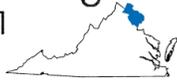


ASQ SECTION 0511  
DRAFT BOARD MEETING AGENDA  
14 August 2013

Location: Amphora Diner, Vienna

Attendees: Under separate cover

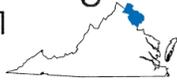
1. Call to Order/Statement of Quorum
  - a. Secretaries pro tem by committee chairs in committee alphabetical order with backup: Arrangements, Education, Lean Six Sigma SIG, Membership
2. Reading & Approval of Minutes
3. Officer Reports/Announcements
  - a. Chair (Melissa Butler)
    - i. The 31st Annual Virginia Forum for Excellence will be held on September 16 and 17, 2013, Richmond-Midlothian, Virginia
    - ii. ASQ 2013 Audit/Quality Management Division Conference with sessions for the Design and Construction Division; October 10-11, 2013 - Tucson, Arizona
  - b. Chair Elect (John Mullins)
  - c. Treasurer (Roberta Pek)
    - i. See attached report
    - ii. Debit cards
  - d. Secretary (Yvonne Fernandez)
4. Prior Action Items/Old Business
  - a. Education – Membership survey
5. New Business
6. Committee Reports/Announcements:
  - a. Arrangements – Marie Rondot
    - i. Report for Aug. 14 - Reservations XX for dinner, X for program only
    - ii. Sept. 7th Saturday Board meeting – Chantilly, VA: Prep for 30th Anniversary, additional topics?
    - iii. Sept. 11th Meeting - Maggiano's Tyson's Corner: Thirtieth Anniversary Dinner
      1. Confirmation of keynotes / panel members?
      2. Status of endorsements?
      3. Giveaways – Purchased
    - iv. Oct. 9<sup>th</sup> – Speaker? Herndon Amphora
      1. Auda David ([david.auda@volvo.com](mailto:david.auda@volvo.com)), ASQ Reliability Division chair, requested to be an upcoming speaker.
  - b. Audit – Paul Mills
    - i. SOPs for the Audit Committee
  - c. Education – Gregg Monaco
    - i. Education survey – See attachment C
    - ii. Fall CQA training course



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- d. Finance – Jeff Parnes/Mike Coleman
- e. Historian – Rick Wells
- f. Lean Six Sigma SIG Chair – Sion Weaver
- g. Membership – Bill Eastham
- h. Newsletter/Publicity – Christine Kurowski
  - i. Newsletter status?
- i. Nominating – Jeff Parnes
- j. Placements – Sion Weaver
  - i. See attached report
- k. Proctor – Muzaffar Zaffar
- l. Programs – John Mullins
- m. Recertification – Robert Zimman
  - i. The member fee for one recertification journal will be \$69, up from \$59; for multiple journals, it is \$89, up from \$79. Nonmember fees increase to \$109 per journal. Please encourage your members to recertify early and take advantage of the lower fee. Any journals received prior to August 1 will be charged the current fee.
- n. Quality Management Plan –John Mullins
- o. Voice of the Customer – Bob Orkin
- p. Volunteer Opportunities – Christine Kurowski
- q. Webmaster/Electronic Media – Jeff Parnes

7. Adjournment



**ASQ SECTION 0511**  
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**Attachment A - Treasurer Report**

08/04/13

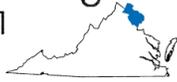
**American Society for Quality Section 0511**  
**Balance Sheet**  
 As of July 31, 2013

	Jul 31, 13
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
000.1001 BBT Checking5139159863	8,615.23
000.1050 Petty Cash	29.58
TD Bank	14,688.32
Total Checking/Savings	23,333.13
Total Current Assets	23,333.13
<b>TOTAL ASSETS</b>	<b>23,333.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,143.33
Net Income	1,721.31
Total Equity	23,333.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>23,333.13</b>

