

# ASQ Tidewater Section 1128 Professional Development Committee Meeting Notes

**Issue Date: 10/15/09**

Present: Rene Bois, Ron Easley, Wes Foy, Tricia Holben, Joe Maggiorre (by conference call), Dan Mussatti

Absent: Jackie Lundquist

Meeting Date/Location: Wednesday, October 14 at 4:30-6:00 pm at CIRS from 4:30 pm – 5:45 pm / CIRS, Norfolk

## **Agenda**

- 1) Prior Mtg Action Items - Update
- 2) Business Plan Updates/Status – Joe/Jackie
- 3) Resource Material Update - Rene
- 4) Community of Sharing Update - Rene
- 5) Update/Status Calendar Events - All
- 6) Local Area Development Opportunities - Pat
- 7) Brainstorm Meeting Enhancement Ideas – all
- 8) New Action Items
- 9) Minutes Readback

## **1) PRIOR MEETING ACTION ITEMS:**

- Wes to add Quality Month celebration to October Event and advertising. *First announcement for Lindab plant tour did not recognize Quality Month, but the second announcement (coming this week) does.*
- Tricia to check Cypress for hors'dourves menu options for Networking Event. *Tricia will have an answer by October 16 and issue an email.*
- Tricia to check with Cypress regarding use of lounge/table area for Networking event. *Tricia will have an answer by October 16 and issue an email.*
- PD cmte members to submit reference material to Rene . *Ongoing request.*
- Rene to send member announcement for “Call for Reference Material to add to Community of Sharing”; announcement to include description of Community of Sharing objective. *Rene will get with Kevin by Oct 16.*
- Jackie/Dan/et al to forward PD opportunity contacts to Tricia. *Jackie responded on Sept 22. Others need to do this.*

**ASQ Tidewater Section 1128  
Professional Development Committee Meeting Notes**

**2) 2009/2010 Business Plan - PD Cmte**

2009/2010 Business Plan - PD Cmte Draft

Objective	Activity Title	Activity Description	Measures	Goals	Percentage Completed	Contact	Comments
Grow Means	Personal Recognition for obtaining Certification	Recognize section member certification in section communication	List of 1128 section member who pass exam	Recognize 100% of passing members w/in 60 days of ASQ notification		Education Chair	Route: Ed Chair(PD Cmte) to Comm Chair to Section Chair
Grow Means	Certification/Skills training	Conduct one Cert Review course	Training attendance record	Enhance member professional development		Education Chair	
Grow Means	Educational mtg	subject matter expert presentation in dinner meeting format	participation records	Conduct four (4)		Programs Chair	
Grow Means	Webinar	subject matter expert web-based presentation	participation records	Conduct two (2)		Programs Chair	
Grow Means	Workshop	subject matter expert presentation in classroom environment	participation records	Conduct one (1)		Programs Chair	
Grow Means	plant tour	demonstration of application of Qlty BOK	participation records	Conduct one (1)		Programs Chair	
<i>Increase Customer Loyalty/Enhance Value of Qlty BOK</i>	resource material	Identify and make available mat'ls supporting BOK	Content or links available on section website and establish or other sources of information	<i>Add minimum of five (5) {None currently available}</i>		<i>Librarian</i>	

**3) Resource Material Update – Rene**

No update.

**4) Community of Sharing Update - Rene**

No update.

## ASQ Tidewater Section 1128

### Professional Development Committee Meeting Notes

#### 5) Calendar Events and *Event Calendar Status(in italics)*

Month	Event	Comment
September 9/24/09 Dinner Mtg	Educational meeting	Lead: Wes <i>Status: Wes to write program summary.</i>
October 10/22/09	Plant tour	Lead: Wes <i>Status: First announcement went out week of Oct 5. Second announcement going out this week. Wes in charge of breakfast details.</i>
November 11/19/09	Networking Event	Lead: Dan Location: Cypress Point <i>Status: Dan to decide on icebreaker activities and to provide details to Kevin for website posting.</i>
December 12/1/09	Webinar	Lead: Jackie <i>Status: PD Committee decided on Preventive Action on Tuesday, December 1 at 10:00 am. Jackie to get details and give to Kevin for website posting</i>
January 1/28/10	Educational meeting	Suggested Topic: PMI Lead: Tricia/Jackie Location: Cypress Point <i>Status: PD Committee agreed with PMI as topic. Encouraged Tricia/Jackie to look regionally/nationally for speaker. Use budgeted money (up to \$500) for this event.</i>
February 2/25/10	Networking Event	Lead: Dan Location: Cypress Point; <i>Status: No update</i>
February TBD	Webinar	Lead: Jackie Location: Cypress Point Suggested Topic: <i>Status: No update</i>
March 3/25/10	Educational meeting	Lead: Ron Location: Cypress Point Suggested Topic: <i>Status: Ron agreed to take the lead.</i>
March-April	BOK Certification Refresher Course	<i>Status: PD Committee decided to offer CQA course in the Spring (March-May timeframe). Tricia will get with Kevin about posting on website and asking if any members are interested in leading, or know</i>

#### Survey Topics

1. Continuous Improvement (CI)
2. 7 Mgt Qlty Tools
3. Cost of Qlty
4. Project Mgt (PM)
5. 7 Basic Qlty Tools
6. CA/PA
7. Stats
8. Lean

## ASQ Tidewater Section 1128

### Professional Development Committee Meeting Notes

		<i>someone you can lead.</i>
April TBD	Workshop	Lead: Joe Location: Suggested - Two Concurrent Topics: CI and Z1.4 Sampling Plans <i>Status: Joe agreed to take the lead. He has FEMA and a speaker in mind.</i>
May 5/27/09	Educational meeting	Lead: Rene Suggested Topic: Executive Panel back Quality; Why or Why not? (Lifetouch, Raytheon, CIRS) Location: Cypress Point <i>Status: Rene agreed to take the lead; Jackie to assist</i>
June TBD	Social	<u>No</u> plans yet

## **ASQ Tidewater Section 1128**

### **Professional Development Committee Meeting Notes**

#### **6) Local Area Development Opportunities - Tricia**

Status: Tricia will get a list to Kevin for website posting. Tricia will also have Kevin ask for help through the website.  
Frequency: Ongoing.

#### **7) Brainstorm Meeting Enhancement Ideas / Offered from ASQ Section Best Practices**

Following best practices were passed around for review a short discussion: Multi-purpose cards (Milwaukee 1202); Monthly New Member Draw (Toronto 0402); Group Exercise to Create 5-yr Strategic Plan (Indianapolis 903).

No new discussion at this meeting, but keep as a standing agenda item.

#### **8) MEETING ACTION ITEMS:**

- Wes to add Quality Month celebration to October Event and advertising. *First announcement for Lindab plant tour did not recognize Quality Month, but the second announcement (coming this week) does.*
- Tricia to check Cypress for hors'dourves menu options for Networking Event. *Tricia will have an answer by October 16 and issue an email.*
- Tricia to check with Cypress regarding use of lounge/table area for Networking event. *Tricia will have an answer by October 16 and issue an email.*
- PD cmte members to submit reference material to Rene . *Ongoing request.*
- Rene to send member announcement for "Call for Reference Material to add to Community of Sharing"; announcement to include description of Community of Sharing objective. *Rene will get with Kevin by Oct 16.*
- Jackie/Dan/et al to forward PD opportunity contacts to Tricia. *Jackie responded on Sept 22. Others need to do this.*
- Wes to write Sept 20 program summary and send to Kevin for website posting.
- Dan to get November 19 social event details to Kevin for website posting.
- Jackie to get December 1 webinar details to Kevin for website posting.
- Tricia/Jackie to look regionally/nationally for January PMI speaker.
- Tricia will get with Kevin about posting on website and asking if any members are interested in leading a CQA Refresher course, or know someone you can lead.
- Tricia will get a Local Area Development Opportunity list to Kevin for website posting.
- Tricia will have Kevin ask for help about Local Area Development Opportunities through the website.

#### **Next meeting**

Leadership Meeting: None scheduled.

PD Cmte: Tuesday, November 10, 2009 at 4:30 pm at CIRS.

Meeting notes prepared by Wes Foy.