

Location: Niles Restaurant, New York, New York

Attendance: See Attached List

**Meeting Called to Order:** 6:30 pm

Item	Discussion	Decisions/Actions
1	Review and Approval of Section and Business Meeting Updates	The Jan 26, 2012 Executive Meeting were approved. Samir Joshi motioned for approval and Sue Watson seconded. The motion was carried.
2	Officer & Committee Updates	Scholarship Chairperson Sue Watson reported that four applications were received. One was found unacceptable. Three are being reviewed by the scholarship committee.  Treasurer Jorge Rosas reported on section finances.
3	Student involvement issues.	Student involvement with the section was discussed.  It was recommended that the vice chairs' responsibilities be extended to include responsibilities as student chapter liaison. This will be discussed at the next Leadership Meeting.  <b>Samir Joshi and Sandor Juhasz will review the student charter to explore opportunities for more section interaction.</b>
4	Finalize Section Scorecard, which will be used as our key reporting tool to the membership.	Sue Watson's QMP Business plan will be a basis for the score card. Any changes will be reported to Sue and the Business Plan will be updated.  The Metro NY & NJ Section Organization Profile scorecard metrics were reviewed. Metrics have been identified for eight of the 22 offices and chairs active in the Section. <b>Mike Tedaldi will again silicate metrics for those remaining chairs and officers.</b>
5	How do we get volunteer participation for the committees that need help?	Everyone needs to write a job description for the help they need.  These job descriptions will be advertised on the website.  Students and new members will be targeted for these positions but every section member will have an opportunity to volunteer.

		<p>An e-mail will be sent to all the section members requesting volunteers. Responses will be sent back to the chairs and officers to make selections as needed. Once officers and chairs make their selections, they will advise the Executive committee.</p> <p><b>Mike Tedaldi will reach out to the officers and committee chairs to get volunteer job descriptions. Sandor will develop a jobs description template.</b></p> <p>Volunteer positions are open to section members only.</p>
6	It was recommended that a multiuser QuickBooks license be purchased so that the treasurer, the treasurer elect and the Audit Chair could all have access to the Sections Financial information.	Upon investigation, it was determined that it is more economical to purchase the single user license. <b>Samir will go ahead and purchase the license.</b>
7	The Program and Education Chair asked the Leadership Team to check operation with the operating agreement and make sure there are no conflicts	No Report.
8	Ott Planning: last meeting Samir reported that help was needed.	NJIT students have volunteered to help and everything is progressing.
9	QMP overview.	<p>Sue Watson will make a presentation at the June meeting.</p> <p>Sue will contact Russ Ferretti to reserve meeting time.</p>

**Adjournment:** Samir Joshi motioned to adjourn and Sue Watson seconded. The motion was carried and the meeting adjourned at 8:36 pm.

Meeting Sign in Sheet

NAME	MEMBERSHIP#	EMAIL
Sue Watson	00482233	swatson@lirr.org
J. Rosas	?	jrosas@chobson
Samir Joshi	63589818	joshisami@gmail.com
Sander G. Juhasz	7	juhaszs@pbworld.com
Michael Tedaldi	—	michael.Tedaldi@aecom.com