

**From:** Rand, Daniel R [<mailto:DRand@winona.edu>]

**Sent:** Friday, August 21, 2009 1:56 PM

**To:** James & Peggy Subart; Siegler, Aimee H.; Spalding, Alan C.; Byron Collins; Parker, Chris W.; Denise Wermager; Donna Kinley; Derbyshire, Eric; Ruben, Greg S.; Gerson, Jack R.; Kim Linton; Keller, Lynn M.; Olson, Robert; Ryan Sullivan; Hunt, Shannon; Drackley, Tom E.

**Subject:** ASQ Section 1216 planning meeting - minutes of 8/20/09

Attending: Lynn Keller, Al Spalding, Eric Derbyshire, Denise Wermager, Ryan Sullivan, Jim Subart, Dan Rand (acting secretary)

Lynn will get links or listings of certification exams on Sept newsletter.  
We will pay Lynn the usual \$200 annual fee Newsletter editor.

Our first monthly meeting will be Sept 15 at Gunderson Lutheran in La Crosse.  
Tentatively, the October meeting is set for the National Weather Service in La Crosse.  
We will continue to use the third Tuesday of each month as the default meeting date.

Section Financials:

Balance in checkbook = \$2939.12

Petty cash = \$50

Money Market savings = \$9092.90

Annual section financial report was submitted and approved by ASQ headquarters.

We discussed how to survey section membership beyond handing out forms at monthly meetings. We decided to e-mail a survey to new members of the past year in April to May, possibly with a follow-up call (to be discussed further). We will also try to ensure that all monthly meeting attendees receive the meeting comment form and turn in before leaving.

Jim will e-mail copies of the last completed business plan to all on the leadership committee and request each committee chair to provide updates/input on their areas of responsibility. We will also solicit ideas for monthly meetings and the spring conference.

We will do a spring conference – Aimee S has speakers in waiting.

We discussed our supply of and plan for speaker gifts. We would like to give a coupon for a free monthly meeting (including meal) and a mug to tour leaders. Speakers would get a nice mug or similarly valued gift. We will communicate to speakers/tour leaders when arranging the event that they are invited to join us for the meal afterwards.