

ASQ Golden Gate Section – Board Meeting – 4 November 2008

Attending: Kate Raymond – Chair, Geoff Langstaff, Darrell Belt, Gary Martin, Jeanne Vargas, Dawn Plaskon, Wai Wong, Mike Spencer, Bikash Chatterjee

Meeting called to order at 6:30PM.

Program Presentation 1 - First order of business was conference call with proposed speaker, Armand Mintanciyan, from RCM Technologies. Armand is a potential speaker for January 15 on the topic of developing an effective program to audit IT vendors. Armand was asked if he could limit his speaking time to 30 minutes and if he would incorporate a case study into the material so that the audience might put the material into a real world context.

After discussion, the section board is in favor of inviting Armand to speak if other scheduling allows.

Our chair announced that the secretary, Moria Feighery-Ross, has resigned from that position. Until another secretary is appointed, we will assign a scribe for each meeting to be responsible for taking, transcribing and distributing minutes.

TAR - Dawn will be scribe for this November 4 meeting.

The minutes for the October meeting are not fully prepared for distribution yet and approval is postponed until the next meeting in December or via e-mail.

TAR – Jeanne will transcribe and send to Kate the notes she took at the October meeting.

Feedback from the September/October meetings – Gary is still waiting on the feedback cards from Crystal. Jennifer Brandenburg has sent email commenting on her pleasure that we had members who came from Sacramento to attend the October meeting. The September social event was well attended, and Brad Feuling’s talk was mesmerizing. The only negative was the lack of a sound system.

TAR – Geoff Langstaff will look into the cost for a portable sound system for our meetings.

Program Presentation 2 – Bikash and Mike Ahmadi reviewed their joint presentation on strategies to implement and secure an effective e-Pedigree system. E-Pedigree is a mandated methodology for regulated life science that is intended to ensure traceability of all product components from raw material to finished goods. Proposed that this presentation be offered on 3/19 as part of the joint meeting with ISM.

TAR – Kate will follow up with ISM on the joint venture and our proposed speakers.

Website advertising – Veritas sent a proposal requesting advertising space on our Website. After considering revenue needs against resource constraints, it was decided that we are not in a position to support the incorporation of advertising into the Website at this time.

TAR – Gary will notify Veritas that we are not going to pursue Website advertising at this time.

Quality Blog/LinkedIn – Brian was not available to discuss the proposed quality blog. We are certainly open to the idea should a section leader or member be willing to champion it. LinkedIn now offers discussion posts. Wai/Bikash have agreed to provide one or two discussion questions related to the November meeting topic that we can post in LinkedIn. This should open the conversation and allow us greater exposure of upcoming events.

TAR – Wai/Bikash to send Dawn/Kate one or two discussion questions

Program Task list was discussed, we need 2-3 members to be part of a program team. The idea of rotating the point person for each meeting was discussed. This can be revisited when a team is in place.

Projected schedule was reviewed. We now have program items slated through May 2009. The social/networking event proposed for February 2009 was discussed and possible venues discussed. Options mentioned include a box at a sporting event such as baseball game or horse races. Additionally, more networking time is needed at regular meetings.

TARs – Geoff will check costs for skybox at A's game. Darrell will get costs for box at Golden Gate Fields. Gary will talk to Scott's about making the bar area available for networking before the November meeting.

Physical mailing – The members who do not have an email address must be notified by regular mail. A postcard will be designed to touch on the upcoming elections, self-nomination, nomination due date (end of February), election date (April meeting), and to provide Kate's number in order to attend a special recruitment meeting in February for the 2009/2010 board. Call for nominations will be included in December and January newsletters.

TARs – Dawn and Darrell will draft content for approval and will then coordinate printing and mailing.

Dawn asks that all newsletter content be submitted by November 15. She would like a backup.

Treasurer's report: Checking – 15,673.78 CD – 27,267.66

Kate would like our board meetings to be face to face in future. Insite, Merrill-Lynch (Oakland), and Bayer are all possible venues. Next meeting: December 2, Insite.

Kate will be out of town on Nov 20, in her stead Mike will act as overall coordinator.

TAR- Kate to provide Mike with details and what he needs to do on actual day of event.