

**LV-ASQ**  
**August-September 2012 Board Meeting Minutes**  
**(September 13 August 9, 2012 at Stefano's Restaurant 6:30 PM)**

Jennifer Anderson  
Steve Bogar  
Emil Lenchak  
**Dick Smith**  
**Chris O'Neill**

**Cease Blocker**  
**Tim Foldes**  
**Walt Milinichik**  
**Rich Wagner**

Barb Blythe  
**Dave Evans**  
**Susan Pavelko**  
**Ruth Barnett**

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Note: **Bold** denotes those attending

Prepared by: **Tim Foldes**

**1) Motions approved:**

- a. ~~July-August~~ 2012 meeting minutes approved with ~~out~~ minor changes.

**2) Reporting:**

a. Treasurer's Report

- i. Treasurer's report was reviewed and approved. Report had significant details about income and expenses. See treasurer for report.
- ii. Attached is the complete treasurer's report covering many other related topics.
- iii. Board discussed pros and cons of using Paypal to collect fees for paid events (as a link from Eventbrite). Board voted to use Paypal rather than Eventbrite's payment processing. There was one opposed.
- iv. Board approved the use of Eventbrite as a reservation system for the November meeting (max of 40). This is a no-charge event and will cost nothing to use Eventbrite.
- v. Inconsistencies were found in the section name we use in different places (newsletters, bank accounts, section operating agreement with National, post office bulk mail agreement). Board voted to get the SOA corrected first, then the other areas. The name we will use is "American Society for Quality, Lehigh Valley Chapter".

b. Membership

- i. ASQ changed their reporting method. They now exclude unpaid members from the totals. The section has 395 members (including 8 new). In addition there are 57 unpaid members.

c. Education

- i. No report. Dick said there are several courses planned for the fall but not scheduled. Dick/ Cease/Steve will set dates for some.
- ii. Conference ideas for May 2013:
  1. Risk Management- Julie Congress. Ruth discovered that this is not her area of expertise. No longer under consideration
  2. Ruth said she is in contact with Jim McClain who runs a speaker's bureau for the Biomedical Division. He had

suggested two speakers. A RA generalist and Biomedical related person. Ruth will keep looking.

~~2-3.~~ Proactive Supplier Management for Medical Devices- John Freije. Full time consultant, will be inducted as an ASQ fellow. Also from Indianapolis.

~~3-4.~~ QI Macros (excel macro templates for statistical analysis). J. Arthur.

d. Proposed Schedule for 2012-2013 Monthly Meetings

i. Sept.- Monday Sept. 10. Combined meeting at Reading Chapter, at the Berkeley Country Club. Presenter is from Martin Guitar. "Evolution of the American Guitar. \$20

ii. Oct.- presentation "Quality Aspects of a Faro Articulated Arm CMM".

iii. Nov. – Presentation at St. Luke's Hospital (with a short tour of ER). Board needs to select an eating place near St. Lukes to minimize travel afterwards. Discussed Starters Riverport, Brew Works, The Vineyard and Rosanna's, Steel Stacks.

iv. Tim Foldes will investigate the details on restaurants to go to after the November tour.

~~iv-v.~~ No December meeting

~~v-vi.~~ Jan.- Ruth will make a presentation on the Six Sigma SIPOC topic.

~~vi-vii.~~ Feb. – Gary Delserro: HALT (Highly Accelerated Life Testing).

~~vii-viii.~~ Mar.- open. Dick to contact a person who spoke at the Reading Chapter last year.

~~viii-ix.~~ Apr.- Cease has arranged for a tour of Lehigh Valley Plastics. Ref Mike Humza

~~ix-x.~~ May- open. Possible short preview of the presentation for the seminar to follow the next day.

Dick could speak on the topic of "mathematics of Six Sigma" if we cannot fill a slot.

e. Miscellaneous

i. Dave is still waiting for feedback from NCCC concerning a scholarship we sponsor related to quality education and whether they have a program related to quality.

ii. Discussed ways to celebrate our chapter's 60<sup>th</sup> anniversary. Not much enthusiasm for this. Rich or Dick may mention it at our next chapter meeting.

iii. Discussed need for an insurance policy for Lehigh U. for our use of the facility. We are covered under National's policy.

