

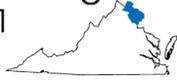


ASQ Section 0511  
Board Minutes  
11 December 2013

Location: Herndon Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum - Having confirmed quorum the Secretary called the meeting to order at 5:33 pm
2. Reading & Approval of Minutes - The Board approved the Nov 2013 Board minutes, as amended.
3. Officer Reports/Announcements
  - a. Chair (Melissa Butler) – Not in attendance
  - b. Chair Elect (John Mullins) –
  - c. Treasurer (Leslie Braun) – Distributed monthly financial report. Need a decision on the revised budget, which must be posted by 15 Dec 13. The Board discussed the difference between a budget and a balance sheet. What is required by National is a budget. The Treasurer will finalize the budget and send to the Board via email for virtual approval by 12 Dec 13 and needs approval by 14 Dec 13. The Treasurer discussed the upcoming audit and some challenges in accessing the Section's collaboration site.
  - d. Secretary (Yvonne Fernandez) – Nothing to report
4. Prior Action Items/Old Business
  - a. Education – The membership survey on education is ready to go out, just need to do the mail merge.
  - b. Lawrence B. Wilkins scholarship fund – Greg Monaco, Paul Mills, Andrew Watson and Sara McAlphine volunteered for the committee
  - c. Section Goals and Objectives (Updated) – Tabled for Jan meeting
  - d. Treasurer-Elect candidate – we don't have a viable candidate at this time, will continue recruiting
  - e. Location of certification exams – may need to find an alternate location for 1 Mar 14 certification exams.
5. New Business
  - a. Budget Review: addressed above
6. Committee Reports/Announcements:
  - a. Arrangements – Marie Rondot
    - i. There was, once again, confusion regarding the booking of the restaurant for the Section monthly meeting. Until the Board comes to a more sustainable solution at the next Vision meeting, Gregg Monaco has volunteered to be the point person responsible for communicating with the restaurant each month, making the reservation, selecting the menu, and verifying and ensuring that the restaurant is available and ready for our scheduled meeting.
    - ii. Report for Dec. 11 – We have 19 reservations for the social event



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- iii. Jan. 4th Saturday Board meeting – Location is Lorton, purpose is to review and tailor ASQ roles, expectations, and responsibilities; and to resolve the arrangements logistics issue
  - iv. Jan. 8th at Vienna Amphora, Richard Gills: An Early Introduction to ISO 9001:2015
  - v. Feb. 12<sup>th</sup> at Hendon Amphora, Robert Orkin: Design & Constructing Division of ASQ
  - b. Audit – Paul Mills – Looking for an additional member for the audit committee for January, will announce at this evening’s social event. Investigated venues for virtual meetings and found an abundance of option; looking for two volunteers to test some of the more viable options.
  - c. Education – Gregg Monaco - The Old Colony Section is offering a virtual CMQ/OE course and we will advertise on our Section website.
  - d. Finance – Jeff Parnes/Mike Coleman – Not in attendance
  - e. Historian – Rick Wells – Not in attendance
  - f. Lean Six Sigma SIG Chair – Sion Weaver – Not in attendance
  - g. Membership – Bill Eastham – Paid members are at about 690, with 136 unpaid members (most in the Senior Member level).
  - h. Newsletter/Publicity – Christine Kurowski – Not in attendance
  - i. Nominating – Jeff Parnes – Not in attendance
  - j. Placements – Sion Weaver – Not in attendance
  - k. Proctor – Muzaffar Zaffar – Not in attendance; about 59 people signed up for last Saturday with 10 no shows
  - l. Programs – John Mullins – Speakers lined up for Jan, Feb, Mar, and Apr 2014
  - m. Recertification – Robert Zimman – Nothing to report
  - n. Quality Management Plan –John Mullins – Nothing to report
  - o. Voice of the Customer – Bob Orkin – see note above on education survey
  - p. Volunteer Opportunities – Christine Kurowski – Not in attendance
  - q. Webmaster/Electronic Media – Jeff Parnes – Not in attendance
7. Adjournment – 6:23 pm

