

# ASQ LA CROSSE – WINONA SECTION 1216

## BOARD MEETING MINUTES

Date: 09/03/2008

Time: 5:30 pm

Location: Cedar Valley Golf Course, Winona, MN

### **Attendees:**

Byron Collins

Denise Wermager

Jim Subart

Lynn Keller

Scott Braaten

Eric Derbyshire

### **Agenda:**

1. Meeting Minutes
2. Treasurer Report
3. Old Business
  - a. Business Plan Status
  - b. Annual Report
  - c. Section Goals
4. New Business

### **Discussions:**

#### Old Business:

- Byron reviewed the minutes from the previous Board meeting on 01/17/2008.
- Denise went through the balances in the accounts.
  - Wells Fargo: \$2455.22
  - PayPal: \$8572.10
- Denise noted that PayPal links were added to the section website to allow members to pay for meetings and other events. Scott noted that this method of payment worked really well for the April 2008 Spring Conference.
- We recapped the discussion from the last board meeting regarding those who pay for events by PayPal and then need to cancel. Denise reminded us that we decided to give out coupons for future meetings rather than refund the money and take a hit on the PayPal fees. The coupons also encourage participation in future meetings and help to prevent people from being discouraged from signing up ahead.
- Aimee Siegler had requested a link to the ASQ Member-Leader Discussion Board be added to the section website. This needs to be taken care of yet, so Eric took this action item.

#### New Business:

- We discussed whether or not we will pursue the SMP award this year. Byron had a list of key dates from ASQ HQ, and the SMP plan is due to ASQ HQ on 10/01/2008 along with the section budget. Lynn mentioned that to properly organize this activity we should recruit an SMP Chair, which would be a good beginning position for someone who hasn't participated on the board before. Byron took the action to contact members who previously showed interest in participating on the board.

- The yearly section audit was successfully completed by the Audit Committee on August 07, 2008. Those who attended the Audit meeting were Greg Ruben, Denise Wermager, Byron Collins, Jim Subart, Shannon Hunt, and Lynn Keller.
- Denise noted that she needs to get together with Byron and Scott to transfer authority on the accounts.
- We discussed whether or not to plan a Spring Conference for 2009. Scott noted that there were comments from the 2008 Conference regarding too many attendance options to choose from, and some attendees were confused about what they had to pay and which sessions they were eligible to attend. We decided to pick up this discussion again at the next Board meeting.
- Byron asked if there was training available for Board members through the ASQ website. Lynn commented that there has been training available and took the action to look for training resources on the ASQ HQ website.
- Dan Rand is working with Scott on contacts at Main St. Ingredients for the 09/16/2008 section meeting. Scott also noted that Aimee Siegler has a line on a speaker for October. The group brainstormed for future section meeting ideas, and the following list of possible meeting topics and tours was discussed:
  - LB White
  - S & S Cycle
  - Sara Lee
  - FedEx Distribution Center
  - Watlow
  - a utilities company
  - a speaker from UW Stout
  - Rob Klankowski (Supplier Development - Benchmark)
  - Benchmark Electronics
  - Kwik Trip
  - Town and Country Vet Hospital
  - Logistics Healthcare
  - Peerless Chain
  - Watkins
  - Jeff Rich – Gunderson Lutheran
  - 6 Sigma
  - Lean
  - DOE
  - Xcel or NSP waste energy facilities
- Denise brought up an issue with last year's books and the way that the newsletter editor is reimbursed for services and internet usage. The ledger account that the internet expenses were historically placed in was removed by ASQ HQ, causing an accounting issue for 2007-2008. Lynn suggested that since a print newsletter is no longer published, that the \$45 for publishing costs should be removed from the monthly newsletter invoice, leaving \$20/month to help cover internet usage costs. It was decided that rather than paying for a monthly invoice, the newsletter editor would receive \$200 at the beginning of each year to help cover expenses.
- Byron brought up some local events that he received requests for section mailing lists for. It was previously decided in an e-mail discussion that other organizations would only be allowed access to our postal mailing addresses. Byron confirmed that he gave permission to only use the postal mailing information.

- We discussed the following organizations that we could partner with for future meetings and conferences: APICS, SME (La Crosse), Project Management (La Crosse).

**Action Items:**

- Eric to ask Aimee Siegler where the Member-Leader Discussion Board is and add a link to the section website
- Byron to edit the Key Dates from HQ and distribute to the board members
- Byron to recruit someone to act as SMP chair
- Lynn to look on the ASQ HQ website for section leader training information – 9/8 update: ASQ HQ doesn't appear to provide formal leader training anymore, but there are several documents on the Section Leader page and Sharepoint that may be useful. I will work with Eric to link to these areas on the section website.
- Lynn to add the certification test dates to the September newsletter as a reminder to those who are taking exams this winter.- 9/9 update: Eric will also add this information to the website
- Denise to put together a budget plan to submit on Oct. 1.
- Lynn and Eric to go through the docs on the website and re-link the old section templates. – 9/8 update: Lynn and Eric updated the website on 9/7