

**ASQ Section 1128
Meeting Agenda**

DATE:

Item #	Agenda Item	Who	Time Allotted (minutes)	Comments
1	Establish if quorum is present	Chair	1	Meeting called to order by Pat Jones. Members present: Pat Jones, Kevin Arrington, Joe Smith, Joe Brandon, Linda Ray, Pete Johnson, Ellen Diggs, Debbie Meeks
2	Assign a time keeper – SEC	Chair	1	Kevin Arrington
3	Assign a photographer – educational portion	Chair	1	Joe Smith
4	Confirm assigned person to write up meeting recap	Chair	1	Joe Maggiore is on schedule for this meeting, but not present. Ellen will provide summary.
Officers Report				
5	SMP Status	Chair/ Vice Chair	1	Scholarship and elections – see below
6	Review of Meeting Minutes	Secretary - Dan	5	Minutes from last meeting approved.
7	Financial Report	Treasurer - Pete	5	<p>Current balance is: \$5723.68. No outstanding transactions.</p> <p>Provided is response to previous queries:</p> <ol style="list-style-type: none"> 1. We have budgeted a total \$500.00 for member leader travel assistance to world conference. \$200 for transportation, \$200 for lodging, and \$100 for meals. 2. We have budgeted a total of \$500 for guest speaker travel assistance. \$200 for transportation, \$200 for lodging, and \$100 for meals. <p>Two associate members were provided free meals at a previous meeting, mistakenly though to be new, first time members. All agreed the Section will absorb the cost.</p>

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Committee Reports				
8	Programs	Pat	10	<p>A proposal for the June meeting/social was presented: Lynnhaven mini-golf. All present agreed. A motion was made to provide 20 miniature golf tickets and 30 batting cage tokens through raffle for those attending. <u>Action: Linda will make reservations.</u> May meeting: still waiting for a call-back from Stihl for a plant tour. <u>Action: Pat will get details for the meeting.</u> March meeting: Still haven't confirmed speaker, discussed option. <u>Action: Dan will invite Glenn Marshall to speak on Best Practices.</u></p>
9	Arrangements	Linda	1	<p>We received very high ratings for last month's meeting and two members put their names down as volunteers for the Section.</p>
10	Nominating	Pat	10	<p>We all need to actively recruit or there may not be a section next year. Elections are next month – no nominations for our section leaders. 1st priority - Need to fill Chair, Vice Chair, Secretary and Treasurer. Current Vice Chair is anticipating a transfer out of the area. Ellen Diggs indicated a willingness to be nominated for the Chair Position. Kevin Arrington will consider accepting nomination for Vice-Chair position, but is waiting to hear about possible job transfer. Dan Mussatti will accept nomination to serve as Secretary for another year. <u>Action: All seek out and encourage</u></p>

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				<u>candidates.</u>
11	Audit	Joe	0	No updates needed at this time
12	Membership	Joe B	3	Membership report submitted. 3 new members, 128 total as of Jan 31 report. 17 members are listed as 1 to 6 months overdue. <u>Action: Joe will begin making follow-up calls to members overdue for three months or more.</u>
13	Education	Joe M Joe B	5	Joe B provided update. One class remaining. 25 members have recertified. <u>Action: Joe will send the recertification list to Debbie.</u>
14	Certification	Angie C	2	No report.
15	Scholarship	Rathmond Pat	5	Timeline for scholarship was provided. Pat reported that the process was on schedule. Only help needed will be for evaluation of applications. Please forward all suggestions to Rathmond. Are there any volunteers to help grade the papers?
16	Newsletter	Ellen	2	Ellen is open for ideas. Communicate needs. Getting input in on time to meet publication schedule remains a challenge. Would like to send newsletter out earlier, but need submissions earlier.
17	Website	Pete	2	Everything is posted and up to date.
Miscellaneous				
	The annual meeting.		5	Need to determine who will be going and what \$\$ there is available for sharing, if applicable. Dan Mussatti has committed to attending and will participate in the leader member

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