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## **LV ASQ Treasurer's Report September 2012**

### **1. Monthly Financial Activity** - Comments on Current Cash Activity table:

- a. New Format –
  - i. New format shows breakdown of income and expense activity this month.
  - ii. ASQ National requires breakdown in the annual report of four categories for both income and expenses. For simplicity purposes, these have been combined into two categories for the monthly report. Sub-categories will be shown each month as needed based on activity in the sub-accounts.
- b. Income –
  - i. Dues rebate for July dues includes a calculated head count based on \$18 per renewal.
- c. Expense –
  - i. Mailing costs this month represent 99% of all costs for recent mailing. Piece count was 434.
  - ii. For convenience committee meeting costs will be separated from general section meeting costs
  - iii. Equipment rental is the credit card machine
  - iv. No education or conference events this month, but format for costs is shown.

### **2. PO Box Address and Street Address**

- a. The post office now offers street addresses to all PO Box holders at no extra charge. This will permit larger packages to be mailed to the PO Box and UPS and FedEx shipments as well.
- b. The new address just adds the PO Box info into the Post Office street address.
- c. We can use this for all future references to our address and it will all go into the current PO Box.
- d. LV ASQ is signed up for this and our street address is:
  - 1000 Postal Rd # 90283
  - Allentown, PA 18109

### **3. Bulk Mailing Costs and New Piece Specs**

- a. During bulk mailing drop off it was determined that there is a non-profit bulk mail rate that did not apply to our permit. The non-profit rate is approx. ½ the standard rate.
- b. Upon inquiry it was determined that 1) a separate request form is required with proof of 501(3)c status; and 2) ASQ National has non-profit status that we can attach to. That attachment has been done.
- c. New Non-Profit Auth. No. is 4032 and current Permit number remains the same at 1008. These two numbers go on the processing form when bulk mail is dropped off.

- d. USPS also just issued new specifications for bulk mail pieces, i.e. paper weight; folds; staples, etc. These will apply as of 2013.

#### **4. ASQ National Accounting System**

- a. ASQ National notified all treasurers that all sections will have to convert to using QuickBooks for financial tracking. Training and set up of system will happen in 4<sup>th</sup> quarter.

#### **5. PayPal Payment Processing**

- a. Processing Costs:
  - i. Current processing rate with FDCCS is: 2.75% + .31
  - ii. PayPal processing rate is : 2.90% + .30
  - iii. PayPal has non-profit rate also at: 2.20% + .30
- b. The PayPal payment link can be added electronically to websites, e-mails, etc.
- c. Test payment was made for O'Neill payment for Joint Section Meeting this month. See PayPal screen shot below which shows processing of payment.
- d. PayPal also offers a free Credit Card "Swiper" that can process payments via a smart cell phone. Rate drops to 2.7% when using smartphone. Up to 20 "employees" can use the same swiper to take payment, so it can be passed around to section members that are working an event and processing payment.
- e. Recommendation: Proceed with PayPal since cost structure is similar and PayPal permits sales on and through our website; and thru Event Planning software; and through the issue of electronic invoices.

#### **6. EventBrite Web Service**

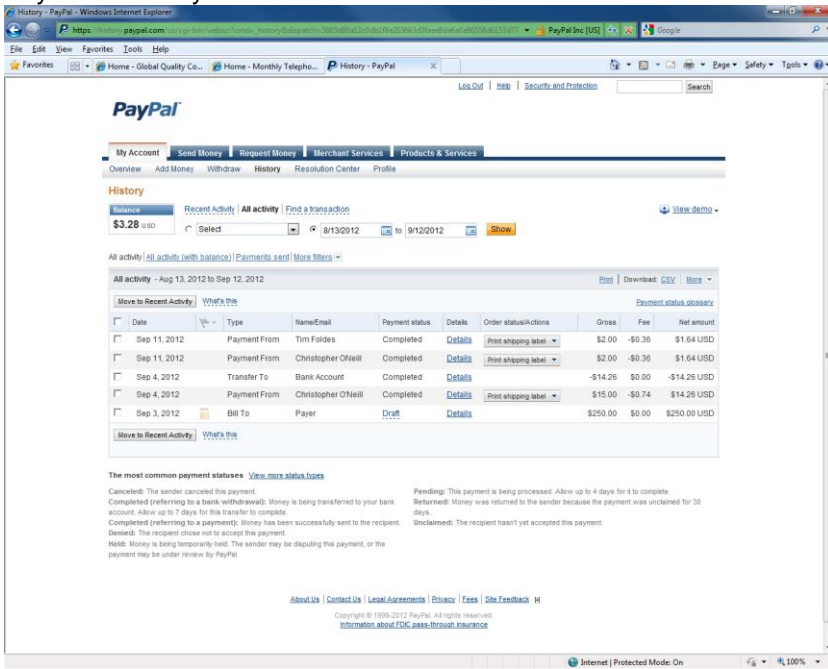
- a. EventBrite is like TicketMaster. They handle describing events and processing tickets for the event, and then they charge a fee for that service. The service fee can be either buried into the ticket cost or added on to the ticket cost as desired for each ticket. There is no service fee for "free" events. So it could be used for monthly section meetings at no cost.
- b. The "Event" screen can be linked electronically to websites, e-mails, etc.
- c. Payment for events can be done through PayPal or direct credit card processing.
- d. LV ASQ Board members were given an invitation to this Board meeting as a sample test of the user experience. See screen shots below for sample Event Page and listing of Events.
- e. Feedback from user experience?
- f. Recommendation: Proceed with EventBrite to provide an alternate means to send invitations with a more professional look; and manage multiple types of tickets and methods of payment.

