

**ASQ Section 1501
Business Meeting Minutes
Logan's Roadhouse 280
August 13, 2009**

Elected Officers Present:

DuWain Brundage, Paige Tortorich, AL Bradshaw-Whittemore

Also Present:

Beth Hollingsworth, Bill McCrary, Craig Dustin, David Flowers, Keri Williams

Call to Order

DuWain Brundage, Section Chair, called the meeting to order at 6:15 pm and Paige Tortorich recorded the minutes. The meeting, having been duly convened, was ready to proceed with business.

Open Issues

In the previous ASQ business meeting on April 23, 2009 we discussed co-hosting the 2010 Fall Technical Conference (FTC) with the American Statistical Association (ASA). DuWain Brundage met with Mr. Marcus Perry, the current conference chair and a member of the ASA, in May 2009. Mr. Brundage received useful information regarding committee positions needed, timelines and helpful recommendations. During the ASQ business meeting Mr. Brundage provided a 5 page handout which listed general duties of the committee positions, timelines and recommendations along with a 3 page timeline worksheet. Ms. Keri Williams volunteered to be the Local Committee Chair. 7 committee positions are still open and will be discussed during our next business meeting (Treasurer, Registrar, Brochure Chair, Publicity Chair, Non-Technical Chair, Local Arrangements Chair and Vendor Exhibits Chair).

A request was made for members to consider volunteering for the remaining Committee Chairs during the previous ASQ business meeting. DuWain Brundage announced the following people volunteered or the members present volunteered:

Arrangement Chair – Keri Williams and Claude Wright

Audit Chair – David Flowers

Certification Chair - Tom Clark, Greg Ellis and Corey Allen

Education Chair – Bill McCrary

Program Chair – Beth Hollingsworth

Recertification Chair – David Hughes

Website Chair/Internet Liaison – David Flowers

The following positions have not been filled:

Chair-Elect/Vice Chair

ISO 9000 Users Group Chair

Membership Chair

Placement Chair

Software Special Interest Group (SIG) Chair/Software Processor Improvement Network (SPIN)

New Business

The Birmingham ASQ Section Business Plan (SMP) is due on October 1, 2009. DuWain Brundage is e-mailing all attendees the SMP Template and expects obtainable goals to be submitted to him no later than Friday, August 21, 2009.

The ASQ Birmingham Section monthly meetings will be held on the 3rd Thursday of every month starting in September. David Flowers will update the section website with new tentative meeting dates.

DuWain Brundage provided all attendees with a copy of the upcoming ASQ Exams and dates. There was an open discussion about offering training classes to interested members. If members are interested this topic will be discussed further in later meetings.

DuWain Brundage provided all attendees with a copy of the QMP Timeline. This timeline provides all required activities for the 2009/2010 business year.

Volunteers will be needed in January 2010 for the Nominating Committee. The committee will begin in February 2010 and will be responsible for recruiting new officers for the 2010/2011 business year.

The Secretary, Paige Tortorich, signed the Section Operating Agreement. The agreement will be mailed to Linda Milanowski at ASQ Headquarters in WI on 8/15/09.

The next business meeting is set for Thursday, September 10, 2009.

There being no further section business to come before the meeting, the meeting was adjourned.