

Minutes
ASQ 1401
Leadership Committee Meeting
January 13, 2018
Location: United Blood Services
424 S. Mesa Hills Dr., El Paso, TX 79912

Position	Name	e-mail Address	Attended	
			Yes	No
Section Chair	Sergio Vega	Sergio.vega@dish.com	Y	
V-Chair	Evaristo Campos	Evaristo.Campostorre@dish.com	Y	
Secretary	Keith Fong	fongk@asme.org	Y	
Treasurer	Rebeca Diaz		Y	
Auditing Chair				
Membership Chair				
Nomination Chair				
Education Chair	Alfonso Enriquez	alfonso.enriquez@att.net		N
Internet Liaison Chair	Jack Vaughn	jvaughn@utep.edu	Y	
Newsletter Chair	Kim Pries	jpries1@elp.rr.com		N
Publicity Chair	Fernando Urbina	furbina@sewsus.com		N
Recertification Chair	Steven Schafer	spikeguate@sbcglobal.net		N
Refresher Classes/Workshop Chair	Hector Lugo	h7tetor@hotmail.com	Y	
Student Section Chair				
Assistant Recertification Chair	Jack Vaughn	jvaughn@utep.edu	Y	
Assistant Newsletter Chair	Jack Vaughn	jvaughn@utep.edu	Y	
Partners In Education				

Quorum Required: Minimum of two section-elected officers and twenty-five percent of rest of Leadership Committee.

- $2 + (0.25 \times 12) = 5$

Quorum was established. Meeting was called to order by Sergio Vega at 9:12 AM.

Guests: Brenda McBride and Jose Luis Torres (ASQ1401 members)

Minutes:

Treasurer's Report – Keith Fong

- Account balances as of the end of December, 2017:
 - \$ 6,598.81 in Chase checking account
 - \$ 41,603.53 in PNC Investment account
 - \$ 0.00 in Cash
 - \$159.52 in PayPal
- Income performance (Graph included at end of minutes): Income was budgeted for \$2,000. Actual income was \$2,116.94. The income was expected to be Member Allotments and Recertification Allotments from the ASQ. That income was \$1,856.94. The balance of income was \$260 paid by members for the December dinner meeting.
- Spending performance (Graph included at end of minutes): \$4,575 was budgeted for expenditures in 2017 with redoing the website, meeting expenses, and awards & recognitions being the largest. Actual expenditures were \$3,126.29. Website rework was almost \$1,000 less than budgeted. Meeting expenses exceeded budget by about \$160, but that is offset by the \$260 from the December meeting. Awards & Medals which was principally speaker gifts was about \$200 versus \$850 budgeted. The item Promo

Give-Aways was the writing pens to promote the section. Five-hundred pens were purchased for \$269.63.

- With the new year, Rebeca Diaz is the new Treasurer. Currently, only Keith Fong has signature authority for the Chase Bank checking account. Rebeca will need signature authority to perform her duties as Treasurer. In the past, 2 people have had signature authority to ensure that the business of the section could be transacted in the absence of the treasurer. The second person has usually been the section chair. Sergio Vega recommended that he not have signature authority because he submits the most requests for reimbursement. Keith proposed that he maintain his signature authority and add Rebeca as an authorized signer for the account. Also, Keith will provide the username and password for the checking account to Rebeca so she can perform the Treasurer duties.
- Hector Lugo motioned to give signature authority for checking accounting to Keith Fong and Rebeca Diaz 2018. Evaristo Campos seconded. No further discussion. Motion approved by voice vote.

Budget

Keith Fong presented a budget proposal based on 2017 spending and the November Leadership Committee discussions about subsidies to the student section (account 6328), holding some meetings at UTEP instead of in a hotel (account 5800), and adjusting some expenses based on expected changes for 2018, e.g. website costs are just for renewing service (account 6100). The income budget was changed to include income from the December member meeting assuming that there will be a charge for the meal. There was a question about how many students would potentially be subsidized—the budget includes funds for 30 subsidized student memberships. The students would pay \$5 and the section would pay the balance.

Expenses

Account	Account Name	Budget
5200	Promo Give-aways	\$0
5400	Postage	\$150
5800	Meetings & Meals	\$800
6100	Telephone	\$400
6310	Awards & Medals	\$500
6328	Donation/Sponsorship	\$900
6390	Other	\$250

\$3,000

Income

Account	Account Name	Budget
4000	Member Allotment	\$1,800
4480	Recertification Allotment	\$200
4320	Dinner/Program Meeting Fees	\$200

\$2,200

Jack Vaughn motioned to accept the budget as proposed by Keith Fong for 2018. Rebeca Diaz seconded the motion. No further discussion. Motion approved by voice vote.

Meeting Minutes

Review the November meeting minutes prepared by Brenda McBride. Some minor corrections were made.

Hector Lugo motioned to accept the minutes as corrected. Evaristo Campos seconded the motion. No further discussion. Motion approved by voice vote.

Leadership Committee

Joe Lissberger communicated to Sergio Vega that his health has left him unable to fulfill the chair duties for his committees. He asked Sergio to replace him.

The committees with open chair positions are: Auditing, Nominations, Partners in Education, Membership, Student Section

Names suggested: Angel Urbina (attended Dec meeting), Gilbert Mendez, Ruby (manager at Steris)

Student Section

No Student Section chair.

No follow up information from Michael Garcia or Ricardo Blazquez on the proposed student competition to consider possible section support.

Future Member Meeting Topics

February meeting—Sergio Vega received a proposal from a co-worker from their Denver operations to present an overview on satellite operations. That presentation will be held at UTEP in the Union Building's University Suite, Room 312 at 6:30PM on Wednesday, February 21, 2018.

Other ideas (person to follow up in parenthesis): EPCC speaker (Keith), Government—FBI tour or speaker (Jack), ICE (Rebeca), Logistics Import/Export (Hector), Retail (Sergio) , CareFusion tour or speaker (Rebeca), Airport Director (Sergio)

Ask for third Wednesday in the evening, communicate to the other members.

Unfinished Business

- Roles and Responsibilities review

Next Scheduled Meeting

- February Leadership Committee: Saturday, February 10, 2018 from 9:00 AM – 11:30 AM – Dish Network, 1285 Joe Battle Blvd, El Paso, TX 79936
- March Leadership Committee: March 10, 2018 from 9:00 AM – 11:30 AM -- Dish Network, 1285 Joe Battle Blvd, El Paso, TX 79936

Jack motioned for adjournment.

Meeting adjourned: 11:24 AM

