



# ASQLV 0705 Agenda / Minutes

**Planning Date: 06-Feb-2009**

**Recorder:**  
Mark McQueen  
ASQLV Secretary

<b>Meeting Date:</b> 07 Feb 2009	<b>Location:</b> Original Pancake House
<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>New Business</u>	Chairperson	D/I/S	Community; what are we doing locally: <ul style="list-style-type: none"> <li>• MAP support</li> <li>• Non-profits</li> <li>• Initiatives</li> </ul> New Membership and efforts to provide welcomes; package?	
4	<u>Financials</u>	Chairperson	D/I/S	QTR Report review	
5	<u>Speaker Gifts</u>	Chairperson	D/I/S	Golden receipts for Laser Pointer Pens <ul style="list-style-type: none"> <li>• 50 pens</li> <li>• 100 refills 2 per</li> </ul> \$529.05 Other receipts  Multi-media; Pointer scroller to aid presenters	

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6	<u>Other</u>	Chairperson	D/I/S	Presentations posted; caught-up CQA class; preparations in-work Training in Palm Springs Training materials payment	
9	<u>General discussion</u>	Officers	I/S	Successes	≈10m
<b><u>Required Topics:</u></b>					
10	Meeting Close	Chairman	A	Meeting wrap-up	≈5m
<b><u>Meeting Notes:</u></b>					
<p>Training themes for meetings: More interaction and member participation to enhance experience Charles to work</p> <p>Workshops and hands-on approach</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

ASQLV Action Item List from this meeting:

<b>Action Item (yyyy_mm_00x):</b>
<b>Action Item (yyyy_mm_00x):</b>
<b>Action Item (yyyy_mm_00x):</b>