

ASQ Richmond December 5, 2012 Leadership Committee Meeting Minutes

ASQ Section 1104

Minutes of Leadership Committee (LC) Meeting

Date: December 5, 2012

Location: Meadowbrook Country Club (MCC)

The LC meeting was called to order at 6:00 p.m., by the chair, the secretary being present. A quorum was present.

Those attending: Brad Reynolds, Luis Morales, Lisa El-Shall, Greg Kuhn, Sherri Douthat, Adrienne Bouldin, Debbie Newman, Clay Ellis, Jake Eshler, Chris Milton, Terry Burns.

Discussion:

- Reviewed and approved the minutes of the 9/20/2012.
 - Followup on To Do List from September Mtg:
 - Victor Gray Educational Grant – we agreed to open it up to the VCU Students and our ASQ Mailing List.
 - Sherri Douthat is working on an 1104 Promotional Brochure for new members and HR groups to target companies with potential members.
 - Have Sign Up sheets sent to Deb Newman.
 - Awards Mtg will be in May.
 - Surveys – Sherri Douthat is working on them.
 - Social Responsibility – money in the budget was approved for these efforts.
- Reviewed 2012-2013 Budget – Jake indicated while we are not spending as much as budgeted, we should request \$5,000 from our funds at national to future planned expenditures to have funds available locally going forward.
- QMP reviewed and updated. Verbal updates were given to Luis. Completion depends on officers and those with assignments responding with updates in a timely manner. Responses from those not present are pending at this time to Luis.
- Discussed needs recruiting new officers and chairs for open positions. We agree to broach the topic at upcoming meetings and specifically with those attending meetings frequently. Officers and Chairs are requested to forward positive responses to Brad and Chris Milton for the upcoming slate that will be put forth in March and voted on in April. Remember this slate will be for 6 months (Jul-Dec13) and 12 mos (Jan-Dec14) service periods. Remind everyone of the RU's to be earned.
- Discussed accepting advertising in our newsletter, but the decision was not now, but we could decide to in the future.
- Additional Items discussed.
 - Colonial Downs meeting in June. Mary to get date
 - VCU Career Fair in March. Sherri to firm up
 - Job Opportunities are available at Rolls Royce now noted on our website.
 - Closeout audit reports due to ASQ HQ by February 15, 2013.
 - Linked-in Membership up to 170 of which most are Management.
- Next Meeting: Tentative Leadership Committee Meeting on March 27th.

The meeting was adjourned at 8:05 p.m. See To Do List on the next page.

Reminder of To Do List going Forward:

- 1) Prepare 1104 new member/ promotional brochure – to be available to pass out at March VCU meeting. Sherri
- 2) Revise / simplify VG scholarship and make applicable for college students – to be avail at March VCU meeting – Clay
- 3) Send out email to potential student candidates advising them of VG scholarship – Debbie
- 4) See if MCC is available for ARN classes – Greg/Terry
- 5) Determine options/cost for June meeting at Colonial Downs - Mare
- 6) Update QMP with input provided at 12/5 LT meeting and contact those not in attendance for their input (George, JoAnn, etc) - Luis
- 7) Recruit new officers and chairs from folks who regularly attend monthly meetings – Let Chris M know who you plan to approach – All Members of LT
- 8) Complete financials and audit of 2012 books. Submit to ASQ before 2/15/13 – Jake, Terry
- 9) Advise potential advertisers that 1104 currently is not prepared to accept ads - Debbie

Chris Milton
Secretary

Brad Reynolds
Chair

APPROVED ON
February 15, 2013

(Secretary's initials)