speaker/presentation on metrology – TRW
 - 12/5/06 – tour? (Winona Health?)
 - 1/16/06 – joint meeting with APICS?
 - 2/20/07 – Speaker on Lean for the service industry?
 - 3/20/07 – Conference?
 - 4/17/06 – tour?
 - 5/15/06 – Annual celebration meeting – Marv Seppanen’s winery?

Complete business plan for 2005-2006

- Aimee send member retention to Dan
- Scott provide Aimee with welcome packet results

Work Up a business plan for 2006-2007

- Dan will e-mail the board regarding the new business plan

Consider a conference this year, and perhaps form a conference committee

- Quality in a Multi-Lingual Environment
 - Ashley Furniture, Pemstar, MedTronics (FDA approval)
- Customer Satisfaction in a Global Market
 - RTP, S&S Cycle, Logistics Health (Tommy Thompson)

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Vote on the use of PayPal by the section

- Voted to establish a PayPal account as an option to accept payment for meetings and conferences, provided this is in alignment with ASQ Bylaws.

Other business

- Board members should submit meeting/conference ideas to Dan for discussion.
 - Ask your General Managers what THEY would like us to cover
- Planning to purchase a laptop computer for the Treasurer position. Must be under \$500 to avoid having to depreciate
 - Many computers have rebates. Do we need to stay under the \$500 limit before the rebate, or just the net cost?
 - Books will show expense for value of check written and income for value of rebate
 - Are we tax exempt? If so, is it in Wisconsin and Minnesota? How do we take advantage of that?