

2008-09 Business Plan for Section **0904 - East Central Indiana**

Achieve 75% of your goals and submit completed plan and cover letter to HQ (qmp@asq.org) and the RD by September 1, 2009.
Submit section's 2009-10 plan to HQ ([q](#)) and your RD by September 30, 2009.

Item No.	Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status^	Results‡	% of Goal Achieved‡	Contact*	Comments
1.	Increase Member Satisfaction	Planning	July Leadership Committee meeting	July 24, 2008	Leadership Committee	Conduct business per agenda	C	Meeting held.	100%	Section Chair	Planned programs
2.	Meet QMP basic requirements	Basics	Audit Section financial records for 2007-2008	July 24, 2008	Audit Committee	Acceptance by Audit Committee	C	Audit Completed	100%	Audit Chair	No abnormalities found
3.	Meet QMP basic requirements	Basics	Audit Report submitted for 2007-2008	By August 15, 2008	Audit Committee	Acceptance by ASQ	C	Report completed	100%	Section Treasurer	Forwarded to HQ
4.	Increase Member Satisfaction	Planning	August Leadership Committee meeting	August 28, 2008	Leadership Committee	Conduct business per agenda	C	Meeting held	100%	Section Chair	Planned first section meeting and reviewed meeting dates
5.	Improve Member Professional Development	Planning	August Leadership Committee meeting	August 28, 2008	Leadership Committee	Plan programs for Oct thru Feb	C	Meeting held	100%	Section Chair	Speakers and topics suggested; Sept, Oct speakers confirmed.
6.	Meet QMP basic requirements	Basics	Submit 2007-2008 QMP/Business Report	By September 1, 2008	ASQ	Submit on a timely basis	C	Report submitted	50%	QMP Chair	The report was submitted late.
7.	Improve Member Communication	Communication	Publish 1 st Newsletter	By September 17, 2008	Membership feedback to Leadership Committee	Timely delivery	C	Newsletter published	100%	Communications Chair	Published and distributed on time.
8.	Improve Member Professional Development	Performance	September Technical meeting	September 17, 2008	Exit survey	Survey response =>4	C	21 surveys collected	100%	Arrangements Chair	Evaluated for member satisfaction
9.	Improve Section Management Efficiency	Planning	September Leadership Committee meeting	September 25, 2008	Leadership Committee	Conduct business per agenda	C	Meeting held	100%	Section Chair	Minutes submitted and approved
10.	Meet QMP basic requirements	Planning	Submit 2008-2009 QMP/Business Plan	By October 1, 2008	ASQ	Submit on a timely basis	C	Business plan submitted	100%	QMP Chair	Submitted early
11.	Meet QMP basic requirements	Planning	Submit 2008-2009 Budget to RD & ASQ Section Accountant	By October 1, 2008	ASQ	Submit on a timely basis	C	Budget approved	100%	Section Treasurer	Budget submitted
12.	Improve Member Professional Development	Performance	October Technical meeting	October 15, 2008	Exit survey	Survey response =>4	C	21 surveys collected	100%	Arrangements Chair	Evaluated for member satisfaction

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Legend: S (scheduled), B (behind schedule), O (on schedule), C (complete), H (on hold), D (dropped)

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13.	Increase Member Value	Performance	Proctor ASQ Certification Examinations	October 18, 2008	Exit Survey	Surveys returned	C	Certification exams held	100%	Chief Proctor	One survey returned
14.	Improve Section Management Efficiency	Planning	October Leadership Committee meeting	October 23, 2008	Leadership Committee	Conduct business per agenda	C	Meeting held	100%	Section Chair	Minutes submitted and approved
15.	Improve Member Professional Development	Performance	November Technical meeting	November 19, 2008	Exit survey	Survey response =>4	C	24 surveys collected	100%	Arrangements Chair	Evaluated for member satisfaction
16.	Increase Member Satisfaction	Performance	November Leadership Committee meeting	December 4, 2008	Leadership Committee	Conduct business per agenda	C	Meeting held	100%	Section Chair	Minutes submitted and approved
17.	Increase Member Value	Performance	Proctor ASQ Certification Examinations	December 6, 2008	Exit Survey	Surveys returned	C	Certification exams held	100%	Chief Proctor	No surveys returned
18.	Improve Member Professional Development	Performance	Plant tour of Ball Hospital.	December 17, 2008	Exit Survey	Survey response =>4	C	25 attended tour of BMH	100%	Section Chair	Evaluated for member satisfaction
19.	Improve Member Professional Development	Planning	Suggest programs via e-mail to Comm Chair	January 2, 2009	Leadership Committee	Suggest programs for rest of year.	D			Section Chair	
20.	Improve Section Management Efficiency	Planning	December Leadership Committee meeting	January 8, 2009	Leadership Committee	Conduct business per agenda	C	Meeting held	100%	Section Chair	Minutes submitted and approved
21.	Improve Member Communication	Communication	Determine Slate of Officers for 2009-2010	January 8, 2009	Leadership Committee	Vote on slate	C	Chair elect and Treasurer nominees selected	100%	Nominating Committee Chair	No nominees for Secretary Chair
22.	Improve Member Communication	Communication	Publish 2 nd Newsletter	By January 21, 2009	Membership feedback to Leadership Committee	Timely delivery	C	Newsletter published	100%	Communications Chair	Published and distributed on time.
23.	Improve Member Professional Development	Performance	January Technical meeting	January 21, 2009	Exit survey	Survey response =>4				Arrangements Chair	
24.	Improve Section Management Efficiency	Basics	Nominate Slate of Officers for 2009-2010	January 29, 2009	Leadership Committee	Present to membership				Nominating Committee Chair	

