

Coming Soon: New Web Page & Email Newsletter

Program Schedule

<i>Date</i>	<i>Program Description</i>	<i>Location</i>
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January 8th

Data Sanity:

Eight Common Statistical Traps of
Simple Data Analysis

(Joint meeting with APICS)

Cabelas

Owatonna, MN

February 12th	The Basics/Benefits of Certification Phillip Reger	Cabelas Owatonna, MN
March 11th	Calibration Al Glassel	Cabelas Owatonna, MN
April 20th	Better Workplace Super Session Tom Terez	Cabelas Owatonna, MN
May 13th	Plant Tour	Kato Engineering Mankato, MN

ASQ Board Members

BOARD POSITION	CONTACT INFORMATION
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Chairperson

Bill Harris
 Email: bharris@holmindustries.com

Holm Industries

507-354-3191 / Fax #: 507-354-3193

Vice Chair/Program/Newsletter Lisa Krause

Email: lisa_k_krause@malt-o-meal.com

Malt-O-Meal

507-645-6681 Ext. 4304 / Fax #: 507-663-6242

Treasurer

Sue Hoeft
 Email: susan.m.hoeft@fleetguard.com

Fleetguard, Inc.

641-592-7394 / Fax #: 641-592-1330

Auditing Chair

Minnie Dunbar
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641-592-7395 / Fax #: 641-592-1315

Secretary

Lorraine Morris
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507-334-3965 / Fax #: 507-332-5888

Membership & Recertification

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507-444-4435 / Fax #: 507-444-5351

Internet Liaison

John Moorhouse
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North Star Quality, Inc.

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Corporate Graphics

507-625-4400 / Fax #: 1-800-331-0019

Chairperson's Corner

January 2004 Chair's Report

Seasons greetings from the Section 1214 Board. We hope the Holidays gave everyone a little R&R to head into the challenges and opportunities of the New Year.

The first opportunity is the January Section Dinner Meeting on January 8 at Cabella's. Learning to deal with data and statistics and maintain sanity sometimes seems like a contradiction. This presentation promises to help us all deal better with data and statistics. This is a joint meeting with the APICS group and we are hoping for good weather and a good turn out.

The first challenge for the New Year for the Board is launching our electronic Newsletter. The time and cost involved in publishing and mailing the newsletter as well as periodic distribution problems makes going electronic almost a necessity. A few members have expressed disappointment in this decision – they like the familiarity and handiness of a paper version. I admit, I find a piece of paper, whether a newsletter or business report, preferable to finding and opening a file on my computer. However, we feel we have publishing software that will allow you – and me – to easily print out a hard copy in an attractive format. Our plan is to transition from paper to electronic over a couple months until any “bugs” get worked out.

The second challenge is to get all 1214 members to contact ASQ National and grant us permission to use your email address. As of November, only 106 of the 208 Section members had given ASQ National authorization to release your email address to Section 1214. You have to grant ASQ National permission for the section board to use your email address every time you renew your membership – this is not automatic. Here is what you need to do:

Visit **www.asq.org**
Sign-in (using your Membership number)
Select **My Account**
Select **Change Work/Home Addresses; e-mail**
Check **Address** and enter **e-mail address**
Select **My Section and My Division** under the e-mail
Address Preferences
click **Continue**
click **Continue**
Make any other changes as indicated

Section 1214 will of course follow all of the ASQ guidelines and policies regarding use of email addresses only for legitimate section business, and will never give your address out to anyone for any reason. The Subject area will also contain Section 1214 Newsletter so you will know what it is and whom it's from. Please take a few minutes and do this so we can move ahead with our e-newsletter.

Thank you all for a great 2003 and we hope for a great 2004.

Bill Harris

HAPPY HOLIDAYS!

FROM ALL OF US AT ASQ SECTION 1214

John

Bill

Susan

Lee



Glen

Minnie

Lisa

Dick

Lorraine

Company Sponsorship

Wenger[®]

Founded in 1946, the Wenger Corporation has a proud history of manufacturing the finest products for music education and performance.

Based in Owatonna, Minnesota, the Wenger Corporation is the world's leading manufacturer of furniture and equipment for music education and the performing arts, manufacturing more than 300 different products.

We also take pride in offering technical support and expert consultation for new construction and renovation projects, as well as existing facilities.

