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**Leadership Minutes  
February 3, 2010  
Meadowbrook County Club**

Members Present:

<u>Member Name</u>	<u>Position</u>
Bridget Baldwin	Secretary
Terry Burns	Audit
Clay Ellis	Education
Lisa El-Shall	Membership
Jake Eshler	Chair
Greg Kuhn	Event Planning
Chris Milton	Nominations
Luis Morales	Chair-Elect
Cheryl Parham	Treasurer
Kim Seebaum	Section Member
Mary Turner	Past Chair

Meeting began at 6:35 p.m.

Review of Quality Management Plan (QMP)

- Discussion of member recognition. Clay to contact Joanne Britt to find out how members who pass exams can be recognized on section website and newsletter. Mary to pull list of milestone members through May and give list to Jake for recognition at monthly meetings.
- Discussion of publicity and advertising. Chris will follow up with Jill Short. Bridget will explore use of Connect Richmond. Clay will begin a Linked In group for our section (starting on a small scale).
- Mary to clarify verbiage for educational grant to indicate that award will not exceed \$400.00. Section member has been selected to receive the award. Discussion of having Victor Gray present the award.

Budget

- Section Audit report prepared by Terry Burns and reviewed.



- Team voted to have a non-member fee of \$25.00 and a member fee of \$20.00 for section meetings. Fee goes into effect for March dinner meeting. Attendance for speaker portion only will remain at no charge. Cheryl will download a member list for the dinner meetings. Bridget will follow up with Brad and Roxanna to have the website and newsletter updated.
- Cheryl to check with Headquarters on limits for donations. Team decided to donate money to St. Joseph's Villa for use of their space for ARN trainings. Suggested donation amount is \$100.00.
- Cheryl to find out the process of creating a saving account.

### Nominations

- Team voted to add a Treasurer-elect position.
- Bridget Baldwin nominated by Terry Burns for Chair-Elect position. Bridget accepted the nomination.
- Kim Seebaum nominated by Bridget Baldwin for Secretary. Bridget will send Kim information on the responsibilities of Secretary as she is considering the nomination.

### Audit Resource Network (ARN)

- Terry will advertise ARN in the section newsletter.
- The first training session was well attended. Based on survey results, future sessions will have a fee of \$10.00 for non-ARN members. A donation will be accepted for February and March sessions.
- The leadership team would like to send a thank you card to Cindy Faison (COO) for use of St. Joseph's Villa's space. Bridget will draft letter and Jake will sign and mail. Cheryl will check donation limits.

### Other Business

- Discussion of whether members are clear on the differences in being an ASQ member and a section member.
- Book sale moved to March. Cindi Bright to return books.
- A review of the ASQ database will be done at a future board meeting.



## Richmond Section



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- Next Meeting will be held on 4/28/10 at 5:30 pm at Meadowbrook Country Club. All members are welcome to attend. Proper Country Club attire is required, i.e. no jeans. .

Meeting adjourned at 8:30 pm.

Respectfully submitted by Bridget Baldwin, 1104 Section Secretary