

ASQ SECTION 0511
DRAFT BOARD AGENDA
February 11, 2015

Location: P.J. Skidoos Fairfax, Virginia, 9908 Fairfax Boulevard.
 Attendees: Under separate cover

	What	Who	Decisions/Actions*
5:30 – 5:45	<ul style="list-style-type: none"> • Call to Order/Statement of Quorum ○ Opening Remarks 	<ul style="list-style-type: none"> • Chair 	
5:45 - 5:55	<ul style="list-style-type: none"> • Reading and Approval of Minutes ○ Monthly Minutes ○ Vision Minutes 	<ul style="list-style-type: none"> • Secretary 	
5:55 – 6:00	<ul style="list-style-type: none"> • Strategic Business ○ Review Strategic Business Plan ○ Approve Goals/Strategies ○ Update Assignments ○ Action Plan Changes 	<ul style="list-style-type: none"> • John/Gregg 	
6:00 – 6:15	<ul style="list-style-type: none"> • GMU Update 	<ul style="list-style-type: none"> • Jae Yu 	
6:15 – 6:30	<ul style="list-style-type: none"> • Officer Reports ○ Chair ○ Chair elect ○ Treasure ○ Audit? ○ Others 	<ul style="list-style-type: none"> • Board Members 	
6:30-6:40	<ul style="list-style-type: none"> • Prior Issues ○ Lawrence B. Wilkins Scholarship Fund ○ Programs Calendar ○ Testing Facility 	<ul style="list-style-type: none"> • Members ○ Lead? ○ Gregg ○ Paul ○ Lead? 	
6:40 – 6:45	<ul style="list-style-type: none"> • Review of Action Items/Minutes Adjournment 	<ul style="list-style-type: none"> • Chair 	

*Actions Detailed below:

Action Plan

What	Who	When

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Attachment A - Treasurer Report

Balance Sheet:

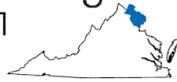
	<u>Nov 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
TD Bank	<u>23,195.13</u>
Total Checking/Savings	<u>23,195.13</u>
Total Current Assets	<u>23,195.13</u>
TOTAL ASSETS	<u><u>23,195.13</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,861.07
Net Income	<u>865.57</u>
Total Equity	<u>23,195.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>23,195.13</u></u>

Check Detail:

Type	Date	Num	Name	Memo	Account	Paid Amount
Check	11/14/2014		Paradiso	nov meeting	TD Bank	
				nov meeting	001.5803 Dinners	-945.00
TOTAL						<u>-945.00</u>

Deposit Details:

Type	Date	Account	Amount
Deposit	11/13/2014	TD Bank	175.00
		001.4320 Dinner Meetings	-175.00
TOTAL			<u>-175.00</u>
Deposit	11/13/2014	TD Bank	77.34
		001.4320 Dinner Meetings	-77.34
TOTAL			<u>-77.34</u>
Deposit	11/13/2014	TD Bank	529.25
		001.4000 Membership Dues	-529.25
TOTAL			<u>-529.25</u>



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TD Summary:

ACCOUNT SUMMARY

Beginning Balance	23,358.54	Average Collected Balance	23,150.86
Deposits	175.00	Annual Percentage Yield Earned	0.00%
Electronic Deposits	606.59	Days in Period	30
Electronic Payments	945.00		
Ending Balance	23,195.13		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
11/13	DEPOSIT	175.00
Subtotal:		175.00

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
11/13	ACH DEPOSIT, PAYPAL TRANSFER 58PJ28FDGW5AY	77.34
11/21	CTX DEPOSIT, AMERICAN SOCIETY MBR ALLOT 00089356	529.25
Subtotal:		606.59

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
11/14	DEBIT CARD PURCHASE, AUT 111214 VISA DDA PUR PARADISO ITALIAN RESTA ALEXANDRIA * VA 4085404007292281	945.00
Subtotal:		945.00

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
10/31	23,358.54	11/14	22,665.88
11/13	23,610.88	11/21	23,195.13

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Attachment B – Membership Analysis

There were 622 Members listed for Section 0511

Of these 622 for the most part we can probably count the following people out when it comes to coming to a meeting:

- 29 live in Maryland
- 10 live in DC
- 29 live in other states such as Florida, Georgia, California, Colorado, Missouri and others.
- 69 live in outlier towns such as Williamsburg and other towns in VA that are far too distant for them to come to regular meetings.

$622 - 137 = 485$

We have found that when we move the meeting to other towns, we just get other people that live nearby along with the core 10-15 who always come to the meetings. It really never adds that much to the attendance.

What does add to the attendance though seems to be the speaker for the most part. The place has to be clean and relatively quiet and have a setup where we can get decent food for a fair price, but the speaker is really what the draw is on any given night. Making sure that information goes out well ahead of time also helps people plan for it.

So it stands to reason that by picking restaurants in the cities where we have the top 10 number of members as listed below in numbers 115 – 123 below, we should definitely increase the number of attendees just due to proximity, but we will also increase the number of attendees with excellent speakers and a variety of informational meeting formats.

