

ASQ EXECUTIVE MEETING MINUTES OF JANUARY 24, 2008

	Item	Discussion	Action(s)	Responsible person(s)	Due date
	Opening: Start at ___:___am/pm				
1	Establish if a quorum is present	Quorum is present: Debbie Meeks, Pat Jones, Pete Johnson, Linda Ray, Scott Rutherford, Rathmond Collins, Kevin Arrington, Joe Brandon,			
2	Assign a time keeper, Meeting recap write up.	Time Keeper: Kevin Arrington; Meeting Minutes: Debbie Meeks; Meeting recap: Rathmond			
	Officer's Reports				
3	SMP status	Only pending item is to submit 2nd qtr report to National. No longer a requirement - only present to the committee.	No action needed		
4	Review of meeting minutes	Minutes not available.	Meeting minutes from Nov. & December needed for review/approval	Jackie	Next meeting
5	Financial report	Current balance: \$4,809.08. Pete reviewed transactions from past months. Student membership still pending.	Follow up on pending Jan. reimbursement from National. Pete to follow-up with student membership that was never initiated.	Pete	Next meeting
	Committee Reports				
6	Programs - status update	Feb. - Chris Milton (pending). Corrective & Preventative Action	Pat -Chris Milton.	Pat	1/31/2008
		March - William Blackwell. Internal Auditing	Bio & Presentation info	Pat	2/29/2008 or earlier
		April - Bob Bowes. Continuous Improvement	Bio & Presentation info	Pat	3/30/2008 or earlier
		May - Tour of Stihl	Bio & Presentation info	Pat	4/30/2008 or earlier

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		June - discussed alternate locations: Chesapeake (Near North Carolina border), Portsmouth, Virginia Beach, Norfolk (Lafayette, Botanical Gardens)	Check out alternate locations.	Kevin - Lafayette, Linda - Zoo, Pat - Botanical Gardens	4/30/2008
7	Arrangements	Still some complaints about the facilities. No place to have it for this price. Suggestions: Holiday Inn Express (\$26.00 - Big Buffett),	To check out Holiday Inn Express.	Linda	Next meeting
8	Nominating	Verify list of candidates	List of candidates needs to be published in Feb Newsletter	Pat	2/1/2008
9	Audit	No update	No action needed		
10	Membership	2 new members in Jan. Joe to be away first of next month, report to be slightly delayed. Per Bus. Plan - we have 60 days to recognize new members. Decided to allow a 1 month delay so the newsletter does not need to be held up pending release of information from National.	No action needed		
11	Education - status update	Meeting to review training package based on six sigma (green belt & black belt), broken down into elements. MOU needed (approx 21 weeks). Charge by day versus course.	Quorem from both sections needed at meeting on Saturday to work out details of the MOU	Pete, Pat, Debbie plus anyone else that is interested	1/26/2008
12	Certification	No update			
13	Scholarship	Transfer of info to Rathmond (and Pete) has occurred. Need to develop what question to ask on the assay.	Pete to discuss with Rathmond. Letter to schools re: scholarship specifics.	Pete	1st week of March
14	Newsletter	1. Feb 14 HRQMC at ODU, 2. Feb meeting (Pat), Educational Plan, SPQA (Wes)	Articles/Info to Garner	Debbie, Pat, Rathmond, Wes, Joe?	2/1/2008
15	Website	Still working on history page		Pete	ongoing

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Miscellaneous					
16	Va Quality Conference and Forum for Excellence	Zero financial obligation, looking for a time commitment. Promoting participation of individuals that will be representing ASQ at the meeting.	To provide a newsletter article regarding this. Motion to support Wes Foy as representative for 1128 representative, if he so decides to participate.	Wes	
Adjourn: Stopped at : am/pm					