

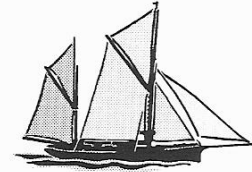
**ASQ 1212**  
**Northeastern Illinois Section**  
**Annual Section Business Meeting**

teamwork

January 21, 2010



# ASQ Section 1212



July 2009 - June 2010

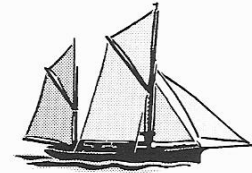
- Chair- Sandra Storli
- Secretary- David Norby
- Treasurer- G. David Spengler
- Arrangements- David Krasowski
- Auditing - Jim Sohn
- Education/ISO Support- David Taylor
- Membership- Maddy Bradford
- Programs- Marlyn Hyde
- Placement – Bill Stinchcomb

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# ASQ Section 1212

July 2009 - June 2010

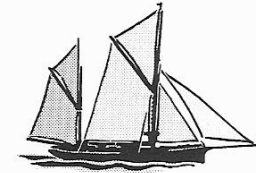


- SMP- Willie Carter
- Publicity - Christine Rhodes
- Newsletter - Frances Blosser
- Nominating- Sheldon Behensky
- Recertification- Merle Goddard
- Lead Proctor-Regina Fullin
- Historian- G. David Spengler
- Awards – Virginia Gibbs
- Internet Liason- Donna Nash
- Bylaws/SOA – Orville Krumdick

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# Chair



## ■ What We Do Now

- Meet critical deadline for Section 1212's audit report by ASQ headquarters.
- Coordinated with Treasurer, Audit Chair & Chair Elect.
- Preside over all Section Leadership Committee and member meetings.
- Appoint all standing and additional committee chairs.
- Meets the requirements as stated in Policy and Procedure.

## ■ 2009 Accomplishments

- Developed the section's goals/metrics with SLC
- Submitted Audit to ASQ Corporate before Aug 15
- Developed Section 1212 Website
- Tentative plant tour of Colbert Packaging - March 19

## What We Need From Our Members

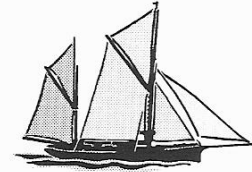
- Complete member surveys for the Section 1212 and Headquarters
- Provide suggestions for speakers, programs and member leader

## ■ What Can We Do For You In The Future?

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# Secretary

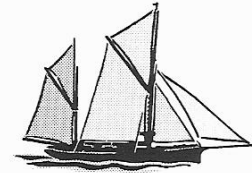


- **What We Do Now**
  - Prepares Section Leaders' Meeting (SLC) minutes.
  - Reviews Section Meeting presentations.
  - Maintains record of decisions made at SLC meeting.
- **2009 Accomplishments**
  - Attends monthly SLC meetings, prepares & circulates minutes for review/approval at the next SLC meeting.
  - Attends monthly Section workshops-meetings, prepares summaries of presentations for newsletters.
  - Prepares communications on behalf of Section at the direction of the SLC .
  - Provides signature of record on behalf of Section for certain documents as required, such as bylaws .
- **What We Need From Our Members**
  - Provide feedback on our communications
- **What Can We Do For You In The Future?**

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# Treasurer

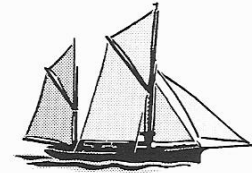


- What We Do Now
  - Maintain the section finances
  - Authorize dispensing of section funds for eligible expenses.
  - Develop the section budget with SLC
  - Monitors the section budget and maintain accurate records
- 2009 Accomplishments
  - Success financial audit to headquarter by July 15
  - Provide monthly review of the Treasurers' Monthly report.
- What We Need From Our Members
- What Can We Do For You In The Future?