Minutes recorded by Section Secretary – Yvonne Fernandez

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**Attachment A - Treasurer Report**

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12/02/13

**American Society for Quality Section 0511**  
**Balance Sheet**  
As of November 30, 2013

	<u>Nov 30, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
000.1050 Petty Cash	29.58
TD Bank	<u>21,752.68</u>
Total Checking/Savings	<u>21,782.26</u>
Total Current Assets	<u>21,782.26</u>
<b>TOTAL ASSETS</b>	<u><u>21,782.26</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,143.33
Net Income	<u>170.44</u>
Total Equity	<u>21,782.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>21,782.26</u></u>

12/02/13

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

Type	Date	Num	Name	Memo	Account	Paid Amount
Check	11/14/2013	102	Jeffrey M Parnes	banner 30th anniversary	TD Bank	
				banner 30th anniversary	003.5101 Printing	<u>-104.93</u>
TOTAL						-104.93
Check	11/15/2013	995007DEP	Amphora Restuarant	401339 AMPHORA VIENNA * VA	TD Bank	
				401339 AMPHORA VIENNA * VA	001.5803 Dinners	<u>-729.54</u>
TOTAL						-729.54

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**American Society for Quality Section 0511**  
**Deposit Detail**  
**November 2013**

Type	Date	Account	Amount
Deposit	11/13/2013	TD Bank	116.16
		001.4320 Dinner Meetings	<u>-116.16</u>
TOTAL			-116.16
Deposit	11/13/2013	TD Bank	366.45
		004.4300 Registration	<u>-366.45</u>
TOTAL			-366.45
Deposit	11/14/2013	TD Bank	21.83
		001.4995 Miscellaneous	<u>-21.83</u>
TOTAL			-21.83
Deposit	11/14/2013	TD Bank	170.00
		001.4320 Dinner Meetings	<u>-170.00</u>
TOTAL			-170.00
Deposit	11/14/2013	TD Bank	29.58
		001.4995 Miscellaneous	<u>-29.58</u>
TOTAL			-29.58
Deposit	11/22/2013	TD Bank	876.00
		001.4000 Membership Dues	<u>-876.00</u>
TOTAL			-876.00

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**Attachment B – Goals and Objectives of the Northern Virginia ASQ Section 0511**

**ASQ VISION**

By making quality a global priority, an organizational imperative and personal ethic, ASQ will become the community of choice for everyone who seeks quality concepts, technology, and tools to improve themselves and their world.

**ASQ MISSION**

To increase the use and impact of Quality in response to the diverse needs of the Northern Virginia Area.

- As a global quality community, ASQ advances the professional development, credentials, knowledge and information services, membership community, and advocacy on behalf of those individual and organizational members in the Northern Virginia area.
- ASQ champions the cause of quality through a variety of fields and standards. ASQ provides support to a number of volunteer groups that develop and approve international and American National Standards. This includes the most widely known standards, such as ISO 9001, ISO 26000, and ISO 14001, as well as other standards and technical reports that apply quality management principles, tools and technology.
- Section 0511 was established in 1983 and now has over 650 members in the northern Virginia area.
- For more information on the Northern Virginia ASQ Section 0511 and what we do, please visit our website: <http://www.asq0511.org/>.

<http://asq.org/about-asq/how-we-do/pdf/asq-business-plan-2013.pdf>

**ASQ OBJECTIVES**

1) Increase Impact: reflects the growing appreciation of ASQ's future in serving the growing needs of the quality community and the impact increased global use of quality represents in improving the world. It also reflects the continued need to create ever-greater awareness of modern quality and its efficacy. (Cause)

2) Grow Community (MoC): represents the evolution of who we exist to serve. Of course we are here to serve ASQ members, but the growing quality community gives ASQ the opportunity to serve many more people and organizations than represented by paid membership. Growing the quality community drives membership growth. The cycle we observe is the larger the quality community, the greater the members of community we serve, and it follows that ASQ membership grows in response. (Our most successful member recruitment efforts are targeted at members of community.)

