

08-16-2010

ASQ La Crosse – Winona Section 1216 Board Meeting Minutes

The meeting commenced at 6:20pm at Godfather's Pizza in Winona.

Attendees:

Dan Rand	Lynn Keller	Jim Subart
Lynn Loynes	Tom Drackley	Kim Linton

Treasurer's report:

Dan: The financial audit was completed on Saturday, August 14. The audit report was reviewed and it was noted that a budget was included although not necessary for sections. The section made about \$200 on the spring conference, mainly due to sponsorships Aimee Siegler got us. We will plan to have a conference again next spring.

Bank balance:	\$2,517.60
PayPal balance:	\$9,576.49
2010 Revenue:	\$6,666.85
2010 Expenses:	\$6,371.32

February meeting from 2010 – The bill from Stoney Creek Inn included charges for people who didn't show which added significant cost to an already exorbitant bill. Facilities will usually allow you to have a small number of attendees over what you planned for, but if you over-estimate you will be charged for those who don't show. Because of this the meeting process will be changed to have the Arrangements person plan for 10% fewer attendees than we have signed up to avoid an over-charge.

Recertification fees are reimbursed twice yearly (January and July), but only one amount was recorded for last year. The remaining balance should arrive within 2 months of the July date per the procedure from HQ. It's difficult to tell what the reimbursements are because HQ doesn't itemize the amounts transferred. Tom noted that Eric Derbyshire estimated the number of recertifications to be approximately 10 – 12 per year.

We need to entertain suggestions for someone to take the treasurer position. Rob Olson may not be able to commit to attending meetings due to his work schedule and distance from events. Dan will send out a notice to the board.

Agenda Items and New Business:

Lynn K. and Dan: Reviewed the Monthly Meeting Process and Best Practices with the attendees.

Dan: Reviewed the meeting ideas list and discussed possibilities for upcoming meetings. Eric Derbyshire has a list of companies and speakers that he contacted last year but were not available at the time. Some responded that they were available this year.

Dan: Reviewed Aimee's request to find ideas for a Spring Conference. Need to start planning soon in order to confirm speakers. Talked about facilities and the possibility of moving the conference to La Crosse for 2011. We agreed that Aimee should look into Tony Manos as a speaker and

doing a comparison of facilities between Winona and La Crosse. Viterbo was suggested by Kim Linton.

Dan: Discussed the business plan / QMP from the year Dan had a copy of, which was 2007. Lynn K. noted that the objectives and column headings are HQ's inputs. Dan suggested to put a note in the September newsletter to see if someone will take the lead on QMP. Lynn K. suggested talking to Denise Wermager about it since it was historically the job of the Vice Chair.

Dan: For the May/June meeting would like to invite as many of the board members from when the section started to the fun dinner and maybe do another water-front event.

There was an informal discussion of a tracking tool for members to keep track of recertification credits. Tom noted that he uses a spreadsheet. Lynn L. suggested having HQ provide a tool on the website. Lynn K. suggested asking Eric to put together a tool to post on the section website.

Actions

Lynn K.: Update the monthly meeting process to add the 10% reduction for attendance and distribute to the board along with the updated Best Practices document.
Ask Eric Derbyshire to contact Lynn Loynes with any meeting/lecture ideas.
Let Aimee know she can proceed with conference planning, including looking at facilities in La Crosse.
Put a notice for QMP and Treasurer needs in the September newsletter.
Talk to Eric Derbyshire about developing a tool for tracking recertification credits that can be posted on the section website.

Dan: Send a notice to the board to get suggestions for the Treasurer position.

The meeting adjourned at 7:35.

ADDITIONS:

Lynn K.: The section business plan information is located on the ASQ website. Follow these links from the ASQ Home page: Member Leader Area => Key Tasks => Quality Management Program. There is a manual and templates for completing the QMP process.