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# Arrangements Chair

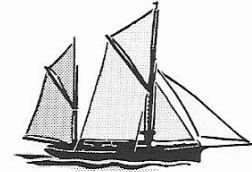


- What We Do Now
  - Arrange all meeting facilities including reservations, seating, menu and Speaker Honorariums.
- What the SLC requires of Arrangements
  - Meeting set up and timely reporting of attendance, door prize winners and any changes.
- What Arrangements requires of Membership
  - Please make reservations and **LEGIBLE** entries in the Attendance Log.
  - Meeting Attendance has increased in each of the last four years
- What Can We Do For You In The Future?

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# Audit Chair



## ■ What We Do Now

- Conduct yearly financial review of the ASQ NEI Section 1212 Fiscal Audit for FY 2008 – 2009.
- Yearly submission of Section 1212 Fiscal Audit to ASQ Headquarters.
- Provide monthly review of the Treasurers' Monthly report.
- The reviewed Treasurers' report are available for any member to review at each monthly meeting.
- Conduct monthly financial review of the investments, payments, checks, and bills.

## ■ 2009 Accomplishments

- Successful monthly review to aid in the final yearly submission of ASQ NEI Section 1212 group account to ASQ Corporate Headquarters.
- Achieve Financial approval from ASQ Corporate for Corporate Dues.

## ■ What We Need From Our Members

- Support Treasurer and Auditor by providing timely bill submissions.
- Timely deposit of reimbursement funds from ASQ NEI Section 1212.

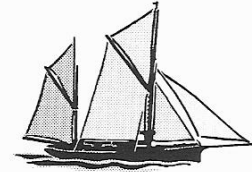
## ■ What Can We Do For You In The Future?

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# Education Chair

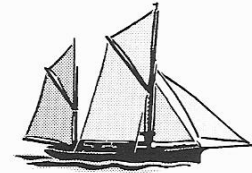


- **What We Do Now**
  - Work with Section Leadership Committee to set goals/metrics related to education.
  - Evaluate results from all educational events and present to Section Leadership Committee.
  - Share certification exam results with certification chair and/or re-certification, section chair and other interested volunteers.
- **2009 Accomplishments**
  - Monthly ongoing discussion/dissection of ISO standards
  - Refresher training courses held when requested by membership
- **What We Need From Our Members**
  - Participation
  - Input on opportunities for in-house training (almost any quality related subject)
- **What Can We Do For You In The Future?**

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# Membership Chair

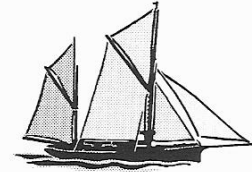


- **What We Do Now**
  - Provides monthly email reminders for upcoming section meetings
  - Provides distribution of section's newsletter and notification of placement on section website
  - Provides a contact point for new members
  - Maintains database of contact information for active members
  - Maintains and manages the ASQ Linked-In discussion group
  - Contacts members on membership issues
- **2009 Accomplishments**
  - Contacted 80% of members
  - Distributed the electronic version of the section's newsletter
  - Encouraged the use of Twitter and LinkedIn groups
- **What We Need From Our Members**
  - Participation!
  - Join ASQ NEI Section 1212 group on LinkedIn.com and contribute to discussions.
  - Keep your contact information with ASQ current.
- **What Can We Do For You In The Future?**
  - Improve communication to members who decline email from ASQ
  - Distribute surveys to gather feedback from members to guide programs for SLC
  - Look for opportunities to view or attend meetings off-site to members
  - Facebook

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# Program Chair



## ■ What We Do Now

- Plan and implement monthly Pre-Meeting and Main-Meeting Programs from Sept -Jun.
- Provide cutting edge programs and activities to support quality professionals and practitioners in their field.
- Provide talented top speakers, authors, quality experts, and active quality professionals.

## ■ 2009 Accomplishments

- Created a dynamic and repeatable process of programs - 1 year of programs booked in advance.
- Provide great speakers /experts to share ideas, tools, processes that help our members, become more effective and efficient.
- Increased Member Skills - satisfaction and attendance levels are high. - March's plant tour
- Improved communications by publishing the program schedule for the upcoming year.