Wenger's customers include elementary schools, high schools, colleges and universities and churches, as well as theatres and performance facilities. Wenger also has a strong presence in the entertainment, hospitality, parks and recreation, broadcast, recording and consumer marketplaces.

For information about any of Wenger's products, contact: Wenger Corp., PO Box 448, 555 Park Drive, Owatonna, MN 55060; (800) 733-0393. Outside the United States, call (507) 455-4100. Or visit the web site:

www.wengercorp.com

Company Sponsorship

2003 - 2004

September – Blount, Inc.

October – Advanced Component Technologies, Inc.

November – Malt-O-Meal Company

January - Wenger

February – Fleetguard, Inc.

March – SPX Corporation

April - Truth Hardware

May – Kato Engineering

January Dinner Meeting

Program: Data Sanity: Eight Common Statistical Traps of Simple Data Analysis

Speakers: Bob Mitchell

Date: Thursday, January 8th, 2004

Place: Cabelas
3900 Cabelas Drive
Owatonna, MN 55060



Time: 5:30 p.m. Registration/Networking
6:00 p.m. Dinner
7:00 p.m. Meeting/Speaker

Menu: Chicken Breasts, Wild Rice, Tossed Salad, California Medley Vegetables, Rolls, Beverage, Apple Pie

Cost: \$15.00

* For special dietary needs, contact Bill Harris.

For reservations, please contact:

Bill Harris, Section Chairperson 507-354-3191
Or email at bharris@holmindustries.com

(Reservation Deadline: Monday, January 5, 2004 at 12:00 noon)

**Thank you, Merlin Rickefs
for the November Dinner
Meeting Presentation
with the Winona/LaCrosse Section.**

Merlin's presentation was about as unique as one could experience. We appreciated Merlin letting us know what Thailand and China are up to regarding their approach in seeking education from America. Some of the following Asian efforts were enlightening. For example:

- China and Thailand are pulling together
- Their women are gaining power
- People who have developed in those countries have skipped several generation evolutions
- Quality awards have been earned on developing computers, cars, appliances, clothing, and space programs



January Program

Data Sanity: Eight Common Statistical Traps of Simple Data Analysis

Mark your calendars for January 8, 2004 and get ready to learn how to deal with data and statistics without losing your sanity. This is the topic of the annual joint meeting between APICS and ASQ Section 1214. The presenter will be Bob Mitchell, a nationally known speaker on simple, effective, and practical use and understanding of statistical tools. Bob will present eight common statistical traps and how to avoid them by the application of Statistical Thinking.

Bob is Manager/Quality Senior Specialist for 3M Company's Corporate Quality Services. He is a 22-year employee of 3M with a diverse career including responsibilities in Quality Assurance, Process Development, New Product Development, Process/Product Engineering, Statistical Consulting, Supplier Management, and Technical Project Management. Bob is also past chair of the ASQ Statistics Division.

If you ever find yourself getting overwhelmed with data and statistics (and even if you don't), plan on joining us at Cabelas in Owatonna on January 8, 2004 and learn about simplifying data analysis and Data Sanity. Registration is at 5:30, dinner at 6:00, and the program at 7:00.

Make Reservations with Bill Harris at bharris@holmindustries.com or 507-354-3191 ext 35 by noon, Monday January 5th.

Certification Schedule

General

CQE = Certified Quality Engineer	CSQE = Certified Software Quality Engineer
CQA = Certified Quality Auditor	CQT = Certified Quality Technician
CQM = Certified Quality Manager	CMI = Certified Mechanical Inspector
CRE = Certified Reliability Engineer	HACCP = Hazard Analysis & Critical Control Point
CQIA = Certified Quality Improvement Associate	CCT = Certified Calibration Technician

Contact Glen Wolf at (507) 444-4435 for information on Certification Exams, or Re-certification classes.

2004

<u>Certification</u>	<u>Exam Dates</u>	<u>Application Deadline</u>
Six Sigma Black Belt, CQA-HACCP, CQA-Biomedical, CRE, CQT, CMI, Quality Manager	March 6, 2004	January 9, 2004
CQA	June 5, 2004	April 2, 2004
CQE, CSQE, CQIA, CCT	June 5, 2004	April 9, 2004

Certified Quality Auditor (CQA) Exam Changes

This is to announce the change to the CQA Body of Knowledge (BOK) that will become effective with the administration of the June 5, 2004 exam.

