

Minutes Of ASQ Section 1401 Leadership Committee Meeting
Saturday, 2010 July 17 at Furr's Family Buffet, 11925 Gateway Blvd. W.
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	
Membership Chair	Joseph Lissberger	jllissber@elp.rr.com	x	
Nomination Chair	Miguel Vargas-Cortes	Miguel Vargas-Cortes@gmail.com	x	
Certification/Examining Chair	Brenda McBride	bmcbride@bloodsystems.org	x	
Education/Workshop Chair	Alfonso Enriquez	ponchisenriquez@aol.com		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
Senior Consultant	Rudy Kittlitz	rgke300@hughes.net	x	
Member	Jose Luis Torres	joseluis_td@yahoo.com	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 Joe called the meeting to order at 8:35 AM.

1. Joe briefly discussed the Audit Report and it was accepted. It needs to be reviewed/signed by Rajesh Tahiliani and filed with ASQ Headquarters soon.

2. Several organizational clarifications/changes and Jack posted on the 1401 web-site during the meeting

- Brenda McBride will be the Certification/Examining Chair
- Hector Lugo will be the Refresher Classes Chair
- Miguel Vargas-Cortes will be the Nomination Chair

3. Minutes of June 5th accepted

4. Joe commented on letters he has received from ASQ Headquarters on members that have passed Certification Exams.

- These new Certified individual's names were posted on the web-site by Jack promptly
- They also will enjoy a free dinner at the September monthly meeting
- Steve raised a question about Certified individuals who are not members of 1401
 - To be discussed further in August when RD Brenda Chavez is with us
 - Motion by Jack, seconded by Hector, and passed that the non-Section Certified apply to ASQ Headquarters for re-certification

5. Sun Country Science and Engineering Fair

The winners are notified by the Chair in a letter (provided to them at the Awards ceremony at the Science and Engineering Fair)

- To supply critical information within two weeks so that the U. S. Savings Bond may be purchased
- Winners should attend the May monthly meeting to talk about their project
- An individual did not fill out the form promptly/properly nor attend the May monthly meeting. The Secretary was instructed to write the individual explaining why no U. S. Savings Bond will be awarded to her
- Motion made by Hector, seconded by Steve, and passed that attendance at that special award meeting has been and will continue to be a requirement for an individual to receive a U. S. Savings Bond. The Chair of the Sun Country Science and Engineering Fair should also be encouraged to attend.

6. To those present Rudy passed out the current Section Operating Agreement [SOA] that was signed by Joe and Lisandra 2010 Jan. 15. Jack posted this on the web-site also.

7. Section 1401 will probably change to a January 1 – December 31 year, but this will be discussed in depth with Belinda in August.

8. Although Rebecca was not present, a DRAFT of proposed program schedule was generated by those present.

2010-2011	Topic	Comment
September 15	LC Kickoff Presentation	
October 20	Hospital Quality	
November 17	Quality in Education	
December 15	Christmas Party	
January 12	“Don’t Be Fooled By Summarized Data”	Note: Second Wednesday
February 15	Panel Discussion – Q Mgrs, Prod Mgrs	
March 18,19	Practical Statistics Workshop	
April 20	Sun Country Science & Engineering Fair	
May 18	“Reliability” by Kim Pries	
June 15	LC Review of Past Year	
July 16	LC Planning Meeting	
August 13	LC Planning Meeting	
September 21	?	Nomination of New Officers
October 19	Cause & Effect and Root Cause	Election of New Officers
November 16	Fort Bliss Speaker	
December 14	Christmas Party	

Jack posted this calendar on the web-site after we had discussed this draft.

9. March 2011 Workshop (March 18, 19 at UTEP)

- Rudy passed out a listing of Practical Statistical topics to be covered in the 2-day workshop and asked for comments/additions/subtraction which he noted. He will be contacting Doug Montgomery to discuss further
 - Suggested timing for the 2 days
 - 7:30 Final registration on Friday
 - 8 – 10 Lecture and work problems
 - 10 – 10:15 Break
 - 10:15 – 12:15 Lecture and work problems
 - 12:15 – 12:45 Lunch
 - 12:45 – 2:45 Lecture and work problems
 - 2:45 – 3 Break
 - 3 – 5 Lecture and work problems
 - On Saturday stop at 4:40 and give out Certificates and comments from attendees

- The “Hilton Garden Inn” at 111 East University Avenue will be the designated hotel for attendees who need over-night accommodations. Jack suggested that when Rajesh returns in August that Rajesh make immediate arrangements with the hotel. This information will be required for the brochure.
- The March 2010 DOX Workshop will be used as a guide for the March 2011 Workshop. Rudy will issue a DRAFT version within the next several days.
- Motion made by Jack, seconded by Miguel, and passed that the previous rates will remain the same
- Need to start lining up sponsors
- Need to set publicity dates

10. Rudy mentioned the benefits for the 1401 to have Policies and Procedures to guide the Section on many items. This to be discussed at a later LC meeting.

11. Rudy commented about the benefits of using an Agenda for meetings and he will issue a short note.

12. Joe has set the September 11 LC meeting to discuss the 2010-2011 budget. He and Hector will develop a preliminary budget

13. Joe commented that the Newsletter should note that the Leadership Committee meetings are open to the membership, but not to the public/non-members.

14. List of Section equipment/supplies to be posted on the web-site. Item will be discussed further at the September LC meeting.

15. Steven will be responsible for section meeting sign-in sheets and getting them to Jack to put on the web-site

16. Next LC meeting to be at Furr’s Family Buffet, 11925 Gateway Blvd. W. on August 21 with RD Brenda. A Friday night dinner with Brenda will be at the Holiday Inn – Airport and Joe will issue details.

17. With no further business, the LC meeting was adjourned by Joe at 11:40 AM