## ■ What We Need From Our Members

- Continue investigating and asking our members how we can do better.
- Fill out our Satisfaction Surveys
- Get involved in the growth process in Section 1212 ! We need your input.

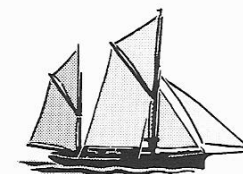
## ■ What Can We Do For You In The Future?

- Broaden member knowledge of quality trends, tools and topics.
- Provide programs on a variety of days, times, and locations, at no cost to the section

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# Placement Chair

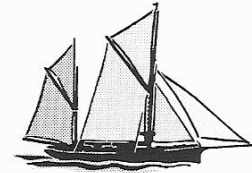


- **What We Do Now**
  - Provide job opening announcements
  - Provide network contacts for members in-between jobs
- **2009 Accomplishments**
  - Established active job postings in LinkedIn /ASQ NEI Section 1212 group
  - Established asq1212jobs Twitter account
  - Established [asq1212jobs@yahoo.com](mailto:asq1212jobs@yahoo.com) email address
  - Arrange career fair
- **What We Need From Our Members**
  - Join ASQ NEI Section 1212 group on LinkedIn.com
  - If you are in-between positions, let Bill know (all correspondence handled in confidence)
  - Forward all job openings to [bill.stinchcomb@abbott.com](mailto:bill.stinchcomb@abbott.com) OR [asqjobs1212@yahoo.com](mailto:asqjobs1212@yahoo.com)
- **What Can We Do For You In The Future?**
  - Join Facebook
  -

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# SMP Chair



## ■ What We Do Now

- Managed the Section's Strategic Plan
- Ensure the section establish annual objectives
- Submit annual Plan to ASQ headquarters by the deadlines

## ■ 2009 Accomplishments

- Submitted section plan to ASQ headquarters as requirement for Total Quality Award
- Established 2009-10 section management plan and submitted to ASQ
- Granted the Total Quality and Gold Excellence Award

## ■ What We Need From Our Members

- Your input to the planning process
- Your requirements or expectations of the section

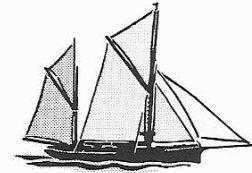
## ■ What Can We Do For You In The Future?

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# Publicity Chair



## ■ What We Do Now

- Post meeting times and locations in area newspapers
- Added meeting times and locations to the TechVenue calendar for Chicago area.

## ■ 2009 Accomplishments

- Post meetings regularly in newspaper, calendars
- Post meetings on Corporate bulletin boards

## ■ What We Need From Our Members

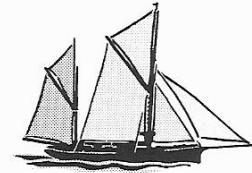
- Information on how to post information on their internal company bulletin boards.
- Feedback on whether notices appear in your local paper.

## ■ What Can We Do For You In The Future?

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# Newsletter Editor



## ■ What We Do Now

- Set goals/metrics to support the SLC process as they relate to section 1212
- Attend Section Leadership Committee meetings and general membership meetings.

## ■ 2009 Accomplishments:

- Published monthly newsletter
- Publish electronic newsletters in Fall 2009

## ■ What We Need From Our Members

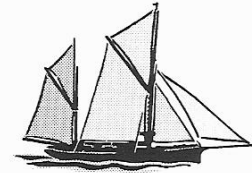
- Need quality articles to share with our members

## ■ What Can We Do For You In The Future?

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# Nominating Chair

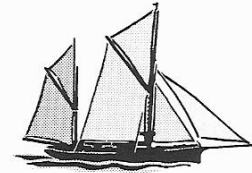


- **What We Do Now**
  - Identifies and nominates qualified individuals for the elected section positions of chair, chair-elect and/or vice chair (s), secretary, and treasurer.
- **2009 Accomplishments**
  - Maintain contact data for all section leadership team members
  - Recommended new slate for section elected positions for 2009-2010
- **What We Need From Our Members**
  - Suggestion for nomination from the membership for the elected positions
- **What Can We Do For You In The Future?**

