



ASQ SECTION 0511
FINAL BOARD MINUTES
11 June 2014

Location: Herndon Amphora

Attendees: Sign in sheet under separate cover.

1. Call to Order / Statement of Quorum
 - a. Melissa, Bob, Jeff, Christine, Leslie
2. Reading & Approval of Minutes –
 - a. Minutes were distributed, read and approved as read.
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) – Welcome to prospective new Secretary, Barbara McCullough, and new Programs Chair, Paul Meyers.
 - b. Chair Elect (John Mullins) – John introduced Paul Meyers to the board.
 - c. Treasurer (Leslie Braun) – See Attachment A
 - i. Last month Leslie reconciled reports and bank statements – everything is in balance.
 - ii. We typically take in \$150.00 and pay out just under \$1,000 per dinner meeting, some is paid back by National. Does it make sense to keep doing the meetings this way?
 1. It was suggested that we acknowledge the deficit – hold a meeting on the state of the chapter and discuss where we can reduce costs and change things up to attract more people.
 - iii. This year ASQ National went to requiring Quarterly Financial Reports. July 20 the next one is due. They have to be reviewed by the membership and signed off by the Chair and Secretary. Leslie will send it out prior to the July meeting. (June 30 is the 6 month date)
 - d. Secretary– Volunteer Barbara McCullough was presented for a vote.
4. Prior Action Items / Old Business
 - a. Education – Membership survey is ready to go live. Link goes to control panel and needs to go directly to the survey.
 - b. Melissa will announce they will get the link this week.
 - c. Lawrence B. Wilkins Scholarship Fund – There is no update.
 - d. Sion and Barbara both volunteered to do virtual training site testing.
 - e. Seventeen people signed up for tonight’s meeting.
5. New Business

- a. Volunteer for Secretary: Barbara McCullough, ASQ CQA was voted in unanimously as the new Secretary. Barbara proceeded to take the minutes of the meeting.
 - i. Jeff will provide both Barbara and Paul with aliases for the Alfresco site.
 - b. Volunteer for Membership Chair: Kristine Hejna was reintroduced.
 - c. Volunteer for Programs Chair: Paul Meyer, was introduced by John Mullins.
6. Committee Reports / Announcements:
- a. Arrangements – Marie Rondot
 - i. Report for June – We have 10 dinner and 5 program only reservations
 - ii. June 11th at Herndon Amphora, Robert Orkin: Design and Construction
 - iii. July 9th –
 - iv. July 19th – Section Vision meeting – 9447B Lorton Market Street, Suite 200, Lorton, VA 22079-1963
 - b. Audit – Paul Mills: No audit committee activity to report this month. Christine will contact Paul about an audit.
 - c. Education – Gregg Monaco – The survey is going out.
 - d. Finance – Jeff Parnes/Mike Coleman
 - e. Historian – Rick Wells – Nothing to report.
 - f. Lean Six Sigma Chair – Sion Weaver – There is a meeting at Tech Corner June 25th. Daryl Davis will be speaking. (it’s been posted to the site.) He would like to do an LSS workshop in the coming months. We did one on what it is previously, so now we should do the why. (John would like to see him do how does LSS translate into value of services.)
 - g. Membership – Krisitine Hejna – got copies of the reports. Membership is down 7 ¼ %
 - h. Newsletter / Publicity – Christine Kurowski – presented her formal resignation from the board as well as from the Newsletter and Publicity committees which was duly accepted.
 - i. Nominating – Jeff Parnes -
 - j. Placements – Sion Weaver – LSS – There were 5 positions listed from May 13 – June 5. Sion asked if we should add links to USAJobs.com to make it easier for people? There is a page with links that he can review and see if any need to be added.
 - i. Proctor – Muzaffar Zaffar – See Attachment B. Paul is not available. Everything is covered.
 - ii. Out of 28 people who took exams only 5 were members.
 - k. Programs – John Mullins – introduced Paul Meyers as the new Programs Chair who will be taking over from him.
 - i. Possibly have a facilitated workshop in July or a Social
 - ii. For August, reach out to Bill Easton’s contact at Baldrige and have them talk about what they are doing for quality.
 - iii. For the fall season do a larger more upscale event in September. John will call the Ritz and see if they’ll sponsor it. The last event there was around \$3,000 so see if we can get something cheaper.

- l. Recertification – Robert Zimman – nothing new to report. He will be getting a lot of recertification packages to review soon.
 - i. It was recommended that he send out a reminder to nudge people but since HQ sends one so we won't.
 - m. Quality Management Plan – John Mullins – Doing very well (facetious)
 - i. We will run through this at the Vision Meeting
 - ii. No need for it if we don't engage people.
 - n. Voice of the Customer – Bob Orkin – At World Conference he talked to J.R. McGee – he would like to participate here. He's in PA. He sponsored the Quality Management breakfast at Worlds. He will be at TCC in Florida October 30th. That is the joint conference of a group of divisions in ASQ – in lieu of the Audit \ QM Conference done previously.
 - i. He sent some info. On rooms where you only get charged for what you buy. One was near George Mason (under construction) and some others.
 - ii. Bob will not be able to come to the Vision Meetings on Saturdays.
 - iii. He will stay on as an inactive VOC Committee member until someone else would like to take it over. He was going to resign tonight, but will wait.
 - iv. Jeff suggested that we use a summer month meeting to explore an alternate location to have our meeting, again mentioning the two Fairfax locations: Brions Grill at Braddock & Rt. 123 and Green Turtle at Rt. 236 & University Drive.
 - o. Volunteer Opportunities – Christine Kurowski – Christine will post hers and OC on Linked-In. Melissa will post on the site.
 - p. Webmaster/Electronic Media – Jeff Parnes –
 - i. Jeff took over ownership of our ASQ 0511 domain from the previous owner, Bill Casti who served as past chair and webmaster.
 - ii. Tonight's announcement had an asterisk next to the title which no one noticed (it was his way of indicating that today's meeting was on his birthday).
 - iii. John would like the site to be redone – younger faces, video streams with young people
 - iv. John will try to recruit young people.
7. Adjournment – At 6:45