

LV-ASQ
January 2012 Board Meeting Minutes
(January 12, 2012 at Stefano's Restaurant 6:30 PM)

Jennifer Anderson
Steve Bogar
Emil Lenchak
Dick Smith

Cease Blocker
Tim Foldes
Walt Milinichik
Rich Wagner

Barb Blythe
Dave Evans
Susan Pavelko
Ruth Barnett

Note: **Bold** denotes those attending

Prepared by: **Tim Foldes**

1) Motions approved:

- a. November 2011 meeting minutes

2) Reporting:

a. Treasurer's Report

- i. Treasurer's report was approved. See treasurer for details.
- ii. New expense for 2012. An annual bulk mailer fee of \$180 has been instituted by the Post Office. This has been paid.
- iii. 1099 filings are due to the IRS by end of January. This is a report of fees we paid to others, such as speakers.
- iv. Our fiscal report is due to National by Feb. 15th

b. Membership

- i. The ASQ Database reports that section 0500 has 407 active members.

c. Education

- i. Duke Okes' workshop (Spring Conference) is scheduled for Thursday, May 10th. Board decided on the topic of Process FMEA. Assignments:
 - Steve – Set up conference location (Four Points Sheraton) and reservations for Duke – Completed
 - Ruth – Contact Philadelphia for announcement or hopefully their member e-mail addresses and mailing of the brochure
 - Emil – get mailing labels of membership. (We had trouble with duplications last time)
 - Dick – Get Reading and North East e-mail addresses and send out at least two e-mails to all members with the details of the conference including Reading and North East and Philadelphia, if we get their e-mail list
 - Cease will work on the brochure.
 - All other board members – Help as needed
- ii. Dick will send out the email about the Jan. 19th meeting
- iii. LV ASQ Certification exam site set at Lehigh University Maginnes Room 101 for certification exam on Saturday 3 March and Saturday 2 June 2012 in Maginnes Hall 101 (added 2/7/2012)

- d. Schedule for 2011-2012 Monthly Meetings
 - i. January- Supplier Auditing Strategies, Mark Bauman from B. Braun.
 - ii. February- Elena Kalbach (OraSure Technologies)- cGMPs for Dietary Supplements
 - iii. March- Minitab- (Emil has confirmed)
 - iv. April- Sam Potter : Process Capabilities (Dick has confirmed) (Speaker is coming from Lancaster so the west side location is preferable)
 - v. May- open- Steve suggested a possible speaker from Air Products. Dick will ask him to pursue this.

- e. Miscellaneous
 - i. Dave visited the Amore winery we were considering for May and determined the facility is too small for our group and does not offer much. Board decided not to go there.
 - ii. Board reviewed an offer from John Busch for a presentation on Steamships Across the Atlantic. Will be considered for the September meeting with the Reading Chapter.
 - iii. Inclement weather plan – Rich, Ruth and Jennifer will make the decision whether to cancel a meeting. Cancellations will be posted on our website by 3:00 pm the day of the meeting. Ruth will contact speaker in January and Jennifer will contact the February speaker if meetings are cancelled.
 - iv. Stephano's has instituted a \$100 fee for use of the room for our chapter meetings. They have waived the \$15 per person minimum due to our regularity and our board meetings. We decided to continue to meet there as other restaurants also charge for their rooms. Possibly investigate alternates in late Spring.