**ASQ Group 1401**

**Notes for Leadership Meeting**

**Date: February 11, 2017-02-12**

**Notes prepared by Mark Aldred**

**In Attendance:**

Dan Fenton

Hector Lugo

Brenda McBride

Sergio Vega

Keith Fong

Jose Luis Torres

Jack Vaughn

Rebecca Diaz

Meeting called to order at 9:06 am.

Sergio would like to appoint Dan as Section Nominating Chair.  Others on the board thought there may be others to consider as well, and the question was asked if a person can hold multiple positions.  Decision was made to table until next meeting so board can reach out to other candidates.

We are looking for an outgoing person who can reach out to new members and those whose membership is coming due.  It would be good to reach out to those who are 3 months from expiring, and those who have a certification due that year so they can save money.  Chair can appoint this position, and the nominee will then need to get access to the membership database.

\*\*\*(Follow Up 2/13/2017, Dan Fenton has been officially appointed as the Section Nominating Chair and has accepted the position.\*\*\*

Business Plan:

Looked at 2016 to see goals had been met, and build the 2017 Business Plan.

Brenda suggested that we keep business plan the same as last year with the addition of the alternating speaker/visit plan.

We need to but on the Website that ASQ will adjust the dues if there is a hardship.  We have had members who have utilized this.  There is also discounts of 50% after 20 years, and 100% after 30.

Sergio is suggesting that we have 5 meeting and 6 visits with the Xmas party, and that would make a complete year.  We could then hold the elections earlier (Oct?) so the old board, together with the incoming could close out the old business plan and set the new.

Keith suggested we decide which topics we would like to focus on...healthcare, etc.  We need to set up a topic plan so we do not overly focus in one area.  The group needs have tours and speakers that cover a wide range of areas that are hopefully of interest to a large number of people.  Energy, financial, healthcare, social responsibility  food handling, agriculture, distribution, government,  law enforcement, etc.

Sergio suggested we also perform some volunteer help for charitable organizations.  We could also volunteer to help and also give feedback

Sergio asked if we can have  meeting for the leadership committee every other month.  Keith suggested we have a separate leadership meeting the week prior to the general membership.  He also suggested web meetings.  We need to be together for the planning part, but can meet online at other times.  Sergio asked if Keith could help us get set up for the Web meetings.  He said it would cost about $25 a month.

**Mark moved that we allocate 30 dollars a month for this purpose.  Jack seconded.  All agreed.**

Next face to face leadership meeting is being set for April 08.  0900 to 1100.

Sergio said he would like to get help getting attendance for next week's meeting.  We will need help with express pass people so we do not need a long wait getting back into the US.  We also need to get a better map.

Keith is proposing that we have a definition for the new website prior the April leadership meeting so we can vote on the approval.  We need to know what information, financial, social media connections, etc, need to be taken to Sergio (developer).  Will we have work books for board members, or have it on the website...check requests?  Coordinate with ASQ's SharePoint?  We are going to define requirement, Contract with the developer, train and rollout.

Keith wants to take a look at what we are really going to do, and base the business plan on those things.  Probably just two things...membership meetings and website.  We can also look at how we can increase active membership.)

Membership Meetings.  We are trying to set alternating meetings and visits.  Carlos Caro wants to invite the membership to a lean workshop.  Board was asked if this is a good model to follow...all agreed yes.  There was discussion of various companies to visit and people to have speak.  Jack said we need to get a student Business Section Chair.

2017 budget.

The following are the amounts we are proposing to for the 2017 Budget:

Line item   Description             Amount Budgeted

4000                       ??????                                                  $2,000

5400                       Postage                                                                      $75

5800                       Meetings and Meals                       $1,200

6100                       Telephone (Including Website) $2,200

6310                       Awards and Medals                           $850

6390                       Other                                                       $250

Keith said this year our expenses will outrun out income, but he sees this as an investment for the future.

Rebecca asked about having a rep at UTEP.  Jack said that we need to have a faculty rep within the business department.  This person needs to be a member of ASQ.  Jack said he had to pay this out of his own pocket.  There has been contact to have the chair of the ...department.

**Jack moved that we approve the draft budget and business plan as developed today.  Dan seconded.  All approved.**

The meeting had to end due to time restraints.  Jose Luis wanted to discuss the need to fully address club finances at meetings, but the group was unable to finish the discussion at that time.  Time will be allotted at the next leadership meeting to continue this dialogue.

Meeting adjourned at 11:09 am.