

Minutes for 4/6/01, Q&P Conference Call
3:00 PM – 4:30 PM Eastern Time

Submitted 5/31/01, E. Lagergren (C. Jennings took minutes during the call).

Attendees Tom Boardman, Karen Copeland, Fred Faltin, Jeff Hooper, Cheryl Jennings, Eric Lagergren, Angie Neff, Tim Robinson, Gwen Stimely, Paul Tobias, Geoff Vining, Steve Zayac

Agenda

- 5 Check-in – Eric
- 30 Review of Action Items – Lisa
- 50 Officer reports
 - Chair – Eric
 - Chair-Elect – Fred
 - Past Chair – Geoff
 - Treasurer – LeRoy
 - Secretary – Lisa
 - Program Chair – Cheryl
 - Program Chair-Elect – Angie
 - Council of Sections Reps – Joe/Karen
 - Publications Officer – Gwen
 - Publications Officer-Elect – Enrique
 - QPRC – Jeff/Paul
 - Continuing Education – Tim/Steve
 - Newsletter – Esteban
 - Mary Natrella – Veronica
 - Baldrige Award - Rick
 - Webmaster – Ramon
 - Nominate Fellows – Bill
 - Others?
- 5 Other business – Eric
- 5 Next meeting – Eric, Fred

Action Items

Ongoing Action Items

3. (F. Faltin) Set up a conference call for end of February to discuss the Q&P sections role in the new quality landscape proposed by ASQ.

* (4/01) Fred will set up the conference call for the first week of May to discuss the Q&P Section's role in the new quality landscape proposed by ASQ. This will be used as input to the Strategic Planning Meeting in Austin at the Quality and Productivity Research Conference.

4. (All) Send Fred suggestions on how the Q&P section should respond to the new quality landscape proposed by ASQ.

* (4/01) Fred has received no input thus far. Will be discussed during the conference call Fred will set up.

5. (C. Jennings) Publicize widely the Q&P section's program for the JSM, including the the Joint Q&P/SPES newsletter, AmStat News, and the Q&P web page.

* (4/01) Done for newsletter. Will send abstracts for invited & contributed JSM sessions to Gwen Stimely for June AmStat by May 1st. Send matrix of Q&P & SPES JSM sessions to Ramon Leon for web page.

8. (T. Boardman and A. Neff) Follow up with Angie to see where things stand with developing the Six-Sigma Body of Knowledge.

* (4/01) Angie will set up a conference call for next week to kick-off. Will update at next call.

9. (E. Lagergren and L. Franklin) Decide how best to invest surplus Q&P sections funds. One possibility is a donation to the Mary Natrella scholarship fund.

* (4/01) Ongoing. Q&P is providing \$1000 for an additional Mary Natrella scholarship (with a match from the QPRC fund) for a student to attend the 2001 Quality & Productivity Research Conference in Austin. Monies (\$500/speaker, max of \$1000/course) should go to short course instructors as discussed at last year's Tactical Planning Meeting. See LeRoy's treasurer's report.

10. (All) Our web page for 2001 officers is incomplete. If your contact information is not there, send it to Ramon.

* (4/01) Still incomplete. Also pages for 1999 and 2000 officers are incomplete. Please check that your contact info is available and correct and if not, send any changes to Ramon.

New Action Items from this call

(Also includes action items from above where responsibility has shifted to another person).

1. (E. Lagergren and J. Hooper) Check with Jeff Hooper about the Q&P section's proposed new relationship with the Fall Technical Conference. Q&P will sponsor 2-3 sessions at the FTC, while the FTC sponsors 2-3 sessions at the Quality & Productivity Research Conference.

* (4/01) Ongoing. Eric and Jeff will follow up with Jim Stuart of the FTC.

6. (K. Copeland, J. Voekel, and G. Stimely) Get email list of Q&P Section members from ASA and send an EXCEL version to the Executive Committee. Submit a note in the June Joint Q&P/SPES requesting that members submit their email addresses to ASA, if they have not already done so.

* (4/01) Decided that developing and maintaining a section email list is an administrative duty that should be done by ASA. Karen and Joe will follow up with ASA & Council of Sections to encourage ASA to develop and maintain an email list of Q&P section members. Explore the possibility of working jointly with the SPES's Councils of Sections members on this. Gwen will submit a note to the joint newsletter encouraging members to submit their email addresses (estimate that 25% of members have not submitted their email addresses).

12. (All) Send updated contact info to Lisa Custer.

13. (L. Custer) Send updated email list of Executive Committee members to the committee.

14. (All) Propose agenda items for the Strategic Planning Meeting and provide input on quality landscape to Fred Faltin.

15. (C. Jennings) Contact ASA (Elaine Powell) to see whether any potential conflicts between SPES and Q&P in the JSM schedule can be avoided by "programming" this into the schedule.

16. (T. Robinson and S. Zayac) Send short course info to Esteban Walker for newsletter and to Ramon Leon for web page.

17. (E. Lagergren) Work with SPES to announce/publicize future plans to go to electronic newsletter, potentially by end-of-2002.

18. (L. Franklin, T. Robinson, and S. Zayac) Contact ASA (Mary Fleming) regarding potential issues with paying JSM short course speakers. Notify Steve Zayac & Tim Robinson of the results of this discussion with ASA, so that they can notify the short course instructors.

19. (G. Stimely) Contact Veronica Czitrom regarding publicizing Natrella scholarships.
20. (E. Lagergren) Send email to executive committee regarding registration deadline for QPRC.

Recently completed Action Items

2. (E. Lagergren) Set up next Q&P Executive Committee Conference for mid-March
* Done

7. (G. Stimely, All) Gwen will request feeder for the AmStat News from the Executive Committee following the timeline in the Q&P manual.

* (4/01) Done.

11. (E. Lagergren and L. Custer) Update the following email lists: 1. Entire Executive Committee and 2. Elected Officers.

* (4/01) Done.

Officer reports

Chair (Eric):

Update on QPRC application for separate non-profit tax status.

Chair-Elect (Fred):

Nothing additional to report.

Past Chair (Geoff):

Nothing to report. Volunteered to be Q&P contact to ASQ Statistics Division.

Treasurer (LeRoy via Eric):

Good financial shape. ASA wants Q&P to spend down. LeRoy recommends \$4000, and one recommendation is \$1000 for 4 scholarships. Other suggestions: this year's short course speakers (\$500/ speaker, \$1000 cap for course), add to Mary Natrella endowment, rent facility for JSM2002 high school teachers event (Steve Zayac).

Secretary (Lisa):

No report.

Program Chair (Cheryl):

Nothing additional to report.

Program Chair-Elect (Angie):

No report.

Council of Sections (Karen):
Nothing additional to report.

Council of Sections (Joe):
No report.

Publications Officer (Gwen):
Nothing additional to report

QPRC (Paul):
Early bird registration ends April 15th. Two Q&P scholarships available.

Continuing Ed (Steve, Tim):
Nothing additional to report

Newsletter (Esteban via Eric):
Next deadline is April 20th

Mary Natrella (Jeff Hooper):
Four scholarships this year, Nothing additional to report

Baldrige Award:
No report.

Webmaster:
No report.

Nominate Fellows:
No report.

Other Business

None.

Next Meeting

Eric to set up Executive committee conference call for end of June