NOTE: With the June 5, 2004 administration the CQA exam will be 5 hours in length and approximately 15-20% (25-30 questions) of the test will be devoted to case studies.

For the new BOK and a comparison of the old vs. new BOK please go to: <http://www.asq.org>

Certification Fees

New Exam Fees – 2004

	<u>Member</u>	<u>Non-Member</u>
Quality Manager	\$235.00	\$340.00
CQA, CQE, CRE, CSQE, CQA-HACCP, CQA-Biomedical, Six Sigma Black Belt	\$180.00	\$285.00
CQT, CMI, CQIA, CCT	\$155.00	\$260.00

***PLEASE NOTE:** A portion of the above fees (\$50.00) is an application fee and is non-refundable.

Retake Fee

Quality Manager	\$185.00	\$185.00
CQA, CQE, CRE, CSQE, CQA-HACCP, CQA-Biomedical, Six Sigma Black Belt	\$130.00	\$130.00
CQT, CMI, CQIA, CCT	\$105.00	\$105.00

Re-Certification Fees

<u>Quantity of Certifications</u>	<u>Member</u>	<u>Non-Member</u>
One Re-certification	\$30.00	\$50.00
Two or more Re-certifications	\$50.00 (Total)	\$50.00 (Each)
<u>Re-Certify by Exam</u>		
Quality Manager	\$180.00	\$285.00
CQA/CQE/CRE/CSQE/CQA-HACCP/ Six Sigma. CQA Biomedical	\$130.00	\$235.00

PLEASE NOTE: You must include payment with your re-certification journal. Do not send cash. ASQ will accept check, money order, bank draft, electronic wire transfer of funds, and credit card (VISA, MasterCard, or American Express). \$50.00 of your fee is an application fee and is not refundable.

Certification/Recertification Pass List

Section 1214

NAME

CERTIFICATION

EXAM DATE

Re-certification Guidelines

1. Prepare your Journal and supporting documentation **no sooner** than six months before the expiration date, but **no later** than six months after the expiration date. If needed, Re-certification Journals are available from National ASQ by calling 1-800-248-1946 or on their web site at asq.org.
2. Make copies of all supporting documentation and submit these copies with the Journal to support all claimed RU's. **Submitted Journals and supporting documentation will not be returned.** Some typical examples of supporting documentation include:
 - Letter from employer stating dates of employment and job duties.
 - Section monthly meeting attendance receipts.
 - Educational transcripts.
 - Education program or seminar outlines with certificates of attendance or instructors signature.
 - Written verification from your supervisor confirming videotape-training completion with the subject and length of each video.
3. Fill out all required information on your Journal cover page including your membership number, certificate number(s), and complete mailing address and phone number(s). Cost for re-certification is \$30 for one re-certification and \$50 for two or more synchronized re-certifications. Attach a check payable to ASQ or use a credit card number on the Journal cover page. Sign and date the Journal cover page.
4. Send your Journal and supporting documentation copies to the following address: **Glen Wolf, 528 Truman Avenue, Owatonna, MN 55060.**

After submission of your Journal, allow six to eight weeks to receive your re-certification confirmation from National ASQ.

*A Call For Nominations!
It's Time to Elect Officers for the
2004/2005 Fiscal Year*

Every year in March, Section 1214 needs to elect three officers to the Board of Directors. These positions are Section Chair, Section Secretary, and Section Treasurer. There are other positions on the Board, but they are filled on a volunteer basis. If you would like to be nominated for one of the three elected positions, you need to do the following:

- Pick the office you would like to run for and put it on the top of a petition
- Submit a petition with at least 10 members' signatures on it
- Send it to the Section Secretary before January 14th. Her address is: Lorraine Morris, Advanced Component Technologies, Inc., 91 16th Street South, P.O. Box 168, Northwood, IA 50459

If you would like to **volunteer** for one of the open committee positions listed below, please email Bill Harris at bharris@holmindustries.com. The open committee positions are as follows:

Vice Chair

In the February newsletter, we will publish the slate of officers that are up for election. If there is no more than one nominee for each elected position, the nominee shall be declared elected by acclamation at the March section meeting. Any contested position shall be resolved through a verbal election at that meeting. The nominee with a plurality of votes from the members shall be declared elected.