

**Minutes Of ASQ Section 1401 Leadership Committee Meeting
Saturday, 2010 October 16 at Holiday Inn-Airport 6655 Gateway West
8 AM to 12 Noon MDT**

Position	Name	e-mail Address	Attended	
			Yes	No
Section Chair	Joseph Lissberger	jllissber@elp.rr.com		X
V-Chair	Steven Schafer	spikeguate@sbcglobal.net	X	
Secretary	Rudolf Kittlitz	rgke300@hughes.net	X	
Treasurer	Hector Lugo	h7tetor@hotmail.com		X
Auditing Chair	Rajesh Tahiliani	RTahiliani@utep.edu		X
Assistant Auditing Chair	Miguel Vargas-Cortes	miguel.vargascortes@gmail.com		X
Membership Chair	Joseph Lissberger	jllissber@elp.rr.com		X
Nomination Chair	Miguel Vargas-Cortes	miguel.vargascortes@gmail.com		X
Certification/Examining Chair	Brenda McBride	bmcbride@bloodsystems.org	X	
Education Chair	Alfonso Enriquez	alfonso.enriquez@att.net		X
Internet Liaison Chair	Jack Vaughn	jvaughn@utep.edu	X	
Newsletter Chair	Kim Pries	jpries1@elp.rr.com		X
Program/Plans Chair	Rebecca Diaz	rdiaz@enturia.com		X
Publicity Chair	Fernando Urbina	furbina@sewsus.com		X
Recertification Chair	Steven Schafer	spikeguate@sbcglobal.net	X	
Refresher Classes Chair	Hector Lugo	h7tetor@hotmail.com		X
Student Section Chair	Rajesh Tahiliani	RTahiliani@utep.edu		X
Workshop Chair	Octavio Cervantes	cervante@spectrumcontrol.com	X	
Senior Consultant	Rudy Kittlitz	rgke300@hughes.net	X	

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

- $2 + 0.25 \times [2 + 3 + 9] = 5.5 = 6$

Quorum was established and Steve called the meeting to order at 8:31 AM.

Minutes of September 25th Special LC Meeting accepted.

Treasurer's Report – Hector Lugo

Hector sent his report. Funds in the Chase Bank account are \$7120.67 and in the PNC Institutional Investments \$25,131.35 as of 09/30/2010. Report filed for audit.

Committee Reports

1. March 2011 Workshop – Octavio Cervantes

- Rudy reported that Minitab™ will again be a Sponsor
- Jack reported that UTEP will also again be a Sponsor
- The on-line Brochure can be accessed at ASQ1401.Org/DOX2.htm
- As authorized, Jack has reviewed pricing on items for the conference and will purchase at later date
 - Blank Certificates
 - Tent cards
 - Name tags
 - Ring binders
 - Total cost ~\$350
 - The 'handouts' cost to be determined after presentations are received from speakers

- Confirmation received from Doug that his fee will be as the DOX WS [\$5K]
- Doug has been very busy at SAS for several weeks, but will discuss details of presentation after he returns to ASU with Rudy week of Oct 25th
- Octavio received confirmation that the March 2011 WS will be on the “QP Calendar” in the January and February issues of *QP*
- Final confirmation yet needs to be obtained for room at the Hilton Garden Inn
- Parking page of brochure for ‘parking site and permits’ will be posted at a later date

2. October Newsletter

This was discussed in detail to update the ASQ logo, the current officers & chairs, and some minor editing. Jack will update the ASQ logo for the Website, ‘Sign-in’ sheets, and the ‘Check request’ form.

3. Program 2010-11 - Rebecca Diaz

- Rebecca not present
- The November speaker is open. The suggested topic is Quality & Education, but can be something else. A speaker is needed by 11/5. Jack will look at obtaining an FBI speaker. Steve will contact Joe for a possible speaker from Ft. Bliss or EPCC
- The ‘Partner in Education school’ information is needed from Joe reference the December meeting
- Rudy suggest to look at the ASQ Website to see if there are short presentations available to be used as a backup when a scheduled speaker is not available at last minute

4. Publicity – Fernando Urbina

Fernando sent note that he will be working closely with Octavio for the March 2011 WS

5. Recertification – Steven Schafer

- Information in the October Newsletter

6. Refresher Classes – Hector Lugo

No report

7. Student Section – Rajesh Tahiliani

No report

Unfinished Business

Assistant Auditing Chair – Joe Lissberger

- Joe has appointed Miguel Vargas-Cortes and he has accepted

New Business

1. Scholarship Opportunities – Joe Lissberger

No report

2. New Electronic Equipment – Jack Vaughn

As previously authorized, the following have been purchased:

- 2010 Office and 2007 Windows at ~\$34 plus tax, each purchased by Rajesh
- Projector plus carrying case and spare bulb for ~\$883
- New laptop, antivirus software, and portable mouse for ~\$635

3. 1401 Policies and Procedures – Rudy Kittlitz

Rudy pointed out that the Section Operating Agreement [SOA] refers to the Section's Policy and Procedures, but after several requests no one has been able to supply such. It is imperative to have Section Policy and Procedures. Several handouts were distributed and are included as Appendices. Further discussion in December

- Appendix A – Searching for ASQ “Policies and Procedures”
Jack followed these instructions in the meeting and confirmed that the instructions are correct. It will be very helpful that all members of the LC go to the ASQ web-site and read some of these before the December LC meeting.
- Appendix B – DRAFT of El Paso Section 1401 Policies and Procedures basic instructions
- Appendix C – DRAFT for “Annual Spring Conference”
 - NOTE that this is just a start!
 - Refer to ASQ P&P A 17.00 “Annual Conference – Planning and Coordination Responsibilities”

In closing Rudy emphasized that the generation of a P&P usually takes several hours and several drafts. Thus this cannot be done at the usual Saturday LC meeting.

