

ASQ Leadership Team Meeting 2-18-2014

6:00 p.m.

Panera Bread – Waynesboro VA

Attendees: Norval Johnston, Kevin Groth, Ray Schumin, Jessika Robertson, and Sarah Rosebrock, Teresa Whitesell

Review/Follow-Up of Old Business:

Internet tool for webinars – continue to investigate as needs arise

Meeting survey results – track and trend meeting data to determine if customer needs are being met.

Review of 2014 budget and PAR business plan - Groth/Johnston

- Kevin explained the budget
- Currently meeting PAR requirements
- Kevin introduced Mint.com financial tool – currently used to track funds
- Norval and Kevin suggested holding a workshop/learning event to increase revenue
- Norval reviewed the business plan
- Ray suggested member volunteers to meet social responsibility goal. Norval suggested adding a “charitable member activities” section to web page.
- Ray suggested charging non-members significantly more than non-members for events to drive in the value of being a member.
- Goal is to increase member value, ASQ certification exams, Linked in section group, and membership numbers in 2014
- Met Process Performance goal (use technology to enable information sharing)
- Offer member leader workshop in Staunton – propose to Clay Hodges
- **Decision/Action:** Kevin to continue monitoring budget using Mint.com and will provide username and password for interested leaders. Teresa to complete section VOC survey and provide results to leadership team. Norval, Kevin, and Sarah to certify financial report in April.

Projector Purchase – Groth

- Robyn recommended the Optima projector
- **Decision/Action:** Kevin to purchase Optima projector pending approval from Norval.

Check Request form – Groth

- Kevin shared the check request form which is accessible in ASQ documents folder
- **Decision/Action:** Kevin to share out check request form with leaders. Team needs to review and approve the form.

Membership needs - section meetings, learning event(s), etc. - Johnston/Whitesell

- Ray suggested charging non-members significantly more than non-members for events to drive in the value of being a member.
- Discussed providing healthcare learning events to draw in more members.
- March 11 Clay Hodges presents ISO/OSHA at Panera Bread.

- April 8 Bill Stimpson in Charlottesville at Shadwell's. This event may include Darden and UVA law and systems engineering students. Possible need for relocation to larger venue.
- May 13th event Norval presenting on Quality tools
- Nothing scheduled for summer of fall. Awaiting feedback from VOC survey.
- Discussed learning event presenters: Susan Shaw and Duke Oakes is a resource for learning event willing to do learning event. Terry Burns offered 2 day internal auditor training later in year.
- Discussed social events that are not learning events – Purple Foot, Blue Mountain, in combination with other groups (APIX). Suggested holding social event in August to recruit new members.
- **Decision/Action:** Ray to investigate promotional brochure template from Lynchburg section.

Innovation - Groth/Johnston

- Kevin, Norval, and Jane Keithley discussed holding Innovation Conference in 2015 in Charlottesville. Interested Leaders were encouraged to help seek out sponsors and venues in Charlottesville. Team agreed this was worth working towards.
- **Decision/Action:** Kevin and Norval will continue communications with Jane Keithley about future innovation conference.

Other - None

Meeting closed with recommendation that next meeting take place ~ April –June on a Tuesday to assist review financial requirements and address any additional open items and any new business.

