

**ASQ Leadership Team Meeting 11-28-
2013 6:00 p.m.
Panera Bread – Waynesboro VA**

Attendees: Norval Johnston, Robyn Bennett, Ray Schumin, Jessika Robertson, and Sara Baylor (acting Secretary)

Review/Follow-Up of Old Business:

Items on Norval's agenda that were listed as 'completed' are not listed here.

Items from the agenda that are not shown as 'completed', were discussed as follows:

□ **Replace Digital Projector for Section:**

- Kevin Groth submitted suggested requirements for replacement projector as well as some options for purchase.
- **Decision/Action:** Robyn Bennett will investigate recommendations (with SME and Consumer Reports) and she has been authorized to recommend and purchase a suitable replacement.

□ **Internet tool for web meetings:**

- Goal is to have web tool allowing section members to access regular section meetings remotely if they are unable to attend in person – due to distance or other prohibiting factors.
- Kevin Groth suggested a list of possible tools for this purpose, including Google +.
- The team discussed other options such as GoTo Meeting and Skype.
- **Decision/Action:** Team will evaluate a regular monthly section meeting (typical events) and consider what would be involved to make the meeting web-accessible with any of the recommended options desired. Intent is to get an idea of what would be needed from the tool – and from the section – to make this work and determine how we would like to proceed from there.
***It was 'tentatively' decided that if the section decided to pursue this tool, attendance via the web would still provide full attendance credit.

□ **Meeting survey results & additions to future surveys:**

- Results from previous surveys to be reviewed. Voice-of-the-Customer survey to be created/modified for inclusion of preferences for upcoming workshops/conferences/training. Post-meeting surveys to be updated as well.
- **Decision/Action:** Carry forward. Teresa not present.

- **Meeting venues:**
 - All meetings for the section have been scheduled/planned until through May '14. (no summer meetings). All have venues excepts:
 - January – Robyn will see if Hollister is available for this meeting. (UPDATE: 1/24/14 – Hollister is available and has been booked.)
 - March – [Norval](#) and/or [Sara B.](#) confirm Cadence can be used as a venue for this meeting.

- **Section Record Review/Consolidation:**
 - Jack Caraway informed Norval that he has some Blue Ridge Section records in storage – type and quantity unknown.
 - **Decision/Action:**
 - Financial records beyond what is needed have been disposed of, so any financial records in this grouping can be disposed of as well. [Kevin Groth](#) will be asked to review these records and recommend what should be retained.

New Business Items:

- **Proposed use of Google Calendar to help publicize meetings:**
 - Team agreed this is a simple way to add publicity and access to section schedule. **Decision/Action:** [Ray Schumin](#) will list events on Google calendar moving forward.

- **Proposed acquiring a tool to allow for section to take CC payment:**
 - Team discussed a suggestion to explore options available for iPhones and Android smart phones which would permit the section to take credit card payments from members. **Decision/Action:** Section already has access to EventBrite – allowing meetings to be setup, ticketed, and paid for using credit card (when payment required). Team opted to use this tool rather than acquire another. [Norval Johnston](#) and/or [Robyn Bennett](#) will consult Wells Fargo regarding a debit card for the section. This would simplify paying 'at-the-moment' expenses where check payment is not permitted. Ex: This meeting's dinner.

FINANCIAL:

- **New Financial Guidelines for 2014. Questions?**
 - Auditing: Section annual financial audit will begin soon. **Action:** Robyn and Jessika will meet to get records in order to prepare for the financial audit. **Decision/Action:** Jessika asked that team assist – as needed – with the audit. As planning for this audit continues, team members will assist as asked/needed.

- **Business Plan and Budgeting:** Section must submit business plan and budget for 2014 soon. Meetings for 2014 scheduled until May.
Decision/Action: Robyn can use known fees for 2014 and expenditures for 2013 to complete an estimated budget for 2014. Chair and Team will assist if needed.
- **Leadership Responsibility:** Per ASQ mandate, the section Chair, Secretary, and Treasurer must 'acknowledge' quarterly, that they understand their leadership responsibilities and intend to carry them out properly. The team was not aware of any form/vehicle by which this was to be done. It was suggested that the description of each position's responsibilities be printed and signed by these team members each quarter and kept on file, until ASQ notifies the section that another method should be used. Norval, Robyn, and Sarah R. will complete as required.
- **Suggested that Workshops/Seminars:** Investigate and schedule (at least one – possibly two) in 2014. These provided opportunities for members and community to enhance knowledge and skills. These also raise revenue for the section and have been successful in the past. Among the suggested topics: CQA training, Root Cause Analysis, DOE, Reliability Engineering. Blue Ridge Comm. College was suggested as a possible venue for these events. When the planning reaches the scheduling stage, Ray S. will pursue the college as a venue.
Decision/Actions: Team agreed that at least one event should be included in the business plan (Robyn / Norval)
A survey of interest to be given to the section using the website or the Qualtrix tool. (Sara / Teresa)
- **Senior Membership within the Section:** Norval mentioned that several members within the Blue Ridge Section are eligible for senior membership.
Decision/Action: The team agreed to notify the members so they can apply for the membership, if desired. Norval will notify those persons.

Meeting closed with recommendation that next meeting take place ~ January to assist review financial requirements and address any additional open items and any new business.