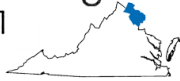


ASQ SECTION 0511  
BOARD MINUTES  
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Location: Vienna Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum –
  - a. John, Melissa, Barbara, Paul, Leslie, Greg, Jeff, Kristine
2. Reading & Approval of Minutes – Jeff made a motion to approve, Paul seconded and edits will be incorporated from Leslie and Jeff and uploaded.
3. Officer Reports/Announcements
  - a. Chair (Melissa Butler) – Nothing to report
  - b. Chair Elect (John Mullins) – Nothing to report
  - c. Treasurer (Leslie Braun) – See Attachment A. Sent out the semi-annual report for review. Melissa and Barb signed off. Paul will review and when he's done, she will send to ASQ National. Next month she'll adjust. She balanced the checkbook with TD. Once again changed the address on the bank account.
  - d. Secretary (Barbara McCullough) – Everyone explained the process for distributing the minutes of the meeting. Barbara will send meeting minutes via email to everyone on board and post to Alfresco.
4. Prior Action Items/Old Business
  - a. Lawrence B. Wilkins scholarship fund – Greg Monaco, Paul Mills, Andrew Watson and Sara McAlphine
    - i. Paul still plans to do a virtual data test this weekend.
  - b. John brought up making a formal move when we would like to make changes to how we are doing things. He also noted that nobody made any suggestions for topics for future meetings.
  - c. Jeff had issues getting the link to the Education Survey.
5. New Business
  - a. Volunteers to test virtual training sites: At least 3 volunteers are requested for trials of webinar software packages, tentative trial date Sunday afternoon, July 13. Instructions regarding specific sites to download from will be sent to volunteers no later than Saturday, July 12. I would like to see if virtual sessions are free/cheap and the technology is adequate, before advertising for the CMQ/OE prep class to start August 23.
  - b. Barb and Sion offered to do testing for him. Will need to download info. Should take only 20 minutes or so to test each package. If all else fails we can still go to CSC for in person training. Leslie said CSC will be moving sometime in the fall near Walker Island.
6. Committee Reports/Announcements:
  - a. Arrangements – Gregg Monaco– Jeff recommends that we talk to the following for the July 19 meeting. The fall back plan will be the Amphora as they can always accommodate us, but Jeff will assist the Programs Chair in putting together a proposal for us to have our meeting at one of these places. Paul put forward a motion, Melissa seconded and everyone was in favor of trying this.
    - Brion's Grill (10621 Braddock Road, Fairfax, VA 22032) 703-352-7272
    - Green Turtle Restaurant (3950 University Drive, Suite 209, Fairfax, VA 22030) 703-934-5550, [gtoldtownfairfax@thegreenturtle.com](mailto:gtoldtownfairfax@thegreenturtle.com)
  - a. DBA - Marie Rondout
    - i. Report for July – We have 8 dinner and 0 program only as it was only for a Social.
    - ii. July 9<sup>th</sup>, Vienna Amphora– Quality is Everyone's Business, Guided Discussion
    - iii. July 19<sup>th</sup> - Section Vision meeting, 9am - Noon - 9447B Lorton Market Street, Suite 200, Lorton, Virginia 22079-1963
    - iv. Aug. 13<sup>th</sup>, Herndon Amphora, - unless we can get one of the other restaurants.



