

ASQ Section 1128 Meeting Minutes
Feb, 28, 2008

	Item	Discussion	Action(s)	Responsible person(s)	Due date
	Opening: Start at 5:05 pm				
1	Establish if a quorum is present	Quorum is present: Debbie Meeks, Pat Jones, Pete Johnson, Linda Ray, Kevin Arrington, Joe Brandon, Joe Smith, Jackie Lundquist			
2	Assign a time keeper	Kevin Arrington			
3	Assign someone to take pictures during section meeting	Joe Smith			
4	Assign someone to write up meeting recap	Pete Johnson			
	Officer's Reports				
5	SMP status	Nominations are to take place next month. Scholarship needs to be initiated very soon. Education is in the process but must be finalized very soon.	See Officer's Reports for specific sections		
6	Review of meeting minutes	Approved	Need to convert from Excel to Word for uploading into Website. Need a few missing minutes from previous meetings.	Jackie	Next meeting
7	Financial report	\$4931.94, Head Qtr: caught up; Still Pending Student Application. Approved			

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Committee Reports					
8	Programs - status update	Feb - Bob Bowles. Continuous Improvement			
		March - William Blackwell. Internal Auditing	Bio & Presentation info	Pat	3/7/2008
		April - Chris Milton (pending). Corrective & Preventative Action????, If unable to get this topic, will to Ellen	Bio & Presentation info	Pat	3/7/2008
		May - Tour of Stihl	Bio & Presentation info	Pat	4/10/2008
		June - discussed alternate locations: Chesapeake (Near North Carolina border) - too far, Portsmouth - still a contender, Virginia Beach (Mt Trashmore - ?, Norfolk (Lafayette, Botanical Gardens) - too expensive, Zoo and Botanical Gardens - too expensive;	Finalize decision at March meeting so spot for picnic can be reserved	Executive Council	Next meeting
9	Arrangements	Holiday Inn - \$200/year - too expensive; Black Dog Catering was brought up; Cypress Garden Country Club still good - no negative comments	No action needed		
10	Nominating	All board and cmte members to notify Pat if unable to continue for next year.	List of candidates for March Newsletter, Elections to be held at March meeting, Article for April Newsletter with newly elected officials, Notification to National of elected officials (due 5/1/08) -	ALL - Pat	3/7/08, 3/27/2008, 4/10/08, 5/1/08

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11	Audit		No action needed		
12	Membership	For January: 4 new members, 133 active members	No action needed		
13	Education - status update	no updates	Need advertisement ASAP	Joe M	3/7/2008
14	Certification	no updates			
15	Scholarship	Decide on topic, send to schools in early March, Newsletter notice - - There is a sense of urgency to maintain the timeline to meet June presentation	Pete to email Jackie list of schools to verify contacts; Debbie to contact Rathmond on other action/direction; Joe is willing to help.	Rathmond, Pete, Jackie, Deb	March
16	Newsletter	Want Newsletter out by end of 2nd week. Need articles, announcements, schedules, Bios, etc by end of 1st week to give Garner time to put it together.			
17	Website			Pete	ongoing
Miscellaneous					

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18	Quality Conference of the Carolinas		send electronically to Pete to post on website	Deb	
19	Congratulations!!!!	2006-2007 Total Quality Award Announcement	Send to Pilot	Deb	
20	Va Quality Conference and Forum for Excellence	no updates		Wes	
21	Troy State Presentation	2/21/08, Deb and Pete presented to MBA students on Economic Case for Quality			
Adjourn: Stopped at 5:55 pm					