

Minutes of the ASQ Chicago Section 1201

Location:	Doubletree, Downers Grove, IL.	Date: Sept 1, 2010
TypeMtg / Start&End:	Executive Board Meeting	6:35 PM to 8:30 PM
Drafted By	Thomas King (secretary)	Date: Sept 12, 2010
Approved By		Date:

Pre-Approved

Attendance – “x” indicates present at meeting

X	Bob Acerrano	X	Janet Stapleton
X	Dan Brown (Presiding)	X	Christopher Trent
X	Mark Ehrlicher		Manu Vora
	Jay Frischkorn	X	Rita Wade
X	Eric Jacobowski	X	Jim Walker
X	Gary Johansson	X	Andrew Weiss
X	Tom King (Secretary)		
X	Jayne Leone		
	Valentine Leonte		
X	Sam Makwana		
	Ed McCarthy		
X	Pratap Mehta		
X	Alan Mendelssohn		
X	June Morita		
X	James Persaud		
	Hari Soni		
X	Arvind Srivastava		

Meeting Agenda:

I. Call to Order

- A. Chair's Comments
 - a. Ray Wick
 - b. Division Activities in Chicago
 - c. Shared Mailing Lists with Rockford, Racine/Kenosha, and Northeast IL
 - d. Innovation Conference
 - e. Northern Illinois Quality Conference
- B. Approval of Minutes
 - a. Format & Content of Published Minutes – ASQ Template
- C. Treasurer's Report

II. Time Sensitive Business

- A. Call For Any Time Sensitive Business

III. Scheduled Discussion

- A. Training Institute Update
- B. Year-End Audit Report
- C. Recognition & Awards Committee
- D. 2010-11 Programs Update
- E. Summary Results of Business Plan: 2009-10
- F. Review of Business Plan 2010-11

IV. New Business – 10 minutes

- A. Call For New Business

V. Action Item Status – 10 minutes

- A. Review Of Action Items

VI. Adjournment

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I. Call to Order

A. Chair's Comments

a. Ray Wick – Discussed donation

Motion	Tom King made the motion to send \$100 to the family of Ray Wick for his contributions to ASQ Section 1201
Discussion	None
Result	Unanimous - Yes – all No – none Abstain - none.

b. Division Activities in Chicago

Motion	Chris Trent made the motion to support Dan Brown's move forward to investigate promoting Division ASQ Training activities capitalizing on team talents and team building
Discussion	None
Result	Unanimous - Yes – all No – none Abstain - none.

c. Shared Mailing Lists with Rockford, Racine/Kenosha, and Northeast IL

d. Innovation Conference

c. Northern Illinois Quality Conference

B. Approval of Board Meeting Minutes

Motion	Tom King made motion to approve the minutes from the last meeting with corrections needed as suggested
Discussion	None
Result	Unanimous - Yes – all No – none Abstain - none.

C. Treasurer's Report

Motion	Jim Walker made motion to accept the Treasurers Report pending audit.
Discussion	None
Result	Unanimous - Yes – all No – none Abstain - none.

II. Time Sensitive Business

A. Call For Any Time Sensitive Business

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III. Scheduled Discussion

- A. Training Institute Update
 - a. This section was moved ahead to earlier in the meeting since Alan had to leave early
 - b. Discussed putting ad out for classes
 - c. We need to target new markets
- B. Year-End Audit Report
 - a. Chris sent out 4th quarter report
- C. Recognition & Awards Committee
 - a. Consists of Jayne L, Mark E, Chris T, Jim P and Bob A
- D. 2010-11 Programs Update
- E. Summary Results of Business Plan: 2009-10
- F. Review of Business Plan 2010-11
 - a. Recommended that Section Affairs to accept reporting on metrics for the section and management

IV. New Business –

- A. Call For New Business

V. Action Item Status –

- A. Review Of Action Items

Meeting adjourned at 8:30 pm

Action Item List			
Date Item Listed	Action Item	Responsibility	Date Item Due
5/06/09	Dan to go for signature cards.	Dan Brown/Jim Walker	Oct 31
7/29/09	Give Variance Report for their groups at Monthly Board Meetings.	Jim Walker	Oct 6
2/3/10	Write policy for “get a member, get a dinner” member benefit.	G. Johansson / J. Persaud / D. Brown	Oct 6

The following section is the APPENDIX



<http://asqchicago.org>

ASQ Chicago section – Webmaster 2009-2010 –2011

Sam Makwana

Board meeting Sept 1, 2010

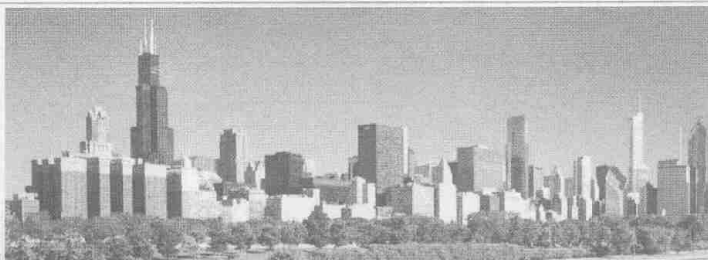
Please review following items, to help continually improve website content that provides better service to our members.

1. **Website Content:** All board members – chair of your committee(s), please review the content related to your areas and send your edited and properly formatted content and periodic updates in any Microsoft office file (word, excel, PowerPoint). If you want to know what pages, please send me an email.
2. **Contact Info:** All board members – please review and send update of your information for contact such as email & phone. I am also maintaining Board Email contact list on SharePoint.
3. **Board Info:** All board members, please send your current bio/picture or introduction as board member as you wish and create your own paragraph or Q & A. Update your info if it is 7 years old.
4. **TI Director** – please review current TI contact info, content and classes offered. Also verify content before start of each session (fall, winter, spring) for instructor’s bio, course content etc.
5. **Publicity:** please provide website advertisement content, collect money and send what needs to be posted for advertising funds. We need to review flow of Ad company’s contact till collection for website & newsletter. We, the board members need to review how we can reach out to business world where we can acquire some advertising funds or we can sell our services of TI & General meeting attendance.
6. **Mass-Email:** Any board member who needs to have e-blast done to our section, please send me exact content.
7. **Improvement:** Overall, we need to collect ideas of how we can improve effectiveness of communications through website, newsletter and mass-emails.
8. **Update of mass-email list:** Each month keep adding new members to “listserve” mass email list, if needed assign database chair to provide addition of emails of each month. Due to blocking of junk emails, mass email list is becoming shorter with each email blast. We can add email list of neighboring section also. We will have some new members as soon as TI has started the Fall semester and registered new students.



Chicago
Section 1201

Presents...



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