

**ASQ Leadership Committee Board meeting  
Section 0911**

**January 11, 2010  
6:00PM**

**Northside Library, Lexington, KY**

**Attendees:** Dan Dufresne, Juanice Gillespie, Chris Hayes, Jason Liu, Rob Maystead, Harry Standing, Kathy Steinmetz

Meeting called to order at 6:14PM.

Welcome Rob Maystead, our new Internet Liaison.

Minutes from November Leadership Committee meeting were reviewed and approved.

Action items from November meeting were reviewed.

No meeting was held in December due to lack of quorum.

**Old Business**

1. November meeting - Jeopardy went well. Is there a way to automate the answering process (with PC)? This meeting format is worth repeating.
2. December/January Newsletter - January newsletter has been sent; Kathy will send a meeting reminder tonight.

**New Business**

1. January meeting is set for the Beaumont Library this Saturday. February meeting will be a joint meeting with NAPM & APICS. Will LaFollette will present Humana Service Initiative on February 8. Dan will send the meeting information to NAPM & APICS for their meeting notices. Mark will reserve the Ramada Inn for the February & April meetings. March will be a plant tour tentatively set for Webasto. Dan will follow up with Raj on the tour. April is Marvin Windows. Dan will explore the winery tour or Lexington Brewery for the May meeting.
2. February Newsletter - Input for the newsletter needs to be to Kathy & Linda by February 1<sup>st</sup>. Newsletter is scheduled for publication on February 5<sup>th</sup>. Kathy will summarize the January meeting for the newsletter. Harry will bring his camera to the meeting to take photos for the newsletter.
3. 4<sup>th</sup> Quarter Financial Report - The committee reviewed the section financials. On an annual basis revenue is behind budget approximately \$1000; expenses are running below plan. Year to date we are \$949.09 to the good against our budget. December balances:

- Checking                   \$ 8,632.43
- Petty Cash                 \$ 200.00
- M&I Reserve Fund    \$18,436.28
  
- Total                       \$27,268.71

4. Other - Suggestions for standard content for the newsletter: meeting notice, list of new members, photos & summary of previous meeting, information on where to send recertification, website link, job related information, tips & tools (food for thought). These items would be included in each newsletter if information is available. We reviewed the Section Business Plan; we are on track to meet the QMP requirements.

**Committee Reports**

Membership - Harry will contact Renato about the new member welcome letter.

QMP - Juanice will continue research on retention requirement for QMP.

**Upcoming Dates of Note:**

Next section meeting Saturday, January 16<sup>th</sup>.

Next Leadership Committee Meeting is Tuesday, February 9<sup>th</sup> at the Northside Library.

Meeting adjourned 7:25PM.

Respectfully submitted,

Juanice Gillespie

Attachment: Meeting Action Items