

Minutes of the Chicago Section ASQ Executive Board Meeting
Wednesday, October 7, 2009

Location: Doubletree Guest Suites & Conference Center, Downers Grove, IL.
Start/End: 6:40 PM – 7:55 PM

Attendance:

Mark Ehrlicher, Jay Frischkorn, Michael Glowacki, Krista Graham, Tom King, Jayne Leone, Pratap Mehta, Mary Ann Swerhun, Alan Van Ornum, James Persaud, and Jim Walker

I. Call to Order

A. Chair's Comments

- Michael Glowacki opened the meeting and welcomed everyone to the October ASQ Executive Board Meeting. He stated that Dan Brown was unable to attend the meeting due to Lead Auditor Training, and that he was fulfilling his duties as Vice-Chair by running the meeting in Dan Brown's absence.
- Michael went on to say that it had been an exciting month with lots of things happening and a lot of good work being done.

B. Approval of Board Meeting Minutes

Motion	Moved by Alan Van Ornum to approve the September 2, 2009 Meeting Minutes
Seconded	Jay Frischkorn
Discussion	None.
Result	Approved unanimously.

C. Treasurer's Report

- Michael Glowacki praised Jim Walker for his fantastic work on the Treasurer's Report on SharePoint. Michael noted that Jim is one month ahead of schedule for generating the reports that the Board asked him to post, and he should be singled out for recognition.
- Jim Walker noted that he had not received accounting data on investments, so it was not included in the report. But, Jim did receive our membership payment from ASQ Headquarters. He also added that he had not received the

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phone bill from last month.

Motion	Moved by Jim Walker to approve the Treasurer's Report pending audit.
Seconded	Tom King
Discussion	Jay Frischkorn and Jim Walker discussed an older financial report that had a column that didn't add up. Jim looked into the report and could not find a traceable reason for the discrepancy. All columns add up in the reports that he has been generating.
Result	Approved unanimously.

Vice-Chair Budget Reports

- Section Affairs – Mike Glowacki stated that Section Affairs is doing OK and is ahead of budget.
- Programs – Kristin Graham stated that she didn't have all the information yet to provide a budget report.
- Treasurer – Jim Walker stated that he's spent 85% of his budget.
- Secretary – Mary Ann Swerhun stated that about 10-15% ahead of budget due to the lower cost meals served during the Board Meetings. The pizza and sandwich dinners cost \$17 per person while the previous menu selections cost between \$19 - \$21 per person. There was an overwhelming opinion from the board members that we should go back to the previous menu items. Several board members complained that the lower quality of the pizza and sandwich dinners is not worth saving a few dollars per person.

II. Scheduled Discussion

A. Status of Job Networking - Deferred until next meeting.

Bob Gottel could not attend meeting

B. IIT Outreach - Deferred until next meeting.

Dan Brown and Praveen Gupta could not attend the meeting.

C. TI Status

- Mark Erhlicher distributed a financial report (actual costs) for the Training

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Institute for the 1st Trimester of 2009-2010. This statement broke down the revenue and expenses by training course and account number. The 1st semester financial report shows a significant loss. But, Mark pointed out that many of the large expenses were one-time costs. Plus, we expect additional enrollment in the TI classes with the publicity expenses. Michael Glowacki stated that we are taking a “hit” this year to improve the Training Institute’s reputation,

- Revenue: \$11,120.00
 - Expenses: 19,394.58
 - Net: - 8,274.58
- Mark Ehrlicher stated that five classes were held on Saturday and one class was held on Monday. Mark and other steering committee representatives attended the start of the classes to promote TI. The following are a few highlights:
 - Mark Erhlicher, Dan Brown, Jay Frischkorn, and Michael Glowacki have formed a steering committee for the Training Institute.
 - For a few students in financial/employment distress, the Training Institute is allowing the students to pay for the courses weekly. This has been called, “Pay as You Go”. The students pay the site manager weekly for their particular course.
 - Mark Erhlicher stated that the Training Institute would try a Web Class, taught by George in Spring 2010.
 - Recently, Mark was approached by David Waters in the ASQ Software division. David Waters is piloting a class, Introduction to CMMI, in Seattle, San Diego, and Chicago. This class will be a three-day seminar taught in December (12/9 – 12/11). David Waters is asking ASQ Chicago to assist him in selecting a training location in the Chicago area and in announcing the seminar in our newsletter and on our website. ASQ Headquarters in Milwaukee will be handling the following aspects of the seminar:
 - Course content
 - Instructor selection and pay
 - Registration

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- Cost for room rental

The benefits to ASQ Chicago will be a 5% cut in the profit of the seminar and a chance to work with ASQ Headquarters in Milwaukee. Mark Ehrlicher distributed an MOU (Memorandum of Understanding) between the Software Division and the ASQ Sections in Chicago, San Diego, and Seattle.

