

**ASQ Section 1128
Meeting Minutes**

DATE: 3/26/09

Item #	Agenda Item	Who	Time Allotted (minutes)	Comments/Actions
1	Establish if quorum is present	Chair	1	Minimum of 2 elected members & 3 members. Members Present: Debbie Meeks, Wes Foy, Dan Mussatti, Pat Jones, Ellen Diggs, Pete Johnson
2	Assign a time keeper – SEC	Chair	1	Ellen
3	Assign a photographer – educational portion	Chair	1	Debbie/Pete
4	Confirm assigned person to write up meeting recap	Chair	1	Joe Smith Dan Mussatti
Officers Report				
5	SMP Status	Chair/ Vice Chair	0	Scholarships – discuss below
6	Review of Meeting Minutes	Secretary - Dan	3	Approved as distributed online.
7	Financial Report	Treasurer - Pete	3	Financial Report distributed (as of 26 March). Approved. 21 for recertification, 144 for last month's dues. Predict we will miss revenue project a bit. Won't know until June, which is big renewal month. Section will get 200 back for participation in member-leader training at WCQI. Dan will seek reimbursement assistance for two extra nights at conference.
Committee Reports				
8	Programs	Pat	10	April – Statistics: Mike LaDolcetta May – Stihl: <u>Pat will give Debbie contact info.</u> June – Lynnhaven Golf: <u>Debbie Action</u> Are the speakers confirmed? What is their contact information? Do we have the bio's? <u>Pat will get from Mike Dolcetta</u> Are there special security steps to get into Stihl? (TBD) <u>Debbie Action.</u>
9	Arrangements	Debbie	2	Review of last month's meeting survey results: Good

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				review from last month. Very positive about speaker.
10	Nominating	Pat	10	Holding elections tonight. Nominations: Chair: Ellen Diggs Vice-Chair: Dan Mussatti Treasurer: Ron Easley Secretary: Wes Foy Will solicit nominations from the floor. If there are no nominations from the floor, then a motion to accept the nominating committee's selection can be made and passed.
11	Audit	Joe	0	NA
12	Membership	Joe B	5	Status Report from Chair: Report submitted: 8 new members, one student, seven regular members. Lost two Sr. Members. 17 emails and two letters sent to members overdue.
13	Education	Joe M	5	Status Report from Chair: Nothing to report. Two more modules to be given for joint project. Only two students.
14	Certification	Angie C	1	Status Report from Chair: No updates.
15	Scholarship	Rathmond	5	Status Report from Chair – March should have been the month to begin application reviews. Rathmond has volunteers from Section 1114 to help with evaluations. Ellen & Joe volunteered to help from our Section. Decided not to post applications on website do to broad access. Applications are sent to all area schools. <u>Debbie will send info to membership by email in next couple of days.</u> Will consider article for website and newsletter next year.
16	Newsletter	Ellen	5	Wes Foy will take over newsletter. Please have submissions in on time and “ready for publishing.” The editor should only have to fine tune, check for spelling and grammatical errors, and format.
17	Website	Pete	1	Will be taken over by Kevin Airington.

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Miscellaneous				
	Annual meeting attendees – are you set?	Dan	1	Dan is set for annual meeting and has registered for member leader training on Saturday, and Education Chair training on Sunday preceding the conference.
	HRQMC		1	
	Anything from the committee?	members	3	

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