

ASQ Western Idaho Section 621
Business Meeting Minutes

DATE: October 13, 2009

LOCATION: Louie's, Meridian

ATTENDEES: Diana Howard, Vicky McIntyre, Brad Loveland, Margaret Enking, John Everts, Robert Yoshida, Barbara Koontz

The meeting was called to order at 6:30 pm by Chairperson Diana Howard. A quorum was present.

Treasurer's Report

CURRENT FINANCIAL POSITION:		Previous Month
Checking:	\$ 5,456.94	\$ 5,257.94
Accounts Receivable:	\$ 0	\$ 25.00
Accounts Payable:	\$ 0	\$ 0
Savings:	\$ 0	\$ 0
Certificate of Deposit:	\$ 0	\$ 0
ASQ Investment Acct:	\$11,492.40 (as of 8/31/09)	\$11,492.40
TOTAL:	\$16,919.34	\$16,775.34

After some discussion of investing some of the checking monies it was decided that we would check with Larry to see if it is an interest bearing account. A motion was made to accept the Treasurer's Report. The motion was seconded and the report was approved.

The minutes from the previous meeting were reviewed. A motion was made to accept the minutes with a correction to the arranger of the Christmas party from Diana to Vicky. The motion was seconded and the minutes were accepted.

OLD BUSINESS

Boise Hawks

In Larry's absence there was no report on the Hawks game. It will be added to the agenda for the next meeting.

Black Hawk Tour

The Tour will be held from 3:30 to 5:00 pm in November (no other meeting will be held in November). John Everts gave an overview of what will be covered during the tour. We were asked to park on the south side of the building. Vicky will make sure that Brad has all the information needed for the broadcast message. The information has been posted on the web.

Financial Audit

Diana reported that the audit team met 08/01/09 and the records were reviewed by Diana Howard, Chair; Vicky McIntyre, Chair Elect, Larry Swider, Treasurer; Margaret Enking, Incoming Audit Chair; and Lisa Schoenfelder, Outgoing Audit Chair. The report was signed and forwarded to ASQ headquarters before the August 15th deadline. The audit committee recommended that a signature sheet be created at the beginning of the year showing the authorized Section Leadership Committee members signatures to make it easier to read the

signatures during the audit. This record should be maintained by the treasurer and turned in with the financial report to the audit committee.

NEW BUSINESS

Free Books are available from Headquarters. There is no cost on the books except shipping. There was discussion on ordering the books and how they would be used. Robert Yoshida indicated he had the storage space for the books and would be willing to be the librarian if we would choose to create a reference library. A suggestion was made to include books donated by members. A motion was made to purchase \$10.00 to \$20.00 worth of books and start a library with Robert Yoshida as the Librarian and responsible for storing the books. The motion was seconded and carried. Vicky will send the list of books available to the leadership committee for their feed back on what to purchase. The section will purchase the books. After the books are received she will post a list of available books on the web site with information to contact Robert to check a book out.

Web Page

There was some discussion on the updating of the WEB page and the idea of using the free available web site from headquarters. Ed Manning has volunteered to be the WEB Liaison. He was the liaison for ASQ Albuquerque Section 1400 (while living in Boise). We need additional information on the available ASQ headquarters web page and what we have now. Diana will contact Ed to see what information he has and what he has done in the past.

Schedule Review

Vicky has heard nothing from Salt Lake City on the proposed workshop for February. She thought that we could contact Motive Power for a tour if Don doesn't have something lined up. Vicky will contact Don.

Certification Exams

Exam dates need to be posted on the WEB page. We have 1 person signed up for SAT Oct. 17th. The next scheduled exam is Dec 5th. We currently have two people signed up. Vicky will add the schedule to the web page.

Meeting Place

An alternate meeting place could be the Library Coffee House for future meetings. We do not know who is responsible for reserving a room for our meetings. It was not reserved for tonight's meeting. In the past it was done by the secretary. This needs to be added to the next agenda.

Safety Fest of the Great Northwest

Brad handed out fliers for this seminar on Jan 26-29. There are three days of safety oriented classes that have no cost associated. Brad will include the information in the broadcast message and it will be posted on the web page.

There being no other items of business, a motion was made, seconded, and approved to adjourn the meeting at 8:35 pm.

Respectfully Submitted,

Margaret Enking, Acting Secretary