



Richmond ASQ Section I104 Minutes for Leadership Team Meeting

Meeting Date: September 26, 2008

Location: Meadowbrook Country Club

Members Present: Bridget Baldwin, Adrienne Bouldin, Clay Ellis, Edna Harrison, Richard Harrison, Elie Talej, Jan Thruston, and Mary Turner

Meeting called to order at 6:05 pm.

Update & Activity Report

- August Leadership Minutes approved upon spelling correction for a member's name. Mary requested that attendance number be included in the section minutes.
- 2007-2008 SMP was submitted to Headquarters. All items were at 100% with the exception of training and the Audit Resource Network.
- Financial Audit for 2007-2008 was accepted. Financial results for 2007-2008 were discussed.
- Feedback from the 2007-2008 meeting evaluations was discussed. As a result, the following have been implemented/will be explored:
 - Creation of an A/V team to set up equipment at monthly section meetings. Team includes Richard Kirchhoff, Greg Kuhn, and Clay Ellis.
 - Clay Ellis, Luisa White, and Richard Harrison will determine through Survey Monkey what type of function the membership would like to have in December, i.e. regular section meeting, holiday party, etc. If there is interest in having a holiday party, the planning committee will consist of Clay Ellis, Luisa White, and Richard Harrison.
 - Luisa White and Adrienne Bouldin to coordinate to locate three standard meeting locations (West End, Southside, and East End). Meeting locations need to have adequate space to support attendance. Byran's Steakhouse and a Thai Restaurant (previously considered by Bridget Baldwin and Luisa White) noted as West End locations. Luisa White to discuss with Greg Kuhn the possibility of Meadowbrook Country Club as a Southside location.

Quality Management Plan 2008-2009 (formally SMP)

- Planning for upcoming year discussed. Significant changes to the QMP included:



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- Development of an educational grant—led by Mary Turner
- Retention survey for members who choose not to renew membership—led by Bridget Baldwin and Mary Turner. Clay Ellis to conduct survey.
- Restructuring of Audit Resource Network---led by Bridget Baldwin

Budget for 2008-2009

- Adrienne Bouldin to submit budget to Headquarters no later than 10/1/08.
- Noteworthy discussion items include:
 - Adrienne Bouldin to purchase Bargain Books from Headquarters as give-aways to members at Section Meetings
 - Dinner charge increased to \$20 per member effective January 2009. To be announced at October meeting.
 - Greg Kuhn may either sell old projector screen with proceeds going to the section or he may purchase the projector screen.
 - Jan Thruston to research cost of pins and service awards for members.
 - Monies added to office supplies with goal of creating informational binders for each board/committee position

Officer and Chair Openings

- The following members were nominated for Chair-elect and will be contacted by Clay Ellis:
 - Cindi Bright
 - Jake Eshler
 - Brad Reynolds
 - Earl Sauer
- Our section will be moving towards a team approach for several of our committees
- Need exists for a member to volunteer to complete a quarterly newsletter for the section

Action Items

Jan Thruston

- Draft a marketing plan
- Obtain FSC information
- List of ISO companies



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- Research pins and service awards
- Assist Bridget Baldwin with restructuring of the Audit Resource Network

Richard Harrison

- Member of December Planning Committee along with Clay Ellis and Luisa White

Mary Turner

- Correct August minutes and email to Bridget Baldwin
- Submit QMP
- Development of an educational grant
- Assist Bridget Baldwin with survey of members not renewing

Clay Ellis

- Email nominees for chair-elect
- Research gaming laws
- Contact DEQ for green initiative
- Member of December Planning Committee along with Clay Ellis and Luisa White
- Distribute survey to members regarding December meeting
- Distribute surveys to non-renewing members (coordinate with Bridget Baldwin)
- Contact Elie Talej regarding CQIA classes at Wyeth
- Presentation the Economic Case for Quality to an outside group

Adrienne Bouldin

- Submit FY09 Budget by 10/01/08
- Make inquiries regarding income for certification exams and membership

Bridget Baldwin

- Propose ideas for restructuring of the Audit Resource Network. Coordinate with Jan Thruston.
- Develop survey questions for non-renewing members and determine process for determining which members do not renew. Survey to be distributed twice per year.
- Include attendance numbers in future section meeting minutes.

Meeting adjourned at 8:50 pm. Next meeting held at 5:45 pm, 1/28/09 at Meadowbrook Country Club.