

**ASQ Leadership Team Meeting 08-13 2014 6:00 PM**  
**Panera Bread – Waynesboro, VA**

Attendees: Norval Johnston, Kevin Groth, Tee Whitesell, Sarah Rosebrock

- September/October Blue Ridge Section Meetings
  - Sept 9: Plant Tour at Cadence Inc., Staunton – (APICS co-sponsor)
    - Tour guides have been determined (Cadence ASQ members)
    - RSVP for food count – Pizza and Salad and Beverages
    - Dinner, presentation about Cadence, tour (split up into groups)
  - Oct 14: John Elder, Data Mining, Charlottesville – (IEEE/UVA Sys Eng co-sponsors?)
    - Elder Research Inc.
    - Held in his office – West Main St., near Downtown Mall
- Member Leader Training ("**NOT**" in Richmond)
  - Venue needs to be determined (Staunton or Waynesboro)
  - Needs to be in October before nominations are due to ASQ (Nov 1)
  - Awaiting Norval's discussion with Clay Hodges to finalize the date
  - We need to recruit more leaders and get them to this event
- Officers/Committee Chairs for 2015 (Nominations)
  - Jessika unavailable to serve as Auditing Chair (required role)
  - Await call for nominations and talk with members about stepping up to leadership team
- Planning for Section Meetings after October 2014
  - Discussion concerning Potential Presenters
    - Carded Graphics Plant Tour, Jan 2015 – 2<sup>nd</sup> Tuesday
    - ICE House, Harrisonburg – November – Norval to ask
    - Rob Cross, UVA Professor – December – Norval to ask
      - College of business
      - Social media activity
      - Robcross.org
    - Bob Welch, Daikin – follow up with him
    - Bill Stimson (again), in the Valley – backup for an unfilled month
  - Book innovative section meetings to prepare for the Innovation conference
  - Lunch and learn events and evening section meetings
  - Create registry list

- Learning Events for 2014-15
  - Jane Keathley, ½ day Innovation workshop, Oct/Nov timeframe
  - Terry Burns, 2 day internal auditor training, Oct/Nov timeframe
    - Kevin suggested using Eventbrite as a registration tool
- Miscellaneous
  - Jack Caraway, 40 year anniversary with ASQ
  - Discussion about adding Innovation to the section mission statement

DRAFT: ASQ Section 1108 exists to provide our members the knowledge and experiences to be effective and grow as professionals, and to be an advocate for quality, innovation, and continuous improvement in our community.

#### Action Items

Tee will email members who have not renewed by end of next week (8/22/14)

Norval to save VOC analysis to Dropbox

Norval and Ray to work on publicity plan for Sept. 9 Cadence tour

Norval/Ray to attach ASQ promotional flyer to meeting description

Ray to create promotional brochure for 2015 ASQ Innovation Conference

Draft: Sept 3

Final: Sept 8

Norval to communicate with Clay Hodges about Leadership training in October

Norval to send out call for nominations this week

Sarah to create script and call members without email addresses – Tee to provide phone numbers

Norval to book Carded Graphics section meeting

Sarah to create list of ideas and presenters for future section meetings

Kevin to contact Kristine Haas about presenting at a section meeting and maybe doing a workshop event

Tee to find out about SharePoint presenter

Kevin to contact CBIC – Tracey Greene

Sarah to create presentation registry list

Sarah, Norval, Kevin – confirm Innovation presentation date for the section with Jane during 2014 Innovation conference

Tee to follow up with ASQ about recognizing 40 year members (Jack Caraway)

Norval to speak to Sara B about modifying the section's mission statement (is it also on the section charter?)

Follow up with Jessika about creating a strategic plan for the section, based on the strategic planning method presented during the 2014 World Conference