3) Grow Means supports expanding our mission—no means, no mission. There is growing appreciation that ASQ serves the needs of individuals and organizations. Strategies support clarity of these two key customer groups.

4) Improve Process & Operations drives world-class performance, customer focus, and efficiency. The scope of this objective remains our expanded society-wide definition.

**Chair Objectives:**

1. Hold a special/major event during term
2. Begin gaining greater exposure at local universities

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Attachment C – Budget

<b>AMERICAN SOCIETY FOR QUALITY - Budget Summary</b>			
	<b>Total Annual Budget</b>	<b>General &amp; Administrative</b>	<b>Member Value</b>
<b>REVENUE</b>			
MEMBER DUES	13,400.00	13,400.00	
RETAIL SALES	-		-
ADVERTISING	-		-
REGISTRATIONS	-		-
DINNER MEETINGS	4,300.00		4,300.00
EXHIBITS	-		-
RECERTIFICATION	-		-
WORKSHOPS/TUTORIALS	2,100.00		2,100.00
CONTRIBUTNS/SPONSORSHPS	-		-
INTEREST	1.80	1.80	
RESERVE FUND DISTRUBUTED	-	-	
RESERVE FUND MV CHANGE	-	-	
ROYALTIES	-	-	
MISCELLANEOUS	100.00	100.00	
<b>TOTAL REVENUE</b>	<b>19,901.80</b>	<b>13,501.80</b>	<b>6,400.00</b>
<b>EXPENSES</b>			
TEMPORARY HELP	-		-
PRINTING	150.00	-	150.00
COST OF SALES	-		-
PROMOTIONAL GIVE AWAYS	496.00	300.00	196.00
COMMITTEE EXPENSE	500.00	500.00	
POSTAGE	190.00	190.00	-
CONTRACT & PROFESSIONAL	3,500.00	300.00	3,200.00
EQUIPMENT	-	-	-
EXHIBIT BOOTH RENTAL	-		-
MEETINGS & MEALS	14,700.00	200.00	14,500.00
TRAVEL:lodging,meals,trnsprt	2,000.00	2,000.00	-
SUPPLIES	120.00	120.00	-
TELEPHONE	150.00	150.00	
JOINT VENTURES/PARTNER PAYMENT	-		-
OTHER EXPENSE	250.00	-	250.00
<b>TOTAL EXPENSES</b>	<b>22,056.00</b>	<b>3,760.00</b>	<b>18,296.00</b>
<b>SURPLUS (DEFICIT) CURRENT YEAR</b>	<b>-2,154.20</b>	<b>9,741.80</b>	<b>-11,896.00</b>
<b>PAR Ratio*</b>			<b>91.90%</b>
Current ASQ0511 balance as of 11.26.2013	\$21,782.26		
projected balance at end of year	\$19,628.06		
with approx \$2200 deficit per year would be negative in 8 to 9 years			
<b>*PAR Ratio = Total Member Value Expenses / Total Revenue</b>			

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While I understand we are showing a budget for the year based on what we take in and what we need to pay out, and a balanced budget approach is what we should shoot for... however, should we not also show the cash on hand or starting balance that will then show we have the funds to get through the year and still have a positive balance at the end of the FY14..?

We can also note that and based on the current rate of expenditures from year to year with a negative impact, how long it would take to really start having a negative balance at the end of the year.

Things to consider:

- What we charge for classes and the minimal number to teach a class.
- Our favorite subject, what should we be charging for the dinners.
- How can we drive and increase membership, each person will generate \$18... is this the best way to generate additional revenue.
- Can we plan for a quality day next year and hold a conference and charge to cover the expenditure and make some additional revenue, include a quality job fair and invite companies.
- Do we need to have a dinner meeting every month.
- How can we generate positive media using traditional approaches and social media.
- Can we have companies sponsor monthly meetings where they discuss their quality management approach and impact and pay for part of the meeting... and announce job opening across their company.