



**ASQ East Bay Section**  
**ASQ0618, P.O. Box 360985, Milpitas, CA 95036-0985**  
<http://www.asqeastbay.org>

## **ASQ East Bay Board Meeting May 12, 2009**

Call to order 6:35

### **Attended via phone:**

Blaine Glandt  
Wai Wong  
Mike Ahmadi  
Jennifer Brandenburg  
Dawn Plaskon  
Jim Kohnen

### **In person:**

Kate Raymond  
Jeanne Vargas  
Darrell Belt  
Geoff Langstaff

- Minutes for April meeting approved.
- Discussion held about Twitter and how to use, also explanation of how to add a button for twitter updates on web and linked in. Mike to work with Dawn to get link to twitter on the website.
- For blog- Kate to set up meeting with Mike, Blaine and Brian to see if we want to move forward- we will need a commitment for content else doesn't sound like we should pursue at this time...Brian unable to attend meeting but did send update: [2 new jobs posted at asqeastbay.org](#)
- Discussion about roles and responsibilities- we still need several documents to complete this goal by end of May. Decision that we do not need a role and responsibility for chair- elect.
- Wai confirmed other board positions of those on the phone for 2009/2010:
  - Cert/Recert Chair- Jim
  - Programs- Mike A
  - Communications- Dawn
  - Kate- Director at large
  - Darrell- Membership
  - Audit- Geoff
- Certification Chair Update:

The June 6 th exam is almost here. I got the list from Milwaukee today and we have 20 people coming.

CGB 3; CPG 1; CQA 8; CQE 7; CQI 1

The exam will be at the Dublin San Ramon Services District in Dublin.





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I have 2 new people coming on first shift (7:00 - 10:15) and I think with 20 one more person would be very helpful during set up and check-in. And at least 2 people are needed to help with check-out and resetting the room on second shift (10:00 - 1:15)

But if you just need the points and want some quiet time to read or catch up on a project feel free to drop by for a couple of hours. If you cannot make this exam the next one is in October followed by one in December.

The new committee members are:  
Steve Roberts  
Jennifer Tung

Note: section committee you get 1 pt towards recertification; chief proctor you get 1 pt .5 for assistant proctor.

Jim mentioned October test date may change and he will keep us posted.

- Event Planning and Review:
  - April Event: Attendance pretty good- approx 30 ASQ attendees. Lesson learned – distribute flyer for Abbott with anticipation; always collect evaluation even if co-sponsored event so we know what our members are saying
  - May Event- Darrell says only 12 signups at this point- pls remind all to attend, Darrell will be in attendance. Reminder e- mail to go out this weekend
  - June event- decision to not hold June event- proposal to have Bikash be speaker on topic for September kickoff- “Building and Tailoring a Lean Six Sigma Approach for Validation Processes” Mike Ahmadi to contact Bikash for dates and work with program committee to review content etc as per normal process
- Communication Update:
  - Using new format for enews sending out links and then updating content on website- former cost for website was \$59.94 per quarter new cost is doubled- starting 4/22.
  - Content for next enews due week of 5/20
- Treasurer’s report:
  - Combined balance is \$41K CD was rolled over for 12 mths 1.4%
  - Jeanne will leave current monies (14K) in checking account and review quarterly for need or desire to add some portion to new CD as interest rates go up.
  - Name change on account to East Bay completed
  - June 30<sup>th</sup> statement will be used for Audit for end of year.

#### Follow up Items:





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- Kate to post news on LinkedIn about May Meeting- target 5/15/09 (complete)
- Jim Kohnen to send names of those who passed certification exams in March- target 5/15 for newsletter (complete)
- Jim to send in responsibilities/tasks descriptions for certification and recertification chair roles (complete)
- Jeanne to send in responsibilities/tasks descriptions for Treasurer
- Arlene to send in responsibilities/tasks descriptions for Secretary
- Blaine to send in responsibilities/tasks descriptions for Education Chair
- Mike Ahmadi to work with Dawn to get link to twitter on linked in and website
- Kate to set up meeting re blog – target date 5/20
- Wai to follow up with Brian Wada re his role/commitment for next year.
- Wai to contact Mike Bouchard and Terrish Floyd about participating as director at large. (complete)
- Kate to send out invitation for board dinner for June 10 (complete)
- Kate to resend Mike Bouchard’s info to Wai (complete)
- Wai to get slides from presentation from Gene from Abbott April event
- Wai to confirm board chair positions for newsletter target 5/15

**Decisions:**

- fund Geoff \$250 for new speaker/sound system
- agreed no June event
- No new CD at this time

