

## ***ASQ Golden Gate ~ 0618 Board Meeting ~ December 2, 2008***

### ***Meeting held at Insite***

***Attended:*** Kate Raymond-Chair, Geoff Langstaff, Blaine Glandt, Juliet Carrera, Gary Martin, Greg Farley, Arlene Kadrich, Mike Ahmadi, Dawn Plaskon

***By Phone:*** Bikash Chatterjee, Vuong Phi, and Jennifer Brandenburg

*Welcome new board members: Arlene Kadrich – Secretary; Greg Farley and Mike Ahmadi –Directors at large*

*Meeting minutes from October and November were approved.*

*Name badges for all Board members and section chairs were delivered. New badges ordered for 3 new board members- all need to collect their badges from Kate at next event or board meeting in January.*

*Feedback from the November program was discussed. Twenty-four Program Evaluation forms were handed out and 13 turned in completed, 54% return. Agreed that 50% return on surveys is an excellent result. Comments submitted on feedback forms were about parking and wanting a more in depth presentation. Parking is not something that ASQ can change. The presentation was discussed and it was determined that the monthly program meetings do not lend themselves to in depth presentations. In general, the response to the venue was positive and room size fit our current needs.*

*Program Evaluation Tracking form. All agreed that the information gathered is valuable and to continue tracking program meetings. Suggested an addition of column totals within each section (ie...Speaker & Presentation, Facility, Meal...etc) to be able to compare each individual meeting against others. This most likely will be done on a percentage basis.*

*Season pass sales will continue until January, after which they will no longer be cost effective for members.*

*TAR ~ Kate will revise the Program Evaluation Tracking form to include column totals and correct a spelling error to read "I felt welcomed..." on lines 2 & 3 under General on the Program Evaluation form.*

*TAR ~ Mike Ahmadi will send a quote in reference to the November program meeting to Dawn Plaskon to include in news letter.*

*LinkedIn has three questions and one response. Mike stated that experience shows most times there is little response to questions on line unless the topic is controversial; also noting that many people are using LinkedIn as a job search tool.*

*Business plan review ~ Progress is being made on all items in the business plan. Items 6, 7 & 8 are completed. It was agreed that item 5, Optimize Section Communications is an ongoing task and will be a work in progress. It was emphasized that the documenting of roles and responsibilities for section positions has been on the table for three years. Special focus needs to be directed toward this task. Under information gathering, we will continue to use the free option of Survey Monkey.*

*TAR ~ Kate will update Business Plan progress with current status.*

*TAR ~ Dawn to look at building customer reports summarizing data form 1 on 1 see if there is a spike for newsletter etc...*

*TAR ~ Dawn to include who was certified in our section for December*

*TAR ~ all section positions will begin to evaluate and document their responsibilities using the Event Execution Check list as a template.*

*TAR ~ all section positions to identify alternates.*

*TAR ~ Arlene will make a table with section positions, names of current members serving and blanks for alternates to be entered.*

*Geoff has done on line research into a portable sound system to use at program meetings. Possible considerations fall within the \$300 - \$500 price range. Mike will work with Geoff off line to research both new and used sound systems.*

*News letter will go out the first week in December. There will also be a reminder sent for January program meeting*

*TAR ~ Dawn to send an alert on 12-23-08 for the January meeting*

*TAR ~ Education chair to send information for newsletter*

*Discussion on the social/networking event is still open. Geoff reported Skybox would be a cost of approx. \$85 per person. No cost estimates for Golden Gate Fields yet.*

*TAR ~ Kate and Gary to discuss including SF area ASQ in March networking.*

***\* Please note Geoff will be doing the mid-year audit in January.***