



ASQLV 0705 Agenda / Minutes

Planning Date: 17-Apr-2011

**Recorder:
M. McQueen
ASQLV Secretary**

Meeting Date: Wednesday April 20, 2011	Location: Blue Ox Tavern
Start Time: ≈1800 PST	End Time: ≈2030 PST

Requested Attendees: All RSVP'd Members + Speaker or Tour Guide, Additional Attendees and Guests
Actual Attendees: From the Attendee Signed Attendance List - Posted on the ASQLV Web Site under Section Events: <http://www.asqlv.org/id18.html>

Ref No.	Topic	Lead / Facilitator	Type	Planned & Expected Outcome / Minutes	Time (min)
Required Topics:					
1	Members, Guests, and Speaker	Secretary	A/I	Sign in (print name) on the Meeting Attendance sheet provided	On-going
2	Welcome	Leadership	A/I	Greet attendees as they arrive and as a group	On-going
3	Meet and Greet/Food Orders	Attendees / Danni	A	From the Blue Ox Menu	≈30m
4	Section Announcements/Business	Secretary & Chairperson	I/S	Info to members: <ul style="list-style-type: none"> • Palm Springs Leadership Training attendees for ASQLV <ul style="list-style-type: none"> ○ J. Pecirep ○ S. Adams ○ M. Bachmann ○ H. Biesiada • Nominations for ASQLV Officers <ul style="list-style-type: none"> ○ M. Bachmann for Chairperson ○ D. Youngman for Vice Chair ○ J. Peciep for Treasurer ○ M. McQueen for Secretary • Volunteers same as last year with these exceptions <ul style="list-style-type: none"> ○ S. Adams – newly appointed Audit Chair ○ H. Biesiada – newly appointed Education Chair ○ C. van de Putte – newly appointed Nominations Chair • New or returning members (9) + 2 today; 141 total <ul style="list-style-type: none"> ○ New member welcome sent to all 	≈10m



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Ref No.	Topic	Lead / Facilitator	Type	Planned & Expected Outcome / Minutes	Time (min)
				<ul style="list-style-type: none"> • Email addresses; updates needed <ul style="list-style-type: none"> ○ Members not providing new information • Meeting's May and June; 4th Thursday the 23rd of June, 2011 <ul style="list-style-type: none"> ○ Carl Fuller ○ Rosemarie Christopher • Headhunters page launched <ul style="list-style-type: none"> ○ Added Link Technologies • Archive Files <ul style="list-style-type: none"> ○ Large amount of content loaded from as far back as 1969 ○ Meeting announcements ○ Meeting agenda and minutes ○ Newsletters ○ Miscellaneous Section 705 business • Web Stats <ul style="list-style-type: none"> ○ Overview of web site statistics provided by our host • Community Survey outcomes <ul style="list-style-type: none"> ○ 28 respondents for the survey ○ volunteering high marks ○ schools high marks <p>Results posted to our web</p>	
5	Speaker Introduction	Program Chair / Jeff Porada	I	<p>Speakers: Danielle Henderson (Project Lead)</p> <ul style="list-style-type: none"> • Melissa LeBeau • Eric Achatz • Clarice Shadid 	≈5m
Planned Topics:					
6	Presentation	Speakers	P	<p>Topic: World Quality Conference presentation in Pittsburgh by Wyndam</p> <p>J. Porada has been involved as a judge for 3 years; this year there are 31 teams and 7 judges</p> <ul style="list-style-type: none"> • Criteria used • Presentation slides numbered to match criteria • Presentation timed and limited to 30minutes 	≈45m



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				<ul style="list-style-type: none"> Members present asked questions, offered suggestions for clarification and improvement, and identified minor errors 	
Required Topics:					
7	Speaker Acknowledgement	Secretary	A	Certificate and gift	≈2m
8	Open Forum	Secretary	I/S	Items brought-up by attendees – n/a	≈1m
9	Meeting Close	Chairperson & Secretary	A	Meeting wrap-up; thank meeting attendees and server	≈2m
Meeting Notes:					
Officer Business: decision to include the other 3 presenters with a speaker certificate and gift ASQLV binder					
Total Time					≈95m

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 (2011_Apr_001): Mark to create certificates for 3 additional presenters w/speaker gifts
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