

MQD Teleconference Meeting Minutes

June 16th, 2005

Attendees:

1. Dilip Shah
2. Graeme Payne
3. Chris Grachanen
4. Jay Bucher
5. Bill McCullough
6. Karl Wigdal
7. Duane Allen

Minutes:

Dilip Shah: Called the meeting to order and we have a quorum so we could conduct business and vote on issues as required. Keela Sniadach's design for the CCT coin will be used as the foundation for developing the coin. Will use just the Q for ASQ without the wording (too small to use on this coin). Chris will check with the vendor to see if we can get an extra large version for display/advertisement in our booth. Any additions or changes to current design need to be submitted on our Share Point site as soon as possible.

ASQ's template for Division Operating Agreement (DOA) will be used to replace the division bylaws. Dilip will contact Karen Prosser to get the latest template of the DOA for use by MQD.

A motion was made and seconded to nominate Jay Bucher as the Chair-elect for 2005-06 and 2006-07 (Graeme Payne has accepted the Chair position for two consecutive terms, starting July 1st, 2005), and Chris Grachanen as the Secretary for the same period. The motion passed by unanimous approval of the attendees. Jay reminded the attendees that he was accepting under the condition that his term for Chair was for one (1) year, not two. This was also agreed to by the members in attendance.

NIST Measurement System initiative, participation, and funding:

A motion was made and seconded to nominate Jay Bucher to be the MQD Champion/and Bill McCullough as the alternate, to represent MQD during the US Measurement System initiative. This passed unanimously. Also, a motion was made and seconded to allow an initial travel funding not to exceed \$10,000 for support of this initiative. It was noted that our coffers are in good shape, and that \$20,000 a year is being saved by going electronic with ~~The~~ **Standard**, as well as having ASQ webmaster our on line web site. Bill will represent MQD in Jay's absence.

MQD Committee roster – updates and final listing:

Graeme will submit the final committee roster to ASQ by the 24th of June, 2005. Following is the final list of officers and chairs for the 2005-2006 year:

Position Title	Name of Member
Arrangements Chair	Dilip A. Shah
Body of Knowledge Chair	Chris Grachanen
Certification Chair	Chris Grachanen
Chair*	Graeme Payne
Chair Elect*	Jay Bucher
Conference Chair	Dilip A. Shah
Examining Chair	Graeme Payne
Historian	Keela Sniadach
Immediate Past Chair*	Dilip A. Shah
Internet Liaison	Chris Grachanen
Liaison to Certification Board	Chris Grachanen
Newsletter Editor	Jay Bucher
Nomination Chair	Dilip A. Shah
Programs Chair*	Dilip A. Shah
Publications Chair*	Jay Bucher
Scholarship Chair	Dilip A. Shah
Secretary*	Chris Grachanen
Treasurer*	Karl Wigdal
Share Point administrator	Jay Bucher

* denotes voting members

Joint MQD/Inspection Division Conference:

Dilip, our program chair, will discuss more about the conference during the NCSLI conference in August, attended by Graeme and Chris.

NCSLI conference in August, 2005:

Four presenters are scheduled to attend and do booth duty – Dilip Shah, Graeme Payne, Chris Grachanen, and Keith Bennett. NCSLI has expressed interest in becoming a sanctioned provider of CEUs within the next couple of years, similar to what ASQ is currently doing.

Reviewing and planning for the 2005/2006 budget:

Anyone that has inputs for the upcoming budget year should submit their requests to Dilip Shah and Karl Wigdal before the 24th of June, so they can submit the final budget in a timely manner.

Action items:

Chris will contact Karen Prosser to produce an email/ mailing for members concerning RUs by attending NCSLI this year.

Dilip will contact Karen Prosser to get a copy of the template for a Division Operating Agreement.

Jay will make contact with Georgia Harris at NIST concerning where we go from here on the USMS initiative.

Any budget changes, requests concerning MSC 2006, the September MQD/Insp Conference, NCSLI, or any other travel expenses should be submitted to Dilip and Karl ASAP.

Graeme will send the updated committee roster to ASQ before the 24th of June.

Respectfully submitted:

Jay L. Bucher, ASQ CCT
Secretary, MQD