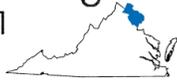


ASQ SECTION 0511
BOARD MEETING MINUTES
13 August 2014

Location: The Greene Turtle, Old-Town Fairfax

Attendees: Under separate cover

1. Call to Order/Statement of Quorum –
 - a. If secretary not present: Paul, Gregg, Jeff
 - b. Present: Jeff, Gregg, Melissa, Leslie, Barb, Sion, new member Ajai Singh, Muzaffar, Robert
2. Reading & Approval of Minutes –
 - a. Greg moved to accept the meeting minutes and it was seconded and accepted with edits as noted.
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) – presenting at NGC Quality day on Oct. 2nd with Ellen Quinn. To get more people involved in ASQ and getting certifications. She would like to take some ASQ giveaways to it. We have more of the 30th anniversary cups and we can get some other items.
 - b. Chair Elect (John Mullins) – Not in Attendance
 - c. Treasurer (Leslie Braun) – See Attachment A. Leslie sent our report and year to date to ASQ National. For revenue we are just under 43%. Expenses are lower this year. We got approval for the July report from ASQ National. We need a new signature form done and everyone who is going to be on it needs to be there at the same time to sign. Chair and Treasurer should be on it. Then logically have the Chair elect and Treasurer elect on it. Everyone else can submit expense reports. Robert made a motion that this be done as soon as possible. Greg seconded. Everyone was in agreement.
 - d. Secretary (Barbara McCullough) – The minutes from last meeting and from the vision meeting were read and approved with the edits everyone has submitted. Nothing new to report.
4. Prior Action Items/Old Business
 - a. Lawrence B. Wilkins scholarship fund – Greg Monaco, Paul Mills, Andrew Watson and Sara McAlphine
 - b. Results from Education Survey - Greg said Jeff is preparing it to go out on Survey Monkey put out the survey again. This will guide the scholarship fund (a. above)
 - c. Virtual Training Site Testing – this was postponed due to problems that Paul was having.
 - d. New Certification Testing Location - CFC is moving. We need a free or inexpensive place with ample parking. Maximum 60 people. Maybe Reston Community Center? Check at High School or local businesses. Need for December 6th and March 7th tests. HQ needs to be notified in advance by at least a month. The place should have 6 – 10 rooms. At Sully facility on Stonecroft Blvd. off highway 28. Jeff will check to see if it's available. That would be free and has lots of parking. Everyone else should ask around and see if we can find a place.



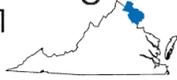
ASQ SECTION 0511
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5. New Business

- a. Refund for July meeting? - Greg hasn't gotten an answer yet from Amphora.
- b. Recertification credits will be given for attendance at the quarterly vision meetings; beginning with the first quarterly vision meeting. Marie will put the attendance in and we will get credit for attending.
- c. VOC – Jai Singh – Welcome!
- d. Request from Doug Herrmann, ASQ Section 506 – Delaware – See Attachment B. Doug is collecting attendance data. Marie can send him a lot of that data. 2012 – Today should be enough.
- e. Need speakers and locations for remainder of 2014 – see section A below. CACI, Lustine's, Orbital Sciences Corp., InfraGard, Kaiser, Post Office. Melissa would like us to have this arranged ASAP.
- f. Position Descriptions Gregg – Passed out a package of all the current position descriptions and how they interconnect and overlap and need to work together. He created a matrix to show all this. Edit your section and get back to Gregg by Labor Day and he'll put it all together so we can go over it at our next Vision Meeting. What needs to change? All the positions are interconnected. For example the Membership Chair should be contacting people in other chair positions. We need to all work together to promote membership. SLC – take a look at Arrangements Chair. General duties are the same on all except this one. This will feed into the Quality Plan and make it much easier.

6. Committee Reports/Announcements:

- a. Arrangements – Marie Rondot
 - i. Report for Aug. – We have 20 dinner reservations and 3 program only.
 - ii. Aug. 13th, The Greene Turtle, Old-Town Fairfax - Adam J. Parnes: Team Building Using Social Media
 - iii. Sept. 10th - Herndon speaker TBD
 - iv. Oct. 8th - Herndon
 - v. Oct. 18th or 25th – Vision Meeting –October 11th or 18th @ Sully, Chantilly location
 - vi. Nov. 12th - Paradiso, Springfield
 - vii. Dec. 10th – Social/Networking – Herndon
 - viii. Jan. 14th – Vienna
 - ix. Feb. 11th – CACI – Barb contacted the DC SPIN Chair and Paul and they are open to us having a joint meeting there. Paul will contact Jonathan Addeleston to make further arrangements.
 - x. March 11th – Vienna
 - xi. April 8th - Herndon
- b. Audit – Paul Mills: Sent an announcement about the CMQ/OE course to former students, and three have expressed interest, but have not committed or paid. Jeff Parnes posted an abbreviated announcement and sent an email to ASQ0511



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members, so there may be more people contacting him soon. The course is scheduled to start Saturday, August 23.