08/04/13

**American Society for Quality Section 0511**  
**Check Detail**  
 July 2013

Type	Date	Num	Name	Memo	Account	Paid Amount
Check	7/2/2013		TD Bank	credit card payment fee platn...	TD Bank	
				credit card payment fee platnu...	001.5511 Bank Services	-1.57
TOTAL						-1.57
Check	7/12/2013		Amphora Restua...	401339 AMPHORA DINER D...	TD Bank	
				401339 AMPHORA DINER D...	001.5803 Dinners	-1,116.02
TOTAL						-1,116.02
Check	7/14/2013		PayPal	fees for six sigma tuition pay...	TD Bank	
				fees for six sigma tuition pay p...	001.5511 Bank Services	-41.92
TOTAL						-41.92
Check	7/22/2013		Service Charge	service charges 2.00	000.1001 BBT Checking513915...	
				service charges 2.00	001.5511 Bank Services	-2.00
TOTAL						-2.00
Check	7/23/2013	995...	Delux For Busine...	web hosting service	TD Bank	
				web hosting service	001.6220 Hosting	-145.33
TOTAL						-145.33

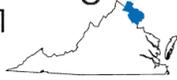


ASQ SECTION 0511  
DRAFT BOARD MEETING AGENDA  
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American Society for Quality Section 0511  
**Deposit Detail**  
July 2013

08/04/13

Type	Date	Account	Amount
Deposit	7/1/2013	TD Bank	9,000.00
		000.1001 BBT Checking5139159...	-9,000.00
TOTAL			-9,000.00
Deposit	7/16/2013	TD Bank	1,710.00
		004.4300 Registration	-1,710.00
TOTAL			-1,710.00
Deposit	7/23/2013	TD Bank	58.08
		001.4320 Dinner Meetings	-58.08
TOTAL			-58.08
Deposit	7/31/2013	TD Bank	1,260.00
		001.4000 Membership Dues	-1,260.00
TOTAL			-1,260.00
Deposit	7/31/2013	000.1001 BBT Checking513915...	0.07
		001.4871 Interest	-0.07
TOTAL			-0.07



ASQ SECTION 0511  
DRAFT BOARD MEETING AGENDA  
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**Attachment B - Six Sigma Report**

**ASQ Section 0511 Lean Six Sigma Special Interest Group and Placements Chair  
Report to the ASQ 0511 Board August 9, 2013  
Lean Six Sigma Report**

- LSS SIG Meetings will resume in September and continue in October and November. We have a speaker for September and are looking to fill places for the October and November meetings.
- Five students signed up for the CSSBB prep course and have been attending. We have a great group of Black Belts who are getting ready for the CSSBB exam.
- One of the Black Belt course participants has said that he has signed up ~ eight personnel from his company for their organic Six Sigma training. Those company participants may consider pursuit of ASQ certification. A potential group of members.

**Placements Report**

A Quality Assurance Technician position located in Sterling, VA was listed.

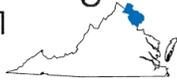
Respectfully submitted,

**Sion Weaver**

[sixsigma14@asq0511.org](mailto:sixsigma14@asq0511.org)

[sionweaver@aol.com](mailto:sionweaver@aol.com)

[weaversion@gmail.com](mailto:weaversion@gmail.com)



ASQ SECTION 0511  
DRAFT BOARD MEETING AGENDA  
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**Attachment C - ASQ Section 0511 Education Survey**

INTRODUCTION: ASQ Section 0511 Northern Virginia is sending out this survey to gather information about the needs and capabilities of our valued members. Please take a few minutes to complete this questionnaire. We would also very much like to hear from you about how we can best serve your needs and if you would like to participate in the functioning of our Section. Please contact one or more of the section officers as listed on our website.

