



Richmond ASQ Section 1104 Minutes for Leadership Team Meeting

Meeting Date: February 18, 2009

Location: Meadowbrook Country Club

Members Present: Bridget Baldwin, Clay Ellis, Jake Eshler, George Kvasnic, Greg Kuhn, Jan Thruston, and Mary Turner

Meeting called to order at 6:45 pm.

Treasurer's Report

- Reviewed and approved.
- Discussion of whether or not to charge members who RSVP to dinners and do not attend. Team had concerns of treasurer taking on the role of a “debt collector”. Total financial impact to the section needs to be assessed, i.e. how often are we charged for members who do not attend and in what type of venues?
- *New Action Item: **Richard Kirchoff** to analyze investment results and provide feedback regarding any action that should be taken.*

Progress and Updates from Action Items from 9/26/08 Meeting

Jan Thruston

- Marketing Plan---moved to future action item
- Obtain FSC information—Jan distributed information regarding green initiative. It was suggested that this may be a possible topic for a presentation at a monthly meeting.
- List of ISO companies---obtained from www.quality.digest.com. This list can be used to market the Audit Resource Network and to solicit new members.
- Research pins and service awards—Activity to be moved to the membership team. Mary will have a meeting with Richard Harrison, Edna Harrison, Elie Talej, Adrienne Bouldin, and possibly Robyn Bennett.
- Assist Bridget Baldwin with restructuring the Audit Resource Network—in progress

Richard Harrison

- Member of December Planning Committee—complete

Mary Turner

- Correct August minutes and email to Bridget Baldwin—complete
- Submit QMP—complete
- Development of educational grant---Need to develop an action plan to include criteria for application



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- Assist Bridget Baldwin with survey of non-renewing members---in progress
- *New Action Item: Contact Brad Reynolds regarding changes to website (all meeting information listed on front page, track hits on website, track hits on minutes, add Yahoo map for meeting location)*
- *New Action Item: Send website link in monthly email. Add statement, "If you would like to be contacted by a member of the leadership team....."*

Clay Ellis

- Jake Eshler nominated to be chair-elect. Elections to be held in April. Clay to develop of slate of potential candidates for the April meeting.
- Research gaming laws—Research indicates that a license is needed. **Jan Thruston and Greg Kuhn** to follow up with organizations they know who participate in these activities.
- Contact DEQ for green initiative—not done
- Member of December Planning Committee—complete
- Distribute survey to members regarding December meeting—complete
- Distribute survey to non-renewing members (coordination with Bridget Baldwin)—in process
- Contact Elie Talej regarding CQIA classes at Wyeth—not done
- Present Economic Case for Quality to an outside group—not done
- *New Action Item: Coordinate with Dr. Burch regarding class to be held in April. Possibility of partnering with Dr. Burch in exchange for advertising membership in ASQ.*

Adrienne Bouldin

- Submit FY09 Budget by 10/01/08—complete
- Make inquiries regarding income for certification exams and membership—status unknown

Bridget Baldwin

- Audit Resource Restructuring---Historical documents obtained from Ray Stoner. "Feeler" email to be distributed to membership to assess interest
- Develop survey questions for non-renewing members---draft questions have been developed.
- Include attendance numbers in future section meeting minutes—done
- *New Action Item: Email draft questions to Mary Turner and Clay Ellis for review.*

Additional New Action Item: Jake/Mary, Clay, and Greg to meet with staff at the Chamber of Commerce



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Quality Management Plan 2008-2009 (formally SMP)

- Progress reviewed and documented on QMP

Announcements

March 4th at 12:00 pm---Best Practices Conference Call on Programs (led by Eric Hayler)

Next Meeting is 4/22/09

Meeting adjourned at 8:15 pm.