#### **7. Formal Section Name – Our name comes in many forms**

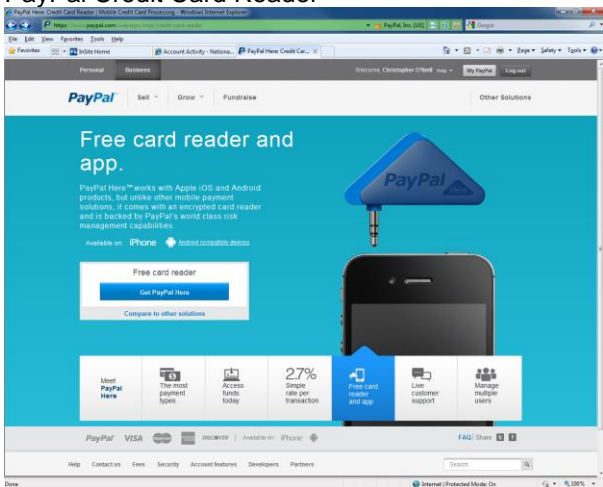
- a. In processing the several items above, the name of our section is required. A review of several accounts reveals that it exists in many forms.
- b. Exact match was required to attach to ASQ National for bulk mail non-profit rate.

- c. Even our Section Operating Agreement has two names on it.
- d. Recommendation: Correct the SOA and use that name for all accounts.

**Screen Shots for Reference**  
**PayPal Summary Screen**



**PayPal Credit Card Reader**



**EventBrite Events Summary Screen**

Eventbrite - My Events - Windows Internet Explorer

http://www.eventbrite.com/myevents/org\_id=2641134

File Edit View Favorites Tools Help

Home - Global Quality Co... Home - Monthly Telepho... Eventbrite - My Events x

Page Safety Tools

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**Eventbrite** 71,308,764 Tickets sold

Need help? Visit our [Help Center](#) or [Contact Us](#) anytime - day or night!

Create an event My Events My Profile My Tickets My Contacts Hi, lehighvalleyasq...

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**My Events** Cross Event Reporting

Filter events by organizer: Lehigh Valley ASQ Section 500

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**Live Events (2)** Create a New Event

| EVENT NAME                       | DATE         | STATUS | SOLD | QUICK LINKS   |
|----------------------------------|--------------|--------|------|---|
| Monthly Member Meeting of LV ASQ | Oct 18, 2012 | Live   | 0/50 | <a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Invite</a> |
| LV ASQ Board Meeting             | Sep 13, 2012 | Live   | 0/30 | <a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Invite</a> |

**Attendee Search**

**New Features**

- Customize your order form
- Group registration
- Registration terminology
- Add your Facebook & Twitter info
- Add event FAQs

[Learn about all the new features we've recently launched!](#)

Would you recommend Eventbrite to a friend or a colleague?

0 1 2 3 4 5 6 7 8 9 10

No way Neutral Absolutely

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**Your Organizer URL:**  
<http://www.eventbrite.com/org/2659621938> [change]


**Your RSS feed listing all live public events:**  
[http://www.eventbrite.com/rss/user\\_list\\_events/39921052246](http://www.eventbrite.com/rss/user_list_events/39921052246)

**Your RSS feed listing all live public events organized by Lehigh Valley ASQ Section 500:**  
[http://www.eventbrite.com/rss/organizer\\_list\\_events/2659621938](http://www.eventbrite.com/rss/organizer_list_events/2659621938)

**We Love Apps!**

We've gathered these apps, resources, and partnerships to make your life easier.

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 Introducing [Eventbrite At The Door](#)

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