

ASQ Blue Ridge Section 1108

Minutes of Leadership Committee Meeting

Date: August 5, 2013

Location: Blue Mountain Brewery, Afton, VA

Meeting Description: Regular

The Chair, Norval Johnston, and the secretary, Sarah Rosebrock, being present, called the meeting to order at 5:46 PM. A quorum was present to conduct business. The Chair welcomed new and returning leadership team members.

Attendees:

- Norval Johnston (Chair)
- Kevin Groth (Vice Chair)
- Sara Rosebrock (Secretary)
- Rebecca Simmons (Treasurer)
- Ray Schumin (Publicity Chair)
- Sara Baylor (Internet Liaison)
- Robyn Bennett (Membership Chair)
- Jessika McKinnell (Audit Chair)

The following members of the leadership committee were absent: Tee Whitesell (Voice of the Customer) and Lester Herman (Recertification Chair).

Meeting Agenda (Inputs):

- Introductions
- Highlights from Saturday's 8/3/2013 Workshop in Richmond
 1. HQ will implement a new version of SharePoint website later this year
 2. PAR (Performance Area Rewards) replaces Quality Awards
- Review of Proposed Section Goals & Objectives
 1. Completion and submittal of a section business plan per ASQ SOA requirements
 2. Completion and submittal of a section budget per ASQ SOA requirements
 3. Completion and submittal of the annual section financial report and quarterly reporting per ASQ SOA requirements
 4. Completion of a section annual report per ASQ SOA requirements
 5. Schedule Section Leadership Team meetings on at least a quarterly basis
 6. Schedule at least eight (8) monthly meetings/events for the section
 7. Support the annual Virginia Quality Conference being proposed by the ASQ Lynchburg section
 8. Update/upgrade the section website (www.blueridgeasq1108.org)
 9. Investigate the possibility of a virtual monthly section meeting (web meeting)

10. Work with other professional groups in the region to cosponsor events, networking, etc.
 11. Identify those members of our section who are eligible for Senior membership and help them to achieve that status
 12. Offer proctoring for the four certification exam series (March, June, October, December) as needed
 13. Provide timely recertification journal review and approval upon request
 14. Gather customer data from each section event and analyze it to see what went well and what needs improvement
 15. Identify section members for possible leadership roles who have not been a section leader before (succession planning)
- Review Business Related Activities
 1. Section Operating Agreement (SOA) - Signed copy to be submitted to HQ by Friday, August 9.
 2. Business plan and budget due to HQ by 8/15/2013
 - Discussion of Upcoming Section Events for 2013-14
 1. Sep 12, 2013 -5:30 - Barrenridge Winery tour and tasting (Marking of 50th anniversary of ASQ BR section)
 2. Oct 17, 2013 -5:30 at UVA - John Lawrence Busch, Steamship book talk cosponsored by IEEE
 3. Nov 12, 2013 at JMU - Jerry Clark presentation cosponsored by APICS (Buffet menu offered)
 4. Dec 10, 2013 at Best Western Staunton Inn - Jack Dearing “Why Calibrate?”
 5. Jan 14, 2014 at Best Western Staunton Inn - Hugh Ballou presents on Leadership “How to influence others, no matter where you are on the organizational chart”
 6. Clay Hodges – Regulations TBD (Feb or Mar 2014)
 7. Apr 8, 2014 – Forensic Analysis in Staunton
 - Questions/Answers
 - Meeting adjourned at 7:31 PM

Action Items (Outputs):

- Norval will forward the Powerpoint presentation from the 8/3 Richmond ASQ member leader workshop to all committee members
- Norval will email a committee member list to Cynthia Nazario at ASQ headquarters to gain access to learning modules
- Norval will resend the SOA to all members for review – comments due by Wednesday, August 7
- Norval will contact Jack Caraway and Bill Stimson for section records
- Norval and Robin will check into meeting rooms at Hollister and Cadence, Inc.
- Norval and Robin will identify and recognize milestone members in celebration of the section’s 50 year anniversary
- Sarah will sign and return the SOA to headquarters no later than 8/9/2013
- Kevin will investigate web meeting costs and logistics

- Kevin will investigate LCD projector, back up system for documents, and computer options to present to the committee

Sarah Rosebrock
Secretary

Norval Johnston
Chair

APPROVED ON
_____, 20____

(Secretary's initials)