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# Election of Officers



- 1. Chair Elect- Maddy Bradford
- 2. Treasurer- Jim Sohn
- 3. Secretary- David Norby

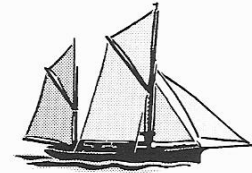
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# Recertification Chair

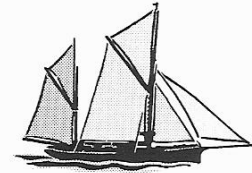


- **What We Do Now**
  - Evaluated applications for recertification and validate areas of professional activity.
  - Ensure timely submission of information to ASQ Headquarters.
  - Maintain contact with applicants to communicate status of their application.
- **2009 Accomplishments**
  - Presented recertification information and tips, and answered questions at a dinner meeting.
- **What We Need From Our Members**
  - Communicate with the chair in advance of the due date
- **What Can We Do For You In The Future?**
  - Have quarterly updates for those new to the process
  - Take questions and create FAQ for the section

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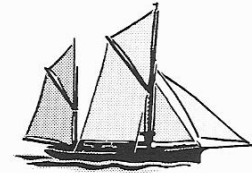
# Lead Proctor



- What We Do Now
  - Coordinate the availability of the Section Exam Site.
  - Lead an ASQ 1212 Team of Proctors for ASQ exams.
  - Return all exam materials to ASQ Headquarters for grading.
- 2009 Accomplishments
  - Completed 4 section exams for 2009
- What We Need From Our Members
- What Can We Do For You In The Future?



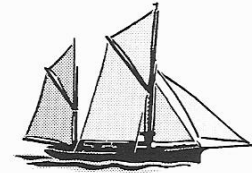
# Historical Chair



- What We Do Now
  - Prepare or update the history of section activities.
  - Maintains a binder/electronic CD of section documents.
- 2009 Accomplishments
  - Archives for permanent storage
  - Transfer copies of section documents to ASQ
- What We Need From Our Members
- What Can We Do For You In The Future?



# Awards Chair

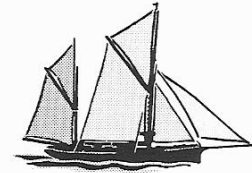


- **What We Do Now**
  - Request nominations for Section awards and provide nomination forms 30-days in advance of the award presentations.
- **2009 Accomplishments**
  - Collected nominations for the current section term
- **What We Need From Our Members**
  - Feedback on how the SLC team performance
- **What Can We Do For You In The Future?**
  - Create a new procedure for this process
  - Include awards on the survey questions

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# Internet Liaison

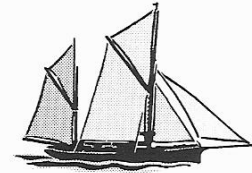


- What We Do Now
  - Develop and maintain a continuous reliable source for section via the Internet.
  - Request nominations for Section awards and provide nomination forms 30-days in advance of the award presentations.
- 2009 Accomplishments
  - Maintain current data on ASQ mini-website
  - Completed section website development
  - Guided the approval and implementation of 3 new Section 1212 awards.
- What We Need From Our Members
  - Feedback on how we are performing
- What Can We Do For You In The Future?

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# By Laws

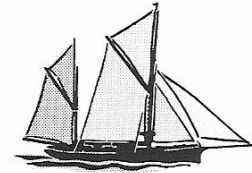


- What We Do Now
  - Maintain Section Operating Agreement
  - Coordinate and maintain Section Policy and Procedure System
- What is Section Operating Agreement?
  - SOA is the document of how our Section is organized and governed. It is approved by the ASQ Board of Directors and adopted by your Section
- 2009 Accomplishments
  - A revision of the SOA was reviewed and adopted by the Section Leadership Committee
- What We Need From Our Members
- What Can We Do For You In The Future?

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# Questions/Adjournment



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