

ASQ Golden Gate Section 0618

Minutes of board meeting held Wednesday, August 13th at InSite in Alameda

Date: August 19th, 2008

Attendees:

Kate Raymond
Wai Wong
Moria Feighery-Ross
Geoff Langstaff
Darrell Belt
Jeanne Vargas
Jennifer Brandenburg
Blaine Glandt

Via phone:

Juliet Carrara
Dawn Plaskon
Vuong Phi
Mike Spencer
Ed Wright

Decisions:

- Season pass 4 events for \$99, 8 events for \$150, bring-a-guest will be allowed as a method of attracting more members.
- We will register with PayPal as a method of paying certain service providers (i.e. website) more easily. Using PayPal does not go against ASQ guidelines.
- We will offer free meeting attendance and discounted dinner attendance to unemployed members with advance notice.

Discussions:

- Our LinkedIn Group: we discussed criteria for joining (active membership in GG, SV or SF); Dawn will include LinkedIn Group information in next newsletter and also contact other section leaders to see if we want to share mgmt of group and we will discuss it further next meeting
- New bank for Section accounts: we discussed the possibility of switching banks to one that is more accustomed to dealing with non-profits and changing board members, due to the recent difficulty in changing signatories on our accounts. (Kate abstained from parts of this discussion due to her affiliation with one of the banks in question.)
 - The following *decisions* were proposed and made during the discussion of where to house our section accounts:
 - 1) One more attempt would be made to change signatories with the current bank.
 - 2) In pursuit of that attempt, a memo will be drafted announcing the new board and verifying who would be given signature authority and who would be removed from authority.
 - 3) To ease this type of transition for the future (current signatories available to authorize new members), the section officers will be given signature authority.
 - 4) Next meeting, the bank discussion will be revisited.

*Section 0618 Board Meetings are held the first Wednesday of every month excepting December.
For more information contact Moria Feighery-Ross, Secretary, at
mfross@pharmatechassociates.com*

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- The board meeting schedule was reviewed. We will be skipping December.
- Business Plan: In progress, discussion postponed until next meeting- due date is October 1
- Roles and Responsibilities. The need for alternates or backups for key positions (at a minimum all officers, Program and Communications chair) was brought up. No volunteers were immediately apparent. Officers and Committee chairs should seek to obtain a backup by next meeting.
- Hot Topics: Audit Report just completed. 08/09 Budget due Oct 1 and is on schedule at this time. Program Chair has begun work on the schedule of event speakers and has solicited suggestions from the group; he will be forming a subgroup for this task
- Chairs' Updates:
 - Treasurer: Not much until turnover is complete. See bank issue second bullet point.
 - Communications: A monthly task schedule has been created for the newsletter and was included in the agenda package for contributors to review.
 - Membership: member retention was discussed and an email may be sent out to unpaid members to remind them and/or find out why they choose not to renew
 - Program Chair: discussion of events and scheduling occurred during Hot Topics above
 - Certification Chair: update given by email, request from a member has been passed on to Blaine for follow up
 - Education Chair: we want to release names of our members that achieve certifications, and need to find out from Jim to find out how we get names of all members that pass exams

One Last Thing:

Who deals with Acteva? Who *should* deal with Acteva? Who orders the dinners? What is the SOP for this activity? This should be discussed at the next meeting.

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Meeting Agenda

Meeting Title:	ASQ Golden Gate Section 618 Board Meeting		
Date:	13-Aug-2008	Time: 6-8pm PT	
Location:	Insite		
Bridgeline:	(866) 214-3171 p/c 5086234		
Business Plan Status:	Green		
Agenda:	Description	Who	
	1	Call to Order- Welcome	K. Raymond
	2	Announcements	All
	2	Review of Meeting Package Content	K. Raymond
	3	Review of Calendar of Events	K. Raymond
	4	Discussion of roles and responsibilities	All
	5	Review of Meeting Schedule	M. Feighery-Ross
	6	Section Updates: Treasurer Communications Chair Membership Chair Certification Chair Education Chair Program Chair	Team
	7	Hot topics	All
8	Adjourn		
Attachments:			

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