



# ASQLV 0705 Agenda / Minutes

**Planning Date: 09-Sep-2008**

**Recorder:**  
Mark McQueen  
ASQLV Secretary

<b>Meeting Date:</b> 09 Sep 2008	<b>Location:</b> Marie Callender's
<b>Start Time:</b> ≈1715 Pacific	<b>End Time:</b> ≈1930 Pacific

<b>Requested Attendees:</b> Barbara Ground (chair), Charles van de Putte (vice-chair), Melissa LeBeau (treasurer), Mark McQueen (secretary)
<b>Actual Attendees:</b> Barbara Ground (chair), Charles van de Putte (vice-chair), Melissa LeBeau (treasurer), Mark McQueen (secretary)

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
<b>Required Topics:</b>					
1	<u>Meeting Opening</u>	Secretary	A	Record attendance, take notes	≈5m
2	<u>Past Meeting Minutes</u>	Secretary	I/S	Review past minutes/business updates	≈10m
<b>Planned Topics:</b>					
3	<u>Leadership roles and responsibilities (as it pertains to leadership)</u>	Chairperson	D/I/S	Round table discussion of volunteer activities <ul style="list-style-type: none"> <li>• Monthly planning and goals</li> <li>• Sharing of volunteer activities</li> </ul>	
4	<u>Expectations</u>	Chairperson	D/I/S	Barbara identified her thoughts on section expectations: <ul style="list-style-type: none"> <li>• threw this out for chairs and committees</li> </ul>	
5	<u>Business Plan and Budget</u>	Chairperson	D/I/S	Due 01OCT08 <ul style="list-style-type: none"> <li>• Mark working; extension needed?</li> </ul>	
6	<u>Memorandum of Understanding between APICS and ASQ, which was called for by Headquarters</u>	Chairperson	D/I/S	Chairperson to sign this document <ul style="list-style-type: none"> <li>• One joint meeting planned yearly</li> <li>• Share ideas for speakers</li> <li>• Invite each other's members to meetings</li> <li>• Post events to web pages</li> </ul>	
7	<u>Events in the ASQ Community</u>	Chairperson	D/I/S	DOE training – web page, Baldrige	
8	<u>General business - (based on the conference call participated on with APICS and ASQ Section Chairs held on 8/26/08)</u>	Chairperson	D/I/S	See above	
9	<u>General discussion</u>	Officers	I/S	Need more volunteers	≈10m

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
<b>Required Topics:</b>					
10	Meeting Close	Chairman	A	Meeting wrap-up	≈5m
<b>Meeting Notes:</b>					
<p>Invite volunteers to Leadership meetings</p> <p>Charles will pick up responsibilities for welcoming new members.</p>					
<b>Total Time</b>					

**Agenda Types:** A = Action, Dc = Decision, Ds = Discussion, I = Information, M = Measurement, P = Program, Rw = Review, Rk = Risk, S = Status, T = Training