



ASQLV 0705 Agenda / Minutes

Planning Date: 06-Jul-2009

**Recorder:
Mark McQueen
ASQLV Secretary**

Meeting Date: Wednesday, July 08, 2009	Location: Blue Ox Tavern
Start Time: ≈ 1800 PST	End Time: ≈ 2000 PST

Requested Attendees: Chairperson, Vice-Chairperson, Treasurer, Secretary, and RSVP'd ASQLV Section 705 Volunteers
Actual Attendees: Chairperson, Vice-Chairperson, Treasurer, and Secretary

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
Required Topics:					
1	Meeting Opening	Secretary	A/I	Record attendance, take notes	≈0m
2	Past Meeting Minutes	Secretary	I/S	Review past minutes: <ul style="list-style-type: none"> Community efforts; email from a member Membership; new member welcomes QTR Report Speakers gifts; Laser pointer pens Multi-media pointer/scroller CQA call; training materials Palm spring training 	≈0m
3	Current Business	Secretary	I/S	Key Dates: <ul style="list-style-type: none"> 30JUN09; committee list due✓ 15AUG09; Financial Report due – in-work Melissa and Reggie (audit chair) 01SEP09; Year End Business Plan report 01OCT09; 2009-10 Business Plan and Budget 1) Update to ASQLV Expense Report in-work; account numbers to match HQ to help Treasurer's efforts 2) Voice of the Customer 3) Speaker change for July 2009 meeting 4) DRD request from region 7 Director for a DRD from Section 705/ASQLV	≈0m

ASQLV Agenda / Minutes 08-Jul-2009

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
				5) New Member Welcome Procedure	
<u>Planned Topics:</u>					
4	Year end business plan wrap-up; 75% achievement to get the TQA again	Secretary	A/I Rw/S	Review outcomes	≈0m
5	New year business plan, budget and goals	Secretary	A/Dc/ Ds	Create update draft documents from information resulting last year; lessons learned	≈0m
6	Leadership roles and desired contributions	Chairperson	Dc	Discuss ASQ HQ identified roles and tailor to meet ASQLV's business plan	≈0m
7	The path forward	Chairperson	I/Dc	General discussion on the year ahead	≈0m
<u>Required Topics:</u>					
8	Meeting Close	Chairperson	A	Meeting wrap-up	≈0m
<u>Meeting Notes:</u>					
ASQ "What's in it for me?" Students???					
Total Time					≈00m

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:

Action Item (yyyy_mm_00x):
Action Item (yyyy_mm_00x):
Action Item (yyyy_mm_00x):