

Minutes of the Chicago Section ASQ Executive Board Meeting
Wednesday, June 2, 2010

Location: Doubletree Guest Suites & Conference Center, Downers Grove, IL.

Start/End: 6:35 PM – 8:30 PM

Attendance:

Dan Brown, Mark Ehrlicher, Bob Gottel, Gary Johansson, Jayne Leone, Sam Makwana, Pratap Mehta, Christopher Trent, Bob Acerrano, June Morita, Jay Frischkorn, and Jim Walker

Proxy:

Sam Makwana for Tom King

I. Call to Order

A. Chair's Comments

- Dan Brown opened the meeting and thanked the board for the opportunity to attend the World Conference in St. Louis.
- Dan reported that the fiscal year for ASQ will be changing from July 1st to June 31st to January 1st to December 31st. Next year the fiscal calendar will start July 1st 2011 and go to December 31st 2011. The next fiscal calendar will then start on January 1st 2012 and go to December 31st 2012.
- It was also stated at the World Conference that there will be a new treasurer manual and web based training. A new audit procedure is also to be completed by the end of the year.
- Dan stated there will also be a new ASQ trial membership, free for 2 months.
- Other Items discussed was a new knowledge center on the ASQ Website as well as new instructor validation process for TI.
- A new ASQ Website launch in November also creating templates for the various divisions.

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B. Approval of Board Meeting Minutes

Motion	Moved by Jay Frischkorn to approve the meeting minutes from the May 5, 2010 Board Meeting.
Seconded	Pratap Mehta
Discussion	June Morita stated she was present at the May meeting. Minutes were revised and a majority of the board members had only reviewed the original minutes and not the revised minutes.
Result	Jay Frischkorn withdrew the Motion. Dan Brown stated that revised minutes would be sent by email.

A second Motion was made after the first motion was withdrawn:

Motion	Moved by Chris Trent to approve the meeting minutes from the May 5, 2010 Board Meeting by email.
Seconded	Sam Makwana
Discussion	None
Result	Approved unanimously. Motion carries.

C. Treasurer's Report

- Jim Walker posted the current financial information in Share Point.
- Jim stated that expenses must be submitted prior to the end of June due the end of the fiscal year.

Motion	Moved by Jim Walker to approve Treasurer's report pending audit.
Seconded	Jay Frischkorn
Discussion	None
Result	Approved unanimously. Motion carries.

D. Audit Report

- Chris Trent presented the 3rd Quarter audit report.

Motion	Moved by Chris Trent to approve the 3 rd Quarter report.
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Seconded	Jayne Leone
Discussion	None
Result	Approved unanimously. Motion carries.

E. Passing the Gavel

- Dan Brown passed the gavel or in this case retained the gavel as Dan begins his second term as Section Chair.

II. Time Sensitive Business

A. Vice Chair of Section Affairs – Bob Acerrano

Motion	Moved by Bob to appoint the following people reporting to Vice Chair of Section Affairs: <ul style="list-style-type: none"> • Recognition and Awards – Mark Ehrlicher • Webmaster – Sam Makwana • Scholarship – June Morita • Newsletter Editor – Rita Wade • Nominations – Ed McCarthy
Seconded	Christopher Trent
Discussion	None
Result	Approved unanimously. Motion carries.

B. Vice Chair of Programs Gary Johansson

Motion	Moved by Gary to appoint the following people reporting to Vice Chair of Section Affairs: <ul style="list-style-type: none"> • Program Management – Thomas King • Registration – Brian Lowery • NIQC – Manu Vora • Joe Lisy – Dan Brown
Seconded	Mark Ehrlicher
Discussion	None
Result	Approved unanimously. Motion carries.

C. Treasurer Jim Walker

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Motion	Moved by Jim Walker to appoint Jay Frischkorn to Assistant Treasurer.
Seconded	Jay Frischkorn
Discussion	None
Result	Approved unanimously. Motion carries.

D. Section Chair Dan Brown

Motion	Moved to appoint the following people reporting to Section Chair: <ul style="list-style-type: none">• Unemployed Outreach – Pratap Mehta• TI Director – Mark Ehrlicher
Seconded	Bob Acerrano
Discussion	None
Result	Approved unanimously. Motion carries.

III. Budgets

• Programs – Gary Johansson

The budget presented for 2010-2011 is summarized as follows:

- Total Expenses \$ 17,185
- Total Receipts \$ 15,600

Motion	Move by Gary Johansson to approve the budget for programs as submitted.
Seconded	Christopher Trent
Discussion	None
Result	Approved unanimously. Motion carries.