Number	Town	Number of Members
123	Alexandria	68
122	Arlington	52
121	Fairfax	31
120	Springfield	28
118	Manassas	23
119	Sterling	23
117	Reston	21
116	Ashburn	20
114	Vienna	19
115	Woodbridge	19
113	Herndon	18
112	Leesburg	17
111	Chantilly	15
109	Centreville	14

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Attachment C – Section Business Plans

The 2015 section business plans are due December 15. How ready is your section? Consider sending your draft to me for review!

[Business Planning](#)

[2015 ASQ Strategic Plan](#)

[2015 ASQ Strategic Plan Roll-Out \(Presentation\)](#)

[ASQ Business Planning \(This is a link to Governing Documents\)](#)

[Business Plan and Budget Template for Member Units](#)

The template outlines objectives, activities, timelines, measurements, goals, and status. Use it to track the current year's activities, and plan for next year.

[ASQ Business Planning Process \(PDF, 38 KB\)](#)

ASQ's Planning Process includes a step for Strategic Direction, Organizational Direction, Deployment of Objectives and Strategies and Development of plans.

Jim Kittredge
Director, Region 05

AMERICAN SOCIETY FOR QUALITY - Budget Summary					
Object Account	Sub Account		Total Annual Budget	General & Administrative	Member Value
REVENUE					
4000	*	MEMBER DUES	11,000.00	11,000.00	-
4100	*	RETAIL SALES	-	-	-
4200	*	ADVERTISING	-	-	-
4300	*	REGISTRATIONS	-	-	-
4320	*	DINNER MEETINGS	1,350.00	-	1,350.00
4360	*	EXHIBITS	-	-	-
4480	*	RECERTIFICATION	500.00	-	500.00
4521	*	WORKSHOPS/TUTORIALS	2,000.00	-	2,000.00
4600	*	CONTRIBUTNS/SPONSORSHPS	-	-	-
[4870,4871,48]	*	INTEREST	-	-	-
4898	*	RESERVE FUND DISTRIBUTED	-	-	-
4899	20	RESERVE FUND MV CHANGE	-	-	-
[4920,4930]	*	ROYALTIES	-	-	-
[4990,4995]	*	MISCELLANEOUS	50.00	50.00	-
TOTAL REVENUE			14,900.00	11,050.00	3,850.00
EXPENSES					
5000	*	TEMPORARY HELP	-	-	-
5100	*	PRINTING	-	-	-
5200	*	COST OF SALES	50.00	-	50.00
5280	*	PROMOTIONAL GIVE AWAYS	-	-	-
5300	*	COMMITTEE EXPENSE	150.00	150.00	-
5400	*	POSTAGE	213.00	213.00	-
5500.5599	*	CONTRACT & PROFESSIONAL	1,600.00	1,600.00	-
5600.5699	*	EQUIPMENT	-	-	-
5704	*	EXHIBIT BOOTH RENTAL	-	-	-
5800	*	MEETINGS & MEALS	11,027.00	-	11,027.00
5900	*	TRAVEL:lodging,meals,transportation	1,600.00	1,600.00	-
6000	*	SUPPLIES	50.00	50.00	-
6100	*	TELEPHONE	160.00	160.00	-
6200	*	JOINT VENTURES/PARTNER PAYMENT	-	-	-
6300.6399	*	OTHER EXPENSE	50.00	50.00	-
TOTAL EXPENSES			14,900.00	3,823.00	11,077.00
SURPLUS (DEFICIT) CURRENT YEAR			-	7,227.00	(7,227.00)
PAR Ratio*					74.3%
*PAR Ratio = Total Member Value Expenses / Total Revenue					

is spending a minimum of 70% of total annual revenues on activities identified as adding value to members.

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Attachment D – Education Chair's Report

5 students signed up for CMQ/OE, 3 attending, 1 missed 2 classes with permission, 1 had to drop out due to travel.

We need to advertise for CQA prep course now if Joshua Chitsa is going to teach (April/May for June 6 exam). Also need to know if Baltimore conference will have any certification exams we might have prep classes to support.

Regarding the Larry Wilkins scholarship committee—I plan to [call](#) a virtual meeting in February with committee members Gregg Monaco, Andrew Watson, and Sarah McAlpine, and make recommendations for Board consideration:

- Regular schedule for committee meetings, virtual preferred
- Charter--define purpose and who we will help; how funds will be used; how scholarship recipients will be identified (committee recommends, Board votes).
- Budget—what should we start with, and what is our goal for a self-sustaining account?
- Plans for raising money--Solicit individual Section members, plus corporate sponsors, for donations.
- Determine if contributions are considered tax deductible, and can Section provide such receipts?
- Plan for distributing money—Members, or family members of Section members—who is eligible? What form—Financial aid for college students? Assistance (to be repaid) for member certification prep classes if unemployed?
- Would recipient have to spend the money on quality classes, or should it be no-strings financial aid?
- How do we publicize? For example, Emails and announcements on Section website; targeted mailings to schools, corporate sponsors.
- How often will awards be made--every Spring? As needed?

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