

**Minutes Of ASQ Section 1401 SPECIAL Leadership Committee Meeting  
Saturday, 2010 September 25 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	h7totor@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.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	h7totor@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	

NOTE: Alfonso arrived 15 minutes before the meeting ended.

Quorum Required: Minimum of two Section's elected officers and twenty-five percent of rest of Leadership Committee

- $2 + 0.25 \times (2 + 3 + 9) = 5.5 \cong 6$

Quorum was established and Steve called the Special LC meeting to order at 8:15 AM.

1. Discuss the Workshop flyer and approve final form

The majority of the time was spent on this important subject and is summarized next:

- Page 1 of Workshop brochure **DRAFT**
  - Under the heading of “March 18,10 2011” the following is added “Registration at 7:30 AM on Friday
  - Under “**Topics**”
    - “General Introduction” changed to “General Introduction to Practical Statistics”
    - “Review” expanded to “Review and Questions”
- Page 2 of Workshop brochure **DRAFT**
  - Rudy’s info changed from “Chair of the U. S. TAG ...” to “Past Chair of the U. S. TAG...”
  - **SPONSOR PAGE**
    - Criteria for Sponsorship
      - Sponsor – In kind or monetary
        - Platinum      \$5000              Includes 6 registrations
        - Gold             \$2000               Includes 3 registrations
        - Silver            \$1000               Includes 1 registration
        - Copper          \$500

- Attendee Sponsor
    - Diamond 10 or more paid attendees, obtain 20% reduction of rates
    - Emerald 5-9 paid attendees, obtain 10% reduction of rates
  - UTEP can now be listed as a Sponsor
  - Rudy will contact Minitab® w/o 9/27 and is confident that they will sponsor again
  - Hotel shows a link and the necessary info will be entered when appropriate
    - Rajesh has secured the Hilton Garden Inn for the Workshop. Some details yet need to be worked out
- Page 3 of Workshop brochure **DRAFT**
  - Jack will alter the wording under the “Rate Schedule” to encourage Non-ASQ members to become ASQ members
- Motions made concerning the Workshop
  - Recognizing the tight time schedule, the LC moved that “Due to lack of recent attendance and participation over the past several months by Alfonso that he be removed as Workshop Chair immediately and that Joe appoints Octavio as Workshop Chair immediately.” Note that the various chairs of committees are appointed by the Chair of the Section and thus this action has to be done by Joe.
  - The budget for the Workshop is set at \$15K
  - Jack was authorized to obtain necessary “material” over the next several months when he sees “a good buy”
  - Jack was authorized to purchase (limit of \$300) some “Basic Statistics Book” to be given to 3 or 4 attendees at the close on Saturday
- The total registration is limited to 70 since that is the capacity of the classroom. If there are additional, a note will inform them of a possible new Workshop
- Octavio will contact *Quality Progress* w/o 9/27 to place the “Workshop event” on the QP CALENDAR since submission must be at least 3 months in advance
- For further publicity, Octavio will work with Publicity Chair, Fernando, and lay out the plan to be discussed at the 10/16 OC meeting
- Jack will prepare the ‘overall’ WS Brochure and distribute to the LC by 10/11 so that the LC can send comments promptly to Jack. FINAL WS Brochure will be acted upon at the 10/16 LC meeting
- “Memory Joggers”, obtained previously for a cancel conference will be given to the Registrants Friday morning on a “first-come basis”
- Jack sent e-mail to Douglas Montgomery confirming Workshop fee and introduced Octavio as Workshop Chair

## 2. Finalize the Business Plan

The ~95% Business Plan was reviewed and updated to a final form. Jack has distributed to the LC. Joe will transmit to ASQ before the 10/1 deadline

## 3. Prepare Budget and finalize for transmittal to ASQ along with Business Plan Prior to Oct. 1, 2010.

Hector reviewed the expenditures for the 2009-10 Fiscal Year. Based on his recommendation and other discussions the 2010-11 Budget follows:

ASQ 1401 2010-2011 Budget				
<b>Expenses</b>				
March 2011 Workshop			\$15,000	
Equipment purchase			\$1,500	
Partners In Education			\$2,500	
Sun Country Science Fair			\$1,000	
Storage			\$500	
Speaker fees			\$500	
Refresher Courses			\$1,500	
<b>Total</b>			<b>\$22,500</b>	
<b>Income</b>				
March Workshop & membership			\$25,000	

4. Review/discuss getting speakers for the upcoming Member Meetings, and information Brenda received “Event Management Solutions for Associations”.

- Steve led in a discussion of “Potential meeting and dinner schedule” that was listed in the September Newsletter.
  - Brenda has contacted several people to be a speaker at the October 20<sup>th</sup> meeting and feels confident of acceptance. As a backup, Brenda will have some from United Blood Services speak.
  - Contact needs to be made for the November meeting and Jack/Rajesh to contact Dr. Natalicio
  - Some decisions are required for the December meeting and will be discussed at the October LC meeting
  - Rudy is prepared for the January meeting
  - Other months were briefly reviewed and more discussion to follow at the October LC meeting
  - As discussed previously certain new equipment are needed for meetings
    - Jack authorized to purchase a new computer, <\$700, with Pay Pal funds to include McAfee virus protection
    - Jack authorized to purchase projector, ~\$600, an additional lamp, ~\$150, and a ‘Rolling Cart’ to hold projector and computer, ~\$81, with total <\$900
    - Rajesh was authorized to purchase Office 2010 and Windows7 from bookstore at \$34.00 (plus tax) each.
- The e-mail, forwarded by Joe to the LC, reference the “Event Management Solutions for Associations” was discussed further. The free Webinar session on Monday October 5<sup>th</sup> was highlighted. Since this may have some interesting help for the Section, it was recommended that Joe send the e-mail again to the LC and encourage participation if possible

5. Close meeting

The SPECIAL Leadership Committee Meeting Agenda was completed and Steve adjourned at 10:45 AM.