• Audit Committee – Christopher Trent for upcoming Audit Chair

The budget presented for 2010-2011 is summarized as follows:

- Total Expenses \$ 1,000
- Total Receipts \$ 0

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Motion	Move by Christopher Trent to approve the budget for the Auditing committee.
Seconded	Jay Frischkorn
Discussion	None
Result	Approved unanimously. Motion carries.

- Section Chair – Dan Brown

The budget Mark presented for 2010-2011 is summarized as follows:

- Total Expenses \$ 1,300
- Total Receipts \$ 0

Motion	Move by Mark Ehrlicher to approve the budget for Section Chair
Seconded	Sam Makwana
Discussion	None
Result	Approved unanimously. Motion carries.

- Scholarship – Presented by June Morita

The budget presented for 2010-2011 is summarized as follows:

- Total Expenses \$ 3,740
- Total Receipts \$ 0

Motion	Move by June Morita to approve the budget for the Scholarship committee.
Seconded	Bob Acerrano
Discussion	none
Result	Approved unanimously. Motion carries.

- Webmaster – Bob Acerrano presented the budget for Sam Makwana

The budget presented for 2010-2011 is summarized as follows:

- Total Expenses \$ 2,000
- Total Receipts \$ 200

Motion	Move by Bob Acerrano to approve the budget for the Webmaster committee.
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Seconded	Sam Makwana
Discussion	Need to wait on HQ on website mandated changes before purchasing any new software.
Result	Approved unanimously. Motion carries.

- Secretary

The Secretary was not present; Jayne Leone made the motion for a preliminary budget for 2010-2011 is summarized as follows:

- Total Expenses \$ 4,457
- Total Receipts \$ 0

Motion	Move by Jayne Leone to approve the budget for the Secretary.
Seconded	Sam Makwana
Discussion	None
Result	Approved unanimously. Motion carries.

- Treasurer – Jim Walker

The budget presented for 2010-2011 is summarized as follows:

- Total Expenses \$ 1,330.00
- Total Receipts \$ 0

Motion	Move by Jim Walker to approve the budget for the Treasurer
Seconded	Jayne Leone
Discussion	None
Result	Approved unanimously. Motion carries.

- Membership – Bob Gottel proxy for James Persaud

The budget Bob Gottel presented for 2010-2011 is summarized as follows:

- Total Expenses \$ 2100
- Total Receipts \$ 135

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Motion	Move by Bob Gottel to approve the budget for the Membership
Seconded	Chris Trent
Discussion	None
Result	Approved unanimously. Motion carries.

- Training Institute – Mark Ehrlicher

Mark Ehrlicher asked for a preliminary budget for 2010-2011 that provides funds for startup and advertising of the Training Institute

- Total Expenses \$ 5,000
- Total Receipts \$

Motion	Move by Mark Ehrlicher to approve the preliminary budget for startup / advertising for the Training Institute.
Seconded	Bob Acerrano
Discussion	None
Result	Approved unanimously. Motion carries.

- Miscellaneous Budget Information

- As budgets are approved by the Board, they should be moved in SharePoint. It is the responsibility of the Officers to move their budgets.

II. New Business

- All Email lists and contacts should be updated on July 1st.
- Committee Chairs need to be reported by the end March to HQ.

IV. Action Item Status

Updated Action Item list below.

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V. Adjournment

- The next meeting date is yet to be determined.
- Dan Brown adjourned the meeting at 8:30 pm.

Action Item List			
Date Item Listed	Action Item	Responsibility	Date Item Due
5/06/09	Dan and Jim to go for signature cards.	Dan Brown/Jim Walker by 6/16/09	6/16/09
7/29/09	Give Variance Report for their groups at Monthly Board Meetings.	Jim Walker	Ongoing
10/07/09	Recommend location of “Introduction to CMMI”, review database and make recommendation based on location of people in the Software Division.	Mark Ehrlicher	Mid September
2/3/10	Audit Board Members to insure that they are current members of ASQ	Mary Ann Swerhun	April Board Mtg
2/3/10	Write policy for half price workshops for the unemployed	James Persaud / Mark Ehrlicher	April Board Mtg
2/3/10	Write policy for “get a member, get a dinner” member benefit.	Gary Johansson / James Persaud	April Board Mtg
4/7/10	Initiatives for adding value for Site/Enterprise members	James Persaud, and Dan Brown	2010-11 year.