

**ASQ Section 1128  
Meeting Agenda**

DATE: 5/28/09, meeting commenced at 5:00 pm

Item #	Agenda Item	Who	Time Allotted (minutes)	Comments
1	Establish if quorum is present	Chair	1	Minimum of 2 elected members & 3 members. Attending were Deborah Meeks, Chair; Pete Johnson, Treasurer; Joe Brandon, Membership Chair, and Wes Foy, member. We did NOT have a quorum. Therefore, no decisions could be made.
2	Assign a time keeper – SEC	Chair	1	Wes
3	Assign a photographer – educational portion	Chair	0	NA. Stihl does not allow photography in their plant.
4	Confirm assigned person to write up meeting recap	Chair	1	Pete.
<b>Officers Report</b>				
5	SMP Status	Chair/ Vice Chair	1	Need to submit names of committee Chairs by 6/30. <b>Deborah Meeks has this action item.</b> Scholarship (later agenda item); Survey results (later agenda item)
6	Review of Meeting Minutes	Secretary - Dan	1	Sent out to SEC meeting attendees for review and comment. Revisions made based as needed. Completed.
7	Financial Report	Treasurer - Pete	3	The month of May has not closed yet. Current balance is \$6353.17. YTD net income is \$1969.52. Pete reminded us that we have three upcoming expenses; the \$750 scholarship; the travel expenses for the World Quality Conference for Daniel Mussatti; and the June picnic. Even with these upcoming expenses, the section is in good financial shape.
<b>Committee Reports</b>				
8	Programs	Pat	15	Still need a chair for next year. Picnic on June 25 at Lynnhaven Golf Park.

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				<p><b>Pete agreed to buy all food and drinks.</b> Theme is subs. Deborah reminded the group that we need a 2009-2010 Planning meeting. It was recommended that this occur soon after the survey results are issued (see later agenda item)</p>
9	Arrangements	Linda	5	Linda does not anticipate being able to attend the Picnic. Still need a chair for next year.
10	Nominating	Pat	1	Still need a chair for next year. This decision needs to be made for the June 30 <sup>th</sup> submittal to ASQ National.
11	Audit	Joe	1	Audit is due into headquarters by August 15 <sup>th</sup> . We typically schedule a review meeting in July. <b>Joe Smith needs to schedule this meeting</b> to include, at a minimum, the past Treasurer (Pete Johnson), and the incoming Treasurer (Ron Easley). We need at least one more person. It was recommended that Ellen Diggs (incoming Chair) consider participating.
12	Membership	Joe B	3	Joe Brandon reported one new member, Scott Gaeth. A welcome letter was sent on May 11 <sup>th</sup> . Total membership is now 131.
13	Education	Joe M	1	Joe Magiore has agreed to stay on as education chair.
14	Certification	Angie C	1	Angie Coulton has agreed to remain as Chair under the premise that because of her work commitments she probably will not be able to attend meetings. Deborah agreed to this arrangement.
15	Scholarship	Rathmond	2	After the meeting, we received the following update from Rathmond Collins. A record 16 applications were submitted. They were sent to four reviewers on May 28 <sup>th</sup> and are due

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				back on June 8 <sup>th</sup> . A decision should be made by June 10 <sup>th</sup> .
16	Newsletter	Ellen	2	Two volunteers stepped forward in the survey. We will gladly bow to the new volunteers. <b>Ellen to contact and handoff this duty.</b>
17	Website	Pete	2	Kevin Arrington has volunteered to take over the website. <b>Pete will arrange a handoff.</b>
<b>Miscellaneous</b>				
18	Survey Results	Pete		The deadline is May 29 <sup>th</sup> . Pete gave an informal summary. 51 respondents, or 38% participation. This is close to past years. Meetings continue to be very important. Monthly meetings are preferred. Evening meetings are preferred. Thursdays continue to be preferred. Plant tours continue to be desired. Certification prep and other education opportunities were requested. We need to analyze the survey results regarding the best use of the website and the newsletter. Probably the biggest news is that a lot of people said they were willing to volunteer for the section. <b>It was recommended that someone (Deborah and Ellen?) contact these people soon.</b>

Meeting adjourned at 5:50 pm