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25.	Improve Section Management Efficiency	Planning	January Leadership Committee meeting	January 29, 2009	Leadership Committee	Conduct business per agenda				Section Chair	
26.	Improve Member Communication	Communication	Update Web Site	By February 11, 2009	QMP chair to verify	Updated by February 11, 2009				Web Site Chair	
27.	Improve Member Professional Development	Performance	February Technical meeting	February 18, 2009	Exit survey	Survey response =>4				Arrangements Chair	
28.	Improve Section Management Efficiency	Basics	Elect 2009-2010 Officers	February 18, 2009	Membership	Elections Held				Nominating Committee Chair	
29.	Improve Section Management Efficiency	Planning	February Leadership Committee meeting	February 26, 2009	Leadership Committee	Conduct business per agenda				Section Chair	
30.	Increase Member Value	Performance	Proctor ASQ Certification Examination	March 7, 2009	Exit Survey	Surveys returned				Chief Proctor	
31.	Improve Member Professional Development	Performance	March Technical meeting	March 18, 2009	Exit survey	Survey response =>4				Arrangements Chair	
32.	Improve Section Management Efficiency	Planning	March Leadership Committee meeting	March 26, 2009	Leadership Committee	Conduct business per agenda				Section Chair	
33.	Improve Member Professional Development	Performance	April Technical meeting	April 15, 2009	Exit survey	Survey response =>4				Arrangements Chair	
34.	Improve Section Management Efficiency	Planning	April Leadership Committee meeting	April 23, 2009	Leadership Committee	Conduct business per agenda				Section Chair	
35.	Improve Section Management Efficiency	Basics	Submit 2009-2010 Section Officers list to ASQ & RD	By May 1, 2009	ASQ	Submit on a timely basis				Section Chair	
36.	Improve Member Professional Development	Performance	May Technical meeting & Scholarship Dinner	May 20, 2009	Exit survey	Survey response =>4				Arrangements Chair	
37.	Increase awareness in ASQ	Scholarship	Awarding of Scholarship	May 20, 2009	Award given	Awarded				Scholarship Chair	

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38.	Improve Section Management Efficiency	Planning	May Leadership Committee meeting	May 28, 2009	Leadership Committee	Conduct business per agenda				Section Chair	
39.	Increase Member Value	Evaluation	Evaluate 904 mission statement	May 28, 2009	Leadership Committee	Evaluate 904 mission statement				Leadership Committee	
40.	Improve Member Communication	Communication	Update Web Site	By February 11, 2009	QMP chair to verify	Updated by June 1, 2009				Web Site Chair	
41.	Increase Member Retention	Performance (Section Excellence Award)	Member retention	Ongoing	ASQ	Meet/exceed ASQ avg. on 2008 Section Member Satisfaction Survey				HQ	
42.	Increase Member Satisfaction	Performance	Member Satisfaction	Ongoing	Survey results	Average score => 4				Membership Chair	
43.	Increase Member Value	Performance	Member Value	Ongoing	Technical Meeting attendance	Average 20 members				Membership Chair	
44.	Increase Member Value	Performance	Proctor ASQ Certification Examination	June 6, 2009	Exit Survey	Surveys returned				Chief Proctor	
45.	Improve Section Management Efficiency	Training	Region 9 training seminar	June 14, 2009	Attendance	At least 4 attendees				Section Chair/Leadership Committee	
46.	Improve Section Management Efficiency	Planning	June Leadership Committee meeting	June, 25 2009	Leadership Committee	Conduct business per agenda				Section Chair	
47.	Improve Section Management Efficiency	Basics	Submit 2009-2010 Section Committee list to ASQ & RD	By June 30, 2009	ASQ	Submit on a timely basis				Section Chair-Elect	
48.	Meet QMP basic requirements	Membership	Maintained membership of at least 30 members for 2008-09	June 25, 2009	Leadership Committee	Conduct business per agenda				Membership Chair	

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