- Jayne Leone recommended investigating a training site in the Schaumburg-Northbrook Technology corridor.
- Jayne also recommended that Mark look in the ASQ Database and pinpoint where Software Division Members are located. Then, she recommended that we try to locate the seminar in a central location to these members. Michael Glowacki requested that an Action Item be added.

D. Scholarship – Deferred until next month.

June Morita and Anna Mitchell could not attend the meeting.

E. Recognition and Service Awards

- Mark Ehrlicher and Jayne Leone presided over the activities in the nomination and selection of individuals for the Recognition and Service Awards. The following are the results:
 - a. Founder's Award – Lynn Torbeck
 - b. Distinguished Service Awards – John Blazejak and Krista Graham
 - c. Meritorious Service Awards – DoubleTree Downers Grove and Plexus Corporation.
 - d. Special Service Awards – Thomas King, Pratap Mehta, Alan Mendelsohn, Mary Ann Swerhun, and Alan Van Ornum
 - e. Service Anniversary Award (30 Year) - Ray Wick and Glenn Ride
- All individuals selected for awards will be recognized at the November General Meeting. The awardee and his guest(s) will be treated to dinner at the DoubleTree Downers Grove during the November General Meeting. The following are the number of complimentary dinners for the awardees:
 - a. Founder's Award - 1 awardee and 4 guests

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- b. Distinguished Service Awards – 2 awardees and 4 guests
- c. Meritorious Service Awards – 4 Plexus and 2 DoubleTree
- d. Special Service Awards – 5 awardees and 5 guests
- e. Service Anniversary Awards – 2 awardees and 2 guests

Motion	Moved by Mark Ehrlicher to invite and provide dinner to all awardees and guests at the November General Meeting
Seconded	Krista Graham
Discussion	Michael Glowacki asked Mark if we had budget money available to cover the dinners for the awardees and guests. Mark said, “yes.”
Result	Approved unanimously.

Michael Glowacki stated that he was proud to serve on a team with so many notable people.

F. Other

Motion	Moved by Michael Glowacki to approve the nomination of Ed McCarthy to “Nominations.”
Seconded	Krista Graham
Discussion	None.
Result	Approved unanimously.

III. New Business

Tom King discussed a change to the title of his ASQ Chicago position from “Program Management” to “Voice of the Customer”. Michael Glowacki to investigate if there is a description for this new position, and if this new position includes survey activities. Tom King and Michael Glowacki to bring information to the next Board Meeting for motion.

IV. Action Item Status

Reviewed the status of each action item. The revised action item list is included at the end of this document.

V. Adjournment

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- The next meeting to be held on Wednesday, November 4, 2009 at the Double Tree.
- Michael Glowacki adjourned the meeting at 7:55 PM.

Action Item List			
Date Item Listed	Action Item	Responsibility	Date Item Due
5/07/08	Post procedures and policies to SharePoint – Update as needed.	All Chairs	12/31/09
5/06/09	Dan and Jim to go for signature cards.	Dan Brown/Jim Walker by 6/16/09	
7/29/09	Give Variance Report for their groups at Monthly Board Meetings.	Jim Walker	November 2009
7/29/09	Status of Job Networking	Bob Gottel	Include as Agenda Item
7/29/09	Vote on document – Scholarship Award Policy and Procedures	All Board Members	Include as Agenda Item as well
7/29/09	Review Policies and Procedures. Work with Jayne to make sure they are correct	All Elected Board Members	December Board Mtg
10/07/09	To recommend location of “Introduction to CMMI”, review database and make recommendation based on location of people in the Software Division.	Mark Ehrlicher	
10/07/09	Bring relevant information about “Voice of Customer” position.	Tom King and Michael Glowacki	November Board Mtg