



## Meeting Minutes

29 September 2004

Denny's @ Maryland Parkway

5:45 PM to 6:20 PM

Members arrived and talked amongst themselves. A new member was welcomed and introduced, during this time food orders were taken.

The Chairman, Matthew Maio opened the meeting by identifying this evenings activities. The planned activities included reviewing the sections membership breakdown, reviewing results of the recent membership survey, discussing the section business plan, and discussing the section operating budget. Matt also presented information about his pending nomination to be a National Director with ASQ.

### **Meeting Presentation:**

The first presenter of the evening was David Hauck (Membership Chair). He provided a membership breakdown for the section as of 01SEP04. This breakdown identified 151 members, in-which 24 are identified as unpaid. David next presented the results of the membership survey. These results were discussed to provide the attendee's a better understanding of what these results may mean to the section. The completed survey can be found on the section Web Site.

Two special interest items came out of the discussion about survey results. These were the popularity of the section Web Site (which prompted the section Chairman and Web Master to provide an update of the recent crash of the Web Site and the effort put into re-building this and re-hosting it) and section e-mail issues. Approximately half of section membership has not provided ASQ HQ a good e-mail address. This is of concern because as a cost savings and efficiency measure the section uses the e-mail and the Web Site to convey information to members. After discussion it was agreed that a mailing would be prepared to request member's e-mail addresses for local section use only, re-identify that section information can be found on the Web Site, and to inquire how many members do not have access to either of these media. This is to be done so a determination could be made as too the impact of calling or sending a post card to these members only, on an as needed basis to provide section announcements and information.

The next presenter was our section Vice-Chairman, Garabed Kassakhian. His presentation was the section Business Plan. This plan was discussed and it can be reviewed on the section Web Site.



The final planned presentation was the section Operating Budget. This was presented by our section Treasurer, Barbara Ground. This budget was discussed and can also be found on the section Web Site.

The final section business to be conducted included:

- A determination to pay for tonight's two attendee's, meals that are not part of the section leadership
- A plan to have the combined section meeting for November/December at Z Tejas Grill, the section paying the tab (meal and one beverage; minus \$5.00 from section members only) for the first 30 section members to RSVP
- The section Treasurer made the suggestion that a certificate and gift (\$100.00) be presented to Mrs. Janna Maio for her outstanding support of the section in the last year. All in attendance agreed this was appropriate with the section Chairman abstaining due to a conflict of issue on the subject
- An honorarium for David Crowell of \$250.00 was approved for volunteering to teach the up coming ASQLV hosted CQM course

**Meeting Attendance:**

Meeting attendee's numbered ten to include: Matt Maio, Garabed Kassakhian, Barbara Ground, Mark McQueen, Carl Wright, Dave Hauck, Carl Strauss, Connie Suckling, Cindy Miller, and David Youngman.

**Closing:**

Members were thanked for their attendance and participation and the meeting was adjourned.