

Business Plan 2009-2010

ASQ Mid Hudson Section 302 Business Plan 2009-2010 Fiscal Year: DETAILED BUSINESS PLAN rev A

<u>Activity Title*</u>	<u>Activity Description*</u>	<u>Date of Activity</u>	<u>Contact</u>	<u>Measure of Effectiveness</u>	<u>Goal*</u>	<u>Status as of <date></u>
Minimum membership*	Have minimum number of members signed up for section regular, sr., fellow, OR forum / associate with section option enacted.	6/30/10	Membership chair	Registered with ASQ	30	
Committee chairs*	Nominating, audit, membership chairs in place	6/30/10	Chair	Selected and agreed	≥3 select chairs	Required: nominating, Membership, Audit
3 elected positions*	Chair, treasurer and secretary must be elected per SOA	6/1/10	Nominating chair	Hold elections and submit names to HQ	3	Required: chair, secretary, treasurer
Financial report*	Prepare treasurers report for 2008-2009 and submit to HQ (Report and audit due by 8/15/09)	8/15/09	Treasurer & Past Treasurer	Report at HQ with audit	On time*	Complete on time
Financial audit*	New audit chair and audit team to audit financial report & submit to HQ	8/15/09	Audit chair	Audit with the report at HQ	On time**	Complete on time
Regular activities*	Set program in place for 2009-2010 at least 4 events	'09-'10 year	Program chair	Program deployed	Meet SOA req.	Sept. – healthcare quality Dec – CIA dinner & Tour

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Business Plan *	Set up the 2009-2010 business plan and submit to HQ	10/01/09	Secretary	Business plan to ASQ and EXCOM	On time	Complete on time
Operating budget *	Establish and submit operating budget and submit as part of business plan	10/1/09	Treasurer	Budget established	On time	Pending
Routine financial reports	Publish quarterly reports	7/15/09 10/15/09, 1/15/10, 4/15/10,	Treasurer	Reports published	ON time	7/15/09
Annual report *	Submit a consolidated annual report on the performance of the section to the membership (could include in newsletter or present at meeting); must include budget & activities	Year through 6/30/10	Chair	Deployed to member	On time	Scheduled per 8/09 EXCOM for Oct / Nov Newsletter
Leadership activities *	Host EXCOM or similar meetings	Year through 6/30/09	Chair	Minutes distributed	1 / qtr	8/09, scheduled 10/08
Member activities *	Host 4 events (regular meetings or other activities)	Year through 6/30/09	Program chair	Host section meetings / events	4 / year	9/23/09 scheduled

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Communications*	Have regular communications, such as newsletter, website, other news Decide when to send hard copies	Year through 6/30/10	News-letter Editor, Distributing member, internet liaison	Newsletter and / or reminders published and distributed, website maintained	4 / year	Website updates monthly: Newsletter Scheduled 10/09, Sent meeting notice 9/09
Membership growth	Look at ways to maintain & grow membership; implement as practical	Ongoing through 06/30/10	Membership chair	Results to EXCOM; actions developed	Have a decision / plan	approach ISO certified companies
Website	Maintain site for section access for information distribution	Year through 6/30/10	Internet liaison	Updated at least quarterly	Website up to date	Website updates at least monthly & typically weekly http://section302.asqquality.org/
Education	Offer a course	6/30/10	Education chair	Decision and plan	Offering(s) if any published	Make offering with contract cancellation date early enough to prevent incurring conference costs
Community activity	Participate in community activity	annual	EXCOM member	Verifiable performance at community event	1 major event	Science fair Engineers week to attract students to engineering / quality engineering
Overall performance	Meet or Exceed overall requirements	Yearly	EXCOM	Business plan, & budget activities	Meet SMP	

*Category needed to achieve Implementation Level.

**Category needed to achieve Total Quality. Save a copy of this business plan and when you have measured the results of all applicable activities, send it in with your Total Quality letter.