**Minutes**

ASQ 1401

Leadership Committee Meeting

October 13, 2018

Location: Vitalant (formerly United Blood Services)

424 S. Mesa Hills, El Paso, TX 79912

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| --- | --- |
| **Leadership Committee** | **Attended** |
| **Position** | **Name** | **e-mail Address** | **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 | rbkgomez@yahoo.com |  | N |
| Auditing Chair | Mark Aldred | aldredaerospace@gmail.com | Y |  |
| Membership Chair | Jose Luis Torres | Joseluis\_td@yahoo.com | Y |  |
| Nomination Chair |  |  |  |  |
| **Operations Committee** |  |  |
| **Position** | **Name** | **e-mail address** |  |  |
| 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 | Francisco Salazar |  |  | N |
| Assistant Recertification Chair | Jack Vaughn | jvaughn@utep.edu | Y |  |
| Assistant Newsletter Chair | Jack Vaughn | jvaughn@utep.edu | Y |  |
| Partners In Education |  |  |  |  |

Quorum Required: Majority of Leadership Committee.

* Minimum of 4 Leadership Committee members

Quorum was established.

Meeting commenced at 9:15AM.

Guest: Brenda McBride (ASQ 1401 member), Jack Vaughn (ASQ 1401 Operations Committee), Hector Lugo (ASQ 1401 Operations Committee)

**Meeting Minutes**

* August meeting minutes were reviewed. Mark Aldred motioned to approved the minutes as written. Jack Vaughn seconded. No further discussion. Approved by acclamation.

**Treasurer’s Report –** Rebeca Diaz provided the August data to Keith Fong.

* Account balances as of the end of September, 2018:
	+ $ 7,576.66 in Chase checking account

$ 42,588.23 in PNC Investment account (August 30 balance, September not available)

$ 0.00 in Cash

$159.52 in PayPal (per Jack Vaughn)

Jose Luis Torres motioned to approve treasurer’s report. Evaristo Campos seconded. No further discussion. Approved by acclamation.

**Leadership Committee**

* No update

**Social Media chair**. (No Update)

* **Action**: Sergio will reach out to Francisco Salazar to see if he knows of anyone interested & if not will reach out to Mark Aldred as he has a contact.
* From July 14 meeting minutes: “**Action: Investigate social media services for businesses. Keith will follow up.** **Mark Aldred has a contact.**)”

**Membership Chair & KPI Initiative**

* + No update.

**Nominations**:

* Mark Aldred went over the nominations list:
	+ Evaristo Campos – Chair
	+ Mark Aldred – Vice Chair
	+ Keith Fong – Secretary
	+ Maria Rebeca Diaz – Treasurer
* If there is only one candidate for each officer position, there is no need to have a vote.
* Jack Vaughn will invite additional nominations in the October newsletter. The nomination deadline will be Friday, October 19, 2018. If any additional nominations are received and accepted by the nominee, an online vote will be held prior to end of the month.

**UTEP Scholarship Endowment**:

* The University of Texas System Office of Development and Gift Planning Services prepared a memo to modify the endowment agreement. Sergio Vega shared the memo with the Leadership Committee. The proposal is to change the endowment agreement so that the funds may be distributed more regularly since funds have not been distributed in at least 4 years.
* Sergio Vega shared the endowment agreement to the meeting attendees.
* Jack Vaughn described the process that he and Rajesh Tahiliani used to select candidates for the scholarship. They had a very active role in identifying the candidates and reviewing applications.
* Armando Sanchez-Castellanos explained that he is still learning the ropes at UTEP.
* Keith Fong shared his experience with endowing a scholarship for Mechanical Engineering and the Alpha Phi Omega.
* Rename the endowment to “American Society for Quality Section 1401 Rajesh Tahiliani Memorial Scholarship”
* The requirements were discussed at length. ASQ membership was agreed to be a requirement, though not necessarily member of the student section (because a student section may not always exist). A minimum 3.0 GPA will be required. The recipient selection has to be done by both the University and the donor (ASQ section 1401).
* Keith Fong moved that the ASQ 1401 section propose to the UT System Office of Development and Gift Planning Services that the scholarship is to be renamed “American Society for Quality Section 1401 Rajesh Tahiliani Memorial Scholarship” and that it is awarded to a student who is a member of the ASQ, has a minimum 3.0 GPA, and that the recipient is selected by agreement of a University representative and the ASQ 1401 section. Evaristo Campos seconded the motion. No further discussion. The motion passed 4-1.

**Joe Lissberger Gift**

* Joe Lissberger reached out to Sergio Vega about giving Quality-related books from his personal library to the ASQ.
* Sergio Vega proposed to pick up the books and keep them in the Dish offices. They will be made available to any and all members.

**Student Section**

* Armando Sanchez-Castellanos will join the ASQ. He has been assigned to be the ASQ UTEP Student Section Advisor.

**Business Plan/Budget**

* The proposed 2019 business plan was submitted on September 28 to the ASQ.
* Keith Fong reviewed the 2019 Business Plan and Budget proposal.
* Evaristo Campos motioned to accept the 2019 Business Plan and Budget. Mark Aldred seconded the motion. No further discussion. Motion passed by acclamation.

**Partners in Education** (No update)

* Per Minutes from July 14th LC Meeting: Keith reviewed the proposal from the May meeting to make working with the El Paso Children’s Museum the Partners in Education.
	+ **Action**: Keith will write an invitation to the members for the August newsletter to see if there is interest among the membership.

**Website** (No Update)

* **Action:** Need a link on the website for Membership (to ASQ headquarters)

**Future Member Meeting Topics**

* FIFA Soccer Referee –Sergio will see if available for November meeting
* CASSMAR tour -- Keith
* Food quality -- Keith
* Jose Luis noted that he had spoken to Lonnie Wilson as a possible speaker & asked him to complete the form on the website
	+ Sergio noted that he needs Lonnie to provide a date he can present
* December holiday party at Carlos & Mickeys (Montwood) on December 8, 2018.
* Events in Juarez – with ASQ section: Conference on November 15

**Unfinished Business** (No Update)

* Roles and Responsibilities review- Sergio briefly commented about them and noted that the Eli Gilbert (previous chair) had done a great job of putting them together in a binder that was forwarded to him.

**Next Scheduled Meeting**

* LC Meetings on November 10th to be held from 9:00 AM – 12:00 PM, Vitalant (formerly, United Blood Services) 424 S. Mesa Hills, El Paso, TX

**Reminder:**

* Please send an email/text to Sergio, 48 hour prior to LC Meeting, if you are not able to attend as a personal courtesy.

**Other:**

* No other items discussed.

Evaristo Campos motioned to adjourn the meeting. Mark Aldred seconded. Meeting adjourned: 11:31 AM