

LV-ASQ
December 2013 Board Meeting Minutes
(December 12, 2013 at Stefano's Restaurant 6:30 PM)

Ruth Barnett
Steve Bogar
Emil Lenchak
Susan Pavelko

Cease Blocker
Tim Foldes
Walt Milinichik
Dick Smith

Barb Blythe
Dave Evans
Chris O'Neill
Rich Wagner

Note: **Bold** denotes those attending

Prepared by: **Tim Foldes**

1) Motions approved:

- a. November 2013 meeting minutes approved

2) Reporting:

a. Treasurer's Report

- i. Treasurer's report for December was reviewed and approved. See treasurer for report.
- ii. Chris will check/verify the room and meal charges for the Pre-Control seminar at Cease's request.
- iii. Walt clarified to the board that our chapter pays the costs for the facility where the ASQ certification exams are held and the proctor's time. The cost for the last exam was \$500 for a hotel conf. room as there were no Lehigh U. rooms available (normally \$50).
- iv. Final version of the National reporting requirements were issued Nov. 6. Checks >\$500 will need two signatures.
- v. Chris will investigate what software package for financial reporting National will recommend as there will be quarterly and annual reports required in addition to our monthly one.
- vi. The board approved Chris's proposed budget.
- vii. A proposed business plan was reviewed, modified and approved. Rich will contact Sue Pavelko to send the board a copy of the new member welcome letter she sends out.
- viii. Discussed and edited the chapter targets to send to National.
- ix. Board decided to add \$10 to course fees to cover the registration costs (Evenbrite) rather than have that show up as a separate fee.

b. Membership

- i. Via email: total = 454 members, 52 unpaid, 15 new

c. Education

- i. Tentative schedule from Cease:
 - 1. Feb.- CQT (Steve Bogar). Dick to contact Steve about scheduling/ advertising this class.
 - 2. Spring- Root Cause Analysis planned for Dec. 11
 - 3. April/May- CSSGB (Certified Six Sigma Green Belt)
 - 4. Spring- Internal Quality Auditor (ref Ruth Barnett)
 - 5. Mar.- CSSBB (Black Belt), 5day, 37 hour course

d. Schedule for 2013-2014 Monthly Meetings

- i. January – Cease : Historical Perspective of Quality
- ii. February 20th – winery tour. We will charge \$10

- iii. March – Scott Layman- speaker on Risk Management System founded on Quality Tools.
- iv. April – Plant tour of Avantor chemical plant in Phillipsburg
- v. May – Spring workshop preview.
- vi. May- Spring Workshop: Cease discussed several possible speakers and topics. First choice is Mickelwright, Dick will contact him. Second choice is JP Magee.

e. New Business

- i. Emil discussed the results of an on-line survey that was sent to the board members. It seems to be a useful tool we can use to learn more about the interests of our members.
- ii. Next meeting January 9th