

Richmond ASQ Section 1104
Leadership Team Meeting
August 15, 2008
6:00 – 8:30 pm
Meadowbrook Country Club

M I N U T E S

Members Present: Robyn Bennett, Edna Harrison, Richard Harrison, Andrea Kelly, Greg Kuhn, George Kvasnicka, Bradford Reynolds, Elie Talej, Jan Thruston, and Mary Turner

Update from National & Region 11

Results from the national satisfaction survey, specific to 1104 were reviewed. No findings appear aberrant.

Focus areas announced by Robert Saco, ASQ President, were noted: Global Transformation, Education & Training Initiative, Membership, Social Responsibility, and the Body of Knowledge. Interest was expressed in considering some activity in the area of social responsibility for the 2008-2009 SMP.

ASQ National Priorities include:

- Priority 1 - Support quality professionals and practitioners in their efforts to grow in value in the workplace and community.
- Priority 2 - Prove and communicate the economic case for quality.
- Priority 3 - Assure that a vital, growing Body of Knowledge is accessible to everyone.
- Priority 4 - Become the community of choice for quality.
- Priority 5 - Grow the use and impact of quality in every segment of the economy.
- Priority 6 - Make sure the world knows the importance and value of quality.

Highlights of the August 2nd Region 11 Leadership Training, hosted by Section 1104, were reviewed. Leadership Team members were encouraged to utilize the Community Leadership section on the ASQ website.

Officers & Chairs

A list of Officers & Chairs was provided and required positions were highlighted. There are a few vacancies and the Leadership Team must determine which positions are essential to Section operations. Position descriptions were distributed.

Robyn Bennett, Chair Elect, announced that she will be relocating and thus transferring to another Section. Responsibilities as Membership Chair are transferred to Elie Talej, Edna Harrison, and Richard Harrison. Nominations for Chair Elect will be discussed.

The idea to form an Advisory Board of Senior and/or Fellow members who have served in the Section of a long period of time was discussed, but no decision was made. The idea to use a Team approach for education, communications, etc. was also introduced, but no decision was made.

It was suggested and agreed that the Leadership Team meet quarterly. Meetings will be held at the Meadowbrook Country Club, and a schedule through January 2009 was proposed.

Treasurer's Report

Adrienne Bouldin was not present, so there was no Treasurer's Report. Adrienne is working on final preparations to submit the annual Audit Report due to National August 15th. It was reported that the M & I Investment lost money over the past 12 months. Jan Thruston will obtain more information on the investment.

SMP – Strategic Management Plan → Section Business Plan → Quality Management Plan

The SMP for 2007-2008 was updated, and a few members will supply additional information before the submission deadline (September 15th). All activities were completed at the 100% level with two exceptions, the Audit Resource Network and the Educational Conference. Consideration will be given to dropping these from the next SMP.

Activities for the 2008-2009 QMP (Quality Management Plan, previously the SMP) were discussed and a few of the ideas include: succession planning and increasing member involvement, a green initiative, social responsibility, an educational initiative. It was suggested that an "incentive drawing" be planned – after a specific number of meetings attended, the member is eligible for a drawing to win money toward certification.

Action Items

1. Jan Thruston
 -Draft a marketing plan
 -Obtain FSC information
 -List of ISO companies
2. George Kvasnic
 -Update info for SMP (completed)
3. Greg Kuhn
 -Check membership list for certifications & for PMUSA employees to do more internal advertising
4. Andrea Kelly
 -Call HQ re: green initiative
 -Follow-up on advertising in Valu-Pak
 -Send information on advertisement in Richmond News Leader to MT
5. Robyn Bennett
 -Obtain information on Virginia Waste Management for potential speaker and send to MT (completed)
 -Transfer Membership Committee materials to Elie, Rich & Edna (completed)
6. Elie Talej, Brad Reynolds, Greg Kuhn & George Kvasnicka
 -Attend Aug-22 RJEC function

Adjourn

The meeting adjourned at 8:30 p.m. The next meeting will be September 26th at the Meadowbrook Country Club and will begin at 5:45 p.m.