

**ASQ Section 1128
Meeting Agenda**

DATE: 4/23/09

Item #	Agenda Item	Who	Time Allotted (minutes)	Comments
1	Establish if quorum is present	Chair	1	Minimum of 2 elected members & 3 members Members Present: Debbie Meeks, Wes Foy, Dan Mussatti, Pete Johnson, Joe Brandon
2	Assign a time keeper – SEC	Chair	1	
3	Assign a photographer – educational portion	Chair	1	Debbie
4	Confirm assigned person to write up meeting recap	Chair	1	Debbie
Officers Report				
5	SMP Status	Chair	3	Officers were submitted to Headquarters. Committee Chairs due by 6/30/09 - below Scholarship – discuss below Survey – discuss below
6	Review of Meeting Minutes	Secretary - Dan	2	Approved as distributed online.
7	Financial Report	Treasurer - Pete	2	Financial Report distributed (as of 23 April). Approved.
Committee Reports				
8	Programs	Debbie	20	Stihl (handout) – Define time, RSVP's, SEC meeting, Food, security requirements Picnic – Food options May – Stihl: Linda will take RSVPs from both Sections, 1114 & 1128. Need rough estimate of people two weeks prior. Need names & employment of participants NLT 22 nd . Will have to determine location and entrance to use. <u>Debbie will verify. Mike will put something on 1114 Website and write up announcement.</u> SEC will meet at Atlanta Bread, 675 Phoenix Drive (Near Lynnhaven Mall) at 5:00 PM. Check in at Stihl 6:15 PM No food for this meeting. Tour

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Meeting Agenda**

				at 6:30 PM. June – Picnic Lynnhaven Golf: Debbie made arrangements. <u>Debbie will explore food options.</u> <u>Linda will have to assess picnic supplies on hand</u>
9	Arrangements	Debbie	2	Review of March survey. Review of last month’s meeting survey results: Good review from last month. Very positive about speaker.
10	Nominating	Debbie	3	Need Arrangements, Programs, Nominating, Certification/reaccreditation? Education? Held elections last meeting. Elected: Chair: Ellen Diggs, Vice-Chair: Dan Mussatti, Treasurer: Ron Easley, Secretary: Wes Foy. There were no nominations from the floor, then a motion to accept the nominating committee’s selection was made and passed. Need to fill Chair Positions: Programs, Arrangements, and Nominating. Also, an potential future need for non-official positions: Certification, and Education. SEC may have to share the responsibilities to handle programs if no one volunteers. Can look at what Divisions have for speaker resource lists.
11	Audit	Joe	0	NA
12	Membership	Joe B	3	Report submitted: 8 new members, one new student, six regular members, one senior. Up to 132 members. Unemployed member of five years or more, get one year free membership from ASQ.
13	Education	Joe M	0	Status Report from Pete: Nothing new to

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				report..
14	Certification	Angie C	0	Status Report from Chair: No updates.
15	Scholarship	Rathmond	2	Status Report from Chair – Debbie received an update from Rathmond regarding scholarships. No submissions as of yet...just inquiries. He really doesn't expect to get much until it gets a little closer to the due date.
16	Newsletter	Ellen	1	No report
17	Website	Pete	1	No report
Miscellaneous				
	Survey	Pete	10	Pete will be sending survey for review to improve questions. Committee of Pete, Wes, Joe, and Ellen. Target completion: Mid-May.
	Anything from the committee?	members	3	Section Leader training will be in Knoxville June 27, Richmond date TBD