

ASQ Section 705 – Executive Council Meeting

May 22, 2002

Held at Boulevard Mall Applebee's

TOPIC	DISCUSSION	RESOLUTION/OUTCOME
Executive Council Meeting Attendance	Lance Reed Garabet Kassakhian Barbara Ground Matthew Maio	
Reviewed Minutes from April 24, 2002 Executive Council Meeting	Only topic discussed was Section donation to Nevada Quality Alliance (NvQA)	Council may verify NvQA state budget is approved prior to release of section funds to validate NvQA is funded through 2003. Minutes were approved as read.
Section Welcome Kits	Lance Reed provided section welcome kits for each council member that identifies their role, expectations, etc. from ASQ.	
ASQ Section satisfaction survey	Reviewed ASQ Section satisfaction survey. Based on survey Lance drafted a more in-depth survey for us to administer (see item below). Discussions regarding meeting enhancement occurred. Items discussed included: <ul style="list-style-type: none"> • Increase membership turnout at meetings. Ideas included: free food, raffle training or conference fees, other prizes, food supplement • Increase applicability of meetings to membership. Thoughts included: Reviewing membership to target topics to member business, using a debate or “jeopardy” format • Separate meetings from tours or videos, etc. Thoughts included making standard meetings for knowledge and learning opportunities, networking, etc. on an every other month basis – publishing the schedule for an entire year. The supplementing “off” months with tours, insight, etc. • Benchmark from other sections ideas to increase membership attendance and participation 	Will revisit this topic in more detail at next executive council meeting and after local section survey. May consider some of the ideas for the August 2002 section meeting.
Proposed Section 705 survey	Reviewed the survey developed by Lance. Some discussion and suggested changes.	Lance will revise and present at next Executive Council meeting.

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<p>Programs and Arrangements Chair</p>	<p>Who should this be?</p>	<p>After some discussion, the Executive Council decided a single chairperson was not required at this time.</p> <p>The Executive Council will work together to achieve the related duties. Need may be reassessed after section survey and section meeting program enhancements are completed.</p>
<p>Website change and update</p>	<p>The Executive Council appreciates the support of the current website coordinator. However, the Executive Council has decided to look for alternative hosting of our website to make the site more proactive and useful to the membership.</p> <p>Some ideas were to look at a developing a 3-tier website with access for the general public, Section 705 members, and the Section 705 Executive Council. Each level could provide different information like general section information, meetings, training, calendar of events, contact information for section members, tools and templates, chat/discussion board, job postings, resume postings, etc.</p>	<p>Matthew Maio has been charter to begin investigating a new domain for the website, website publishing tools, webmaster support methodology (e.g., pay, consult, volunteer, company donation, etc.).</p>
<p>Financial Audit</p>	<p>Lance indicated a need to complete the financial audit as part of the Executive Council change-over. Lance and Barbara will coordinate and report on the progress at the next Executive Council meeting</p>	<p>To be status at the next Executive Council meeting</p>
<p>June Section Meeting</p>	<p>How many confirmations did we have to date (8-10)?</p> <p>Did we still want to hold the meeting and would JCM hold for current count?</p>	<p>Lance to send out a final reminder e-mail a few days prior to the meeting to try to improve attendance.</p>
<p>PO Box Change</p>	<p>Lance advised that the Section PO Box was being moved to the main post office on Sunset Road.</p>	<p>Completed.</p>
<p>Business Cards</p>	<p>Executive Council members should have ASQ related business cards.</p> <p>Matthew agreed to print up on computer cards for each Executive Council member.</p>	<p>Completed.</p>