This item will be listed on the December Agenda under **Unfinished Business**. Rudy has a prior commitment for the November 13th meeting and will not be in attendance. Minutes will be taken by Brenda.

Announcement

Next Regular LC meeting on November 13th at Holiday Inn-Airport in the Cactus Room starting at 8 AM.

With no further business, the LC meeting was adjourned by Steve at 10:31AM.

Searching For ASQ “Policies and Procedures”

1. Go to ASQ.Org
2. Down the left column, click on “About ASQ”
3. On “About ASQ”, click on “How We Do It”
4. On “How We Do It”, click on “Governing Documents”
5. Under “Governing Documents” are the ASQ “Policies and Procedures”
 - An Example
 - G-35 “Guidelines for Policies and Procedures Documentation”

Appendix B

**El Paso ASQ Section 1401
El Paso Texas
Policies & Procedures: Policy No. ?-??**

Comments/Instructions shown in Italics

Title	<i>Name of committee or function</i>
Owner	<i>Group or person who originated and keeps up-to-date</i>
Approval Required	Section [<i>All P&Ps have to be approved by the Section at a Section Meeting</i>]
Revision Level	A [<i>A will be the initial P&P, but will change as revisions are made</i>]
Revision Date	<i>Mon Date Year</i>

1. SCOPE [NOTE: *The following is an example. The **SCOPE** should be clear*]
 - 1.1 The Leadership Committee shall act on behalf of the Section to approve proposed new or revised Policies and Procedures.

2. POLICY [NOTE: *The following is an example. The **POLICY** should be clear*]
 - 2.1 The Leadership Committee is responsible to:
 - 2.1.1 Ensure that a proposed new or revised Policy and Procedure shall not conflict with the Section Operating Agreement, the ASQ Bylaws, or applicable law.
 - 2.1.2 If improvements are needed in the new or revised Policy and Procedure, the committee will work with the originator until approval can be recommended or until the originator withdraws the request.

3. DEFINITIONS [NOTE: *The following is an example. The **DEFINITIONS** should be clear*]
 - 3.1 Policies and Procedures will be indexed as follows: **A** for Activities, **F** for Financial, **G** for General, **P** for Personnel, and **Y** for Position Guides.
 - 3.2 An example is Policy and Procedure **G-1**.

4. PROCEDURE [NOTE: *The following is an example. The **PROCEDURE** should be clear*]
 - 4.1 The *ABCDE* Committee is elected annually by the Section after being nominated by Nominating Committee
 - 4.1.1 The Committee will have *X* members.
 - 4.1.2 The Committee will have an initial meeting within a month of being elected and elect a Chairman.
 - 4.1.3 The Committee will meet as often as needed.
 - 4.1.4 *Function of committee*
 - 4.1.5 *Repots of committee*
 - 4.1.5 etc
 - 4.2 Revision History
 - 4.2.1 Revision Level: A [*A will be the initial P&P, but will change as revisions are made*]
 - 4.2.2 Revision Date: *MM/DD/YY*
 - 4.2.3 Revision Comments: New [*Appropriate comments when revisions are made*]

APPROVALS

Approved by the Section at a regular meeting on *MM/DD/YY*.
Latest Revision Approved by the Section at a regular meeting on *MM/DD/YY*.

Appendix C

**El Paso ASQ Section 1401
El Paso Texas
Policies & Procedures: Policy No. A-1**

Title **Annual Spring Conference**
Owner Leadership Committee
Approval Required El Paso Section
Revision Level A
Revision Date MM DD YYYY

1. SCOPE

1.1 This policy applies to all member leaders in the planning and coordination of the annual conference

2. POLICY

2.1 The Leadership Committee is responsible to:

2.1.1 Solicit from members theme and speaker 16 months before the annual conference

2.1.2 Set approximate date and theme 14 months before the annual conference

2.1.3 Appoint Chair for Conference 14 months before annual conference if not already appointed by Chair

3. DEFINITIONS

3.1 None required

4. PROCEDURE

4.1 Overall timing for annual conference

4.1.1 13 Months before

4.1.1.1 Conference Chair presents general plan to Leadership Committee

4.1.1.2 Conference Chair confirms speaker availability and suggested dates

4.1.2 12 Month before

4.1.2.1 Speaker selected and dates sets for conference

4.1.2.2 Location for conference selected and/or confirmed

4.1.2.3 Registration fees established

4.1.2.4 Potential sponsors contacted

4.1.3 etc. [to be written]

4.2 Revision History

4.2.1 Revision Level: A

4.2.2 Revision Date: MM/DD/YY

4.2.3 Revision Comments: New

APPROVALS

Approved by the Section at a regular meeting on MM/DD/YY

Latest Revision Approved by the Section at a regular meeting on MM/DD/YY