Please indicate the highest level of education you have:

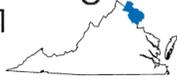
- High School
- Associate
- Bachelor
- Master
- Above

Please indicate any non-ASQ certification(s) you have

- P.E.
- CMA
- CMMI
- ITIL (please list level) \_\_\_\_\_
- ISD – Instructional System Design/Development
- PMP
- ISO Lead Auditor
- Other (list): \_\_\_\_\_

Please check the button for all ASQ Certifications you hold

- CBA Biomedical Auditor
- CCT Calibration Technician
- CHA HACCP Auditor
- \*\*\* Lean Certification (AME/SME/Shingo Prize/ASQ Partnership)
- CMQ/OE Manager of Quality/Organizational Excellence
- CMBB Master Black Belt
- CPGP Pharmaceutical GMP Professional
- CQA Quality Auditor
- CQE Quality Engineer
- CQIA Quality Improvement Associate
- CQI Quality Inspector
- CQPA Quality Process Analyst
- CQT Quality Technician
- CRE Reliability Engineer
- CSSBB Six Sigma Black Belt
- CSSGB Six Sigma Green Belt
- CSSMBB Six Sigma Master Black Belt
- CSQE Software Quality Engineer



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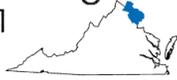
- NONE

Please indicate which ASQ Certifications you plan to attain and in what approximate year  
CBA Biomedical Auditor

- CCT Calibration Technician
- CHA HACCP Auditor
- \*\*\* Lean Certification (AME/SME/Shingo Prize/ASQ Partnership)
- CMQ/OE Manager of Quality/Organizational Excellence
- CMBB Master Black Belt
- CPGP Pharmaceutical GMP Professional
- CQA Quality Auditor
- CQE Quality Engineer
- CQIA Quality Improvement Associate
- CQI Quality Inspector
- CQPA Quality Process Analyst
- CQT Quality Technician
- CRE Reliability Engineer
- CSSBB Six Sigma Black Belt
- CSSGB Six Sigma Green Belt
- CSSMBB Six Sigma Master Black Belt
- CSQE Software Quality Engineer
- NONE

Please indicate which ASQ Certifications (which you hold) you would be willing to instruct a  
certification preparation course.

- CBA Biomedical Auditor
- CCT Calibration Technician
- CHA HACCP Auditor
- \*\*\* Lean Certification (AME/SME/Shingo Prize/ASQ Partnership)
- CMQ/OE Manager of Quality/Organizational Excellence
- CMBB Master Black Belt
- CPGP Pharmaceutical GMP Professional
- CQA Quality Auditor
- CQE Quality Engineer
- CQIA Quality Improvement Associate
- CQI Quality Inspector
- CQPA Quality Process Analyst
- CQT Quality Technician
- CRE Reliability Engineer
- CSSBB Six Sigma Black Belt
- CSSGB Six Sigma Green Belt
- CSSMBB Six Sigma Master Black Belt



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- CSQE Software Quality Engineer
- NONE

If you are interested in taking a certification refresher/preparation course when would you prefer to attend a class?

- With many relatively short 3 hours or less sessions held on a weekday evening?
- Longer half-day to full-day sessions on Saturdays?

What would be willing to spend on a preparation class?

- \$300 or less
- \$500 or less
- \$750 or less
- \$(enter amount)\_\_\_\_\_

If you are willing to instruct, can you suggest a site available for training (employer facility, other)?

What level of interest do you have in taking or leading a focused seminar on an ASQ topic? (For example, Voice of the Customer; Statistical regression; Change management; etc.). Please provide topic, your role, and suggest a month of the year.

How long have you been part of the quality movement?

Are you employed in QA/QC?

Where did you learn your quality craft?

- OJT
- College/University
- Trade School

Have you taken undergraduate/graduate courses in quality, or supporting quality matters, and if so, how many credit hours?

Do you (now or recently) instruct quality or quality related courses in your company or in an educational environment? If so, what courses and where?

Has your organization initiated a quality program?

Does your organization plan to implement a quality initiative?

Does your organization take summer interns? Y|N

If so, under what conditions?

Does your organization take work-study students? Y|N

If so, under what conditions?