

## *ASQ Golden Gate ~ 0618 Board Meeting ~ February 3, 2009*

*Attended: Kate Raymond-Chair, Geoff Langstaff, Gary Martin, , Mike Ahmadi*

*By Phone: Bikash Chatterjee, Wai Wong, Jennifer Brandenburg, Jeanne Vargas, Brian Wada, Arlene Kadrich, Dawn Plaskon*

*Meeting minutes from January were reviewed and approved.*

*No one took advantage of the free day at Golden Gate Fields.*

*Item carried over: Still an open item needing completion. It was suggested to use the ASQ descriptions located at*

*<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/Forms/AllItems.htm>*

*TAR ~ Arlene will send out reminder mid month.*

*Spengers will be a no host bar. The question was brought up about the speaker signing up on line. Mike was able to sign up using his season pass with out additional charge, however for a speaker who does not have a season pass, how would they sign up for the dinner with out being charged. Gary suggested setting up on Acteva to track speaker at no cost.*

*Brian sent straw man for blog ~ take up at next meeting*

*Golden Gate fields is still at the top of the list for fun and recognition event in June. Three hour cruise of the bay is no longer being considered due to high price per attendee will probably limit attendance.*

*TAR ~ Gary will follow up in a couple weeks*

*Geoff has completed yearly audit and everything looked good.*

*Nominations for World Conference ~ typically this would include chair elect. Dawn and Darrell are both interested in attending*

*TAR ~ Wai will notify Kate by mid March if he will be attending. Dawn and Darrell will also give final plans by then*

*Event tracking ~ January event most people gave positive review. Some of the negative comments were in regard to the audio visual, small room noisy. Also one person stated they were not notified of the event. We received 4 negative out of 24 responses. One suggestion for topic was ISO 9001:2008. Geoff stated that still difficult to track walk ins at dinner meetings ~ a receipt book was suggested. Also was suggested being more formal for registration. Make sure everyone gets pointed to the registration desk before entering the dinning area. Also had a couple incomplete transactions on line.*

*TAR ~ Gary to follow-up with people with incomplete transactions to see if they came to the event.*

*Networking event in March ~ finances will be handled through our section, other sections will contribute based on attendance. Event is moving ahead as planned.*

*Election ~ We will be holding the election at the March event. The question came up as to how we would hold the election with other members there. Geoff stated that a show of hands is sufficient when only one name is in line for each position, more than one per position and it has to be a paper ballot. Kate suggested paper election can be cast anytime during the meeting.*

*TAR ~ Kate will check with Bikash on conducting the election.*

*Bayer event ~ Need to switch Bayer with Abbot, however if we switch Bayer may not co-host. Topic to be 6 sigma. Speaker may not be able to attend.*

*TAR ~ Mike Spencer will help Gary with planning*

### ***Metrics ~***

*Quality level and excellence from ASQ ~ only eligible for excellence if met 1 & 2 ~ Chair*

*# of season passes sold ~ goal 10, sold 17 ~ Treasurer*

*Revenue \$'s of season passes ~ will put extra question on Acteva "How did you hear about season pass?" ~ Treasurer*

*Event sales summary ~ sales vs cost of event ~ Treasurer*

*# of attendees by industry ~ TBD*

*Success of event ~ track for informational purposes ~ Darrell*

*# of certifications by section ~ Dawn*

*# of section members ~ Dawn*

*# of hits on home page ~ spikes at time when news letter goes out ~ Communications Chair*

*Linked In summary ~ no goals set, data collection for future evaluation ~ Kate*

*Treasurers report ~ Over budgeted for meetings, overall spending OK, over budgeted for name badges, membership dues are on target, spending vs income ~ still have surplus.*