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- b. **Audit – Paul Mills:** Financial records for January - June have been received and will be reviewed over the next 2 weeks. He will get back to Leslie with any questions and get it done asap.
  - c. **Education – Gregg Monaco –** the survey is out on the site and has been sent out to everyone.
  - d. **Finance – Jeff Parnes/Mike Coleman –** over the last month Jeff got a PayPal payment reader. Next month he will work with Leslie to have this available for anyone to pay at the door. We can discontinue the use of Intuit.
  - e. **Historian – Rick Wells –** not present – nothing to report
  - f. **Lean Six Sigma SIG Chair – Sion Weaver –** not present – nothing to report
  - g. **Membership – Kristine Hejna –** Still has no access to the Membership report yet. Melissa needs to call up customer service and have them walk her through getting access for Kristine. She did advertise this on LinkedIn. She plans to write a plan to remind people of their membership renewals and other membership info.
  - h. **Newsletter/Publicity –** Take this part of the site down so everyone can't see it. We do need a newsletter though, Jeff will add his posts to that section for now, and someone could offer to make them look nicer. Put Kristine as Acting for this.
  - i. **Nominating – Jeff Parnes -** nothing to report
  - j. **Placements – Sion Weaver -** nothing to report
  - k. **Proctor – Muzaffar Zaffar -** nothing to report
  - l. **Programs – Paul Meyers –** Paul arrived late and was filled in as to trying out the new restaurants for the next meeting. John also suggested they try to get someone from the university to come over and speak. Kristine suggested a topic on LSS. Greg has 2 contacts – one does Shakespearean production for the theater and one who does pyrotechnics that might do a presentation. Jeff had also suggested a FitzHugh Auto Dealer that might want to come and present. Figure this out quickly and get it out to the public because of the change in venue.
  - m. **Recertification – Robert Zimman –** Jeff checked at Robert's house while he's away and he had no recertification packages waiting.
  - n. **Quality Management Plan –John Mullins –** We have a quality plan and will review the plan at our vision meeting on the 19<sup>th</sup>.
  - o. **Voice of the Customer –** Vacant
  - p. **Volunteer Opportunities –** Vacant
  - q. **Webmaster/Electronic Media – Jeff Parnes –** Jeff has been tweeting quality information and some tools and his tweets have been retweeted which was encouraging.
7. **Adjournment – 6:21**

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**Attachment A - Treasurer Report**

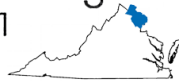
**Balance Sheet:**

ASSETS				
	Current Assets			
		Checking/Savings		
			TD Bank	<u>22329.56</u>
		Total Checking/Savings		<u>22329.56</u>
	Total Current Assets			<u>22329.56</u>
TOTAL ASSETS				22329.56
LIABILITIES & EQUITY				
	Equity			
		Opening Bal Equity		16468.49
		Retained Earnings		5144.93
		Net Income		716.14
	Total Equity			<u>22329.56</u>
TOTAL LIABILITIES & EQUITY				22329.56

**Check Detail:**

	Type	Date	Num	Name	Memo	Account	Paid Amount
	Check	06/11/2014	996014DEP	Amphora Restuarant	401339 AMPHORA VIENNA	TD Bank	
					401339 AMPHORA VIENNA	001.5803 Dinners	-930.02
TOTAL							-930.02

**Deposit Details:**



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Type	Date	Account	Amount
Deposit	06/16/2014	TD Bank	60.00
		001.4320 Dinner Meetings	-60.00
<b>TOTAL</b>			<b>-60.00</b>
Deposit	06/16/2014	TD Bank	150.09
		001.4320 Dinner Meetings	-150.09
<b>TOTAL</b>			<b>-150.09</b>
Deposit	06/30/2014	TD Bank	1,332.25
		001.4000 Membership Dues	-1,332.25
<b>TOTAL</b>			<b>-1,332.25</b>

**TD Summary:**

**ACCOUNT SUMMARY**

Beginning Balance	21,717.24	Average Collected Balance	21,333.69
Deposits	60.00	Annual Percentage Yield Earned	0.00%
Electronic Deposits	1,482.34	Days in Period	30
Electronic Payments	930.02		
Ending Balance	22,329.56		

**DAILY ACCOUNT ACTIVITY**

**Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
6/16	DEPOSIT	60.00
Subtotal:		60.00

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
6/11	ACH DEPOSIT, PAYPAL TRANSFER 58PJ285C8RLV2	150.09
6/30	CTX DEPOSIT, AMERICAN SOCIETY AUTOPILOT 00086644	1,332.25
Subtotal:		1,482.34

**Electronic Payments**

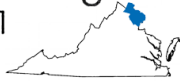
POSTING DATE	DESCRIPTION	AMOUNT
6/13	DEBIT CARD PURCHASE, AUT 061114 VISA DDA PUR AMPHORA DINER DELU HERNDON * VA 4085404007292281	930.02
Subtotal:		930.02

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
5/31	21,717.24	6/16	20,997.31
6/11	21,867.33	6/30	22,329.56
6/13	20,937.31		



Northern Virginia  
Section 0511



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