- c. Education – Gregg Monaco – nothing further.
- d. Finance – Jeff Parnes/Mike Coleman - Platinum Plus CC's were not cancelled. Jeff told them to cancel and they sent him notice they had been.
- e. Historian – Rick Wells - Not in attendance
- f. Lean Six Sigma SIG Chair – Sion Weaver - his replacement Jae Yu was introduced.
- g. Membership – Kristine Hejna - Not in attendance
- h. Newsletter/Publicity – Sion volunteered to take on this position as he steps out of LSS. Check the website for old newsletters to use as a template.
- i. Nominating – Jeff Parnes - Starting this month get positions for January lined up. Most who are in positions will be happy to remain. Nominations can still be made from the floor.
- j. Placements – Sion Weaver
- k. Proctor – Muzaffar Zaffar – everything is all set for the October test. As stated before, we will need a new place for the December and March tests.
- l. Programs – Paul Meyers - Not in attendance
- m. Recertification – Robert Zimman - all submitted recertifications are in progress.
- n. Quality Management Plan –John Mullins - Not in attendance
- o. Voice of the Customer – Jai Singh – will also go to Section 509 tomorrow. He will tell them to contact Paul as our Programs Chair.
- p. Volunteer Opportunities –
- q. Webmaster/Electronic Media – Jeff Parnes – Jeff introduced Kabongo Ngandu who has been helping Jeff with the website. Jeff is moving the education survey to Survey Monkey. The survey will go out with the meeting announcement for Sept.

7. Adjournment

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Attachment A - Treasurer Report

Balance Sheet:

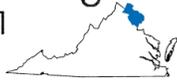
| | <u>Jul 31, 14</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| TD Bank | <u>22,924.19</u> |
| Total | |
| Checking/Savings | <u>22,924.19</u> |
| Total Current Assets | <u>22,924.19</u> |
| TOTAL ASSETS | <u><u>22,924.19</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 16,468.49 |
| Retained Earnings | 5,861.07 |
| Net Income | <u>594.63</u> |
| Total Equity | <u>22,924.19</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>22,924.19</u></u> |

Check Detail:

| | Type | Date | Name | Memo | Account | Paid Amount |
|--------------|-------|-----------|--------------------|----------------|------------------|----------------|
| | Check | 10-Jul-14 | Amphora Restuarant | 401339 AMPHORA | TD Bank | |
| | | | | 401339 AMPHORA | 001.5803 Dinners | -974.87 |
| TOTAL | | | | | | <u>-974.87</u> |

Deposit Details:

| | Type | Date | Account | Amount |
|--------------|---------|------------|--------------------------|------------------|
| | Deposit | 07/10/2014 | TD Bank | 1,569.50 |
| | | | 001.4000 Membership Dues | <u>-1,569.50</u> |
| TOTAL | | | | <u>-1,569.50</u> |



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TD Summary:

TD Business Convenience Plus

AMERICAN SOCIETY FOR QUALITY INC
ASQ 0511

Account # 427-9768142

ACCOUNT SUMMARY

| | | | |
|---------------------|-----------|--------------------------------|-----------|
| Beginning Balance | 22,329.56 | Average Collected Balance | 21,992.12 |
| Electronic Deposits | 1,569.50 | Annual Percentage Yield Earned | 0.00% |
| | | Days in Period | 31 |
| Electronic Payments | 974.87 | | |
| Ending Balance | 22,924.19 | | |

DAILY ACCOUNT ACTIVITY

Electronic Deposits

| POSTING DATE | DESCRIPTION | AMOUNT |
|--------------|--|----------|
| 7/25 | CTX DEPOSIT, AMERICAN SOCIETY MBR ALLOT 00087029 | 1,569.50 |
| | Subtotal: | 1,569.50 |

Electronic Payments

| POSTING DATE | DESCRIPTION | AMOUNT |
|--------------|--|--------|
| 7/10 | DEBIT CARD PURCHASE, AUT 070914 VISA DDA PUR AMPHORA RESTAURANT VIENNA * VA 4085404007292281 | 974.87 |
| | Subtotal: | 974.87 |

DAILY BALANCE SUMMARY

| DATE | BALANCE | DATE | BALANCE |
|------|-----------|------|-----------|
| 6/30 | 22,329.56 | 7/25 | 22,924.19 |
| 7/10 | 21,354.69 | | |



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Attachment B

All,

Hello, my name is Doug Herrmann and I am a member of local ASQ Section 506 – Delaware. In Section 506, we are trying to increase the participation rate of our members and are working through a process to help better understand the reasons why people choose not to participate. At a recent dinner meeting, we reviewed a local six sigma project designed to explore and improve local participation. I took an action item to survey other local area sections to try and develop data regarding average participation in our geographic area