



September 4, 2009

ASQ Tidewater Section 1128b Planning Session on September 3, 2009

The ASQ Tidewater Section 1128b Section Leadership Committee (SLC) met on Thursday, September 3, 2009 from 5:25 pm – 7:40 pm.

Present: Joe Brandon, Rathmond Collins, Ellen Diggs, Ron Easley, Wes Foy, Tricia Holben, Joe Maggiore, Dan Mussatti, Jackie Lundquist, Joe Smith; and Debbie Meeks via conference call.

We had a quorum. Just a reminder that the new definition of a quorum is four people, consisting of two out of four elected positions and two out of five appointed positions.

The agenda was:

1. Communication Committee report
2. Professional Development Committee report
3. Preparation of Quality Management Plan (QMP)
4. Preparation of budget
5. Upcoming announcements
6. Next meetings

1. Communication Committee report

- Ellen gave the report in Kevin's absence.
- Kevin is close to creating the improved website, but it is not quite ready.
- Our first announcements will be delivered by blast email.
- Facebook is up and running. Be careful not to dilute our efforts and confuse our members.
- Looking at LinkedIn.
- The website will be the primary communication tool and the hub of all information.
- We will measure website total hits as well as unique hits.
- We will use the tagline "We want to be your quality resource" at every opportunity. (Note the footer on these meeting notes).

2. Professional Development Committee report

- Jackie gave the report
- Professional Development activities will include:
 - CQA Certification Exam Review course
 - 4 educational meetings
 - 2 webinars
 - 1 workshop
 - 1 plant tour
 - Create 5 resource materials

- Ron Chapman is confirmed for the September 24 educational meeting. The topic will be “Learning Happens.” There will also be a short ASQ lead-in with the new SLC structure, the QMP, the budget, the improved website, and the ASQ Learning Institute.
- A Lindab plant tour and presentation of their Lean journey is tentatively scheduled for October 22.
 - **Assignment: Wes Foy** to confirm this.

3. Preparation of Quality Management Plan (QMP)

- Communications Committee recommended goals were agreed to with slight goal modifications.
- Professional Development Committee recommended goals were agreed to with slight goal modifications.
- **Assignment: Dan Mussatti** will combine both drafts into one QMP in time to present to the membership at the September 24 educational meeting, which will give us plenty of time to meet the ASQ submittal deadline of October 1.

4. Preparation of Budget

- Ron Easley presented a draft budget that had us losing \$670 for the year.
- Motions were made and passed for the following:
 - Structure the costs for the CQA Certification Exam review course and the workshop so that we make about 20% profit, or about \$600.
 - For the Educational dinner meetings, structure the costs so that there is a distinction between a member and a non-member.
 - Create a balanced budget.
- **Assignment: Ron Easley** will respond to these motions and prepare a budget in time to present to the membership at the September 24 educational meeting, which will give us plenty of time to meet the ASQ submittal deadline of October 1.
- **Assignment: Ron Easley** will research whether we were reimbursed for last year’s Lean Six Sigma prep course.

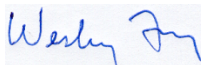
5. Upcoming Announcements

- A motion was made and passed that we will promote any professional development offering that offers a discount to ASQ section members.
- **Assignment: Ellen Diggs** will issue a blast email to the membership by September 4 to announce:
 - The September 24 educational meeting. She has the necessary script.
 - ODU course offerings
 - **Assignment: Jackie Lundquist** will provide Ellen with a script.

Next meetings

- The Professional Development Committee will meet at 4:30 pm on Thursday, September 10th at Jackie’s office at CIRS.
- The Communication Committee will meet at a date TBD by Kevin Arrington.
- The entire SLC will meet at 5:00 pm on Thursday, September 24th at Cypress Point Country Club, prior to the educational meeting.

Respectfully submitted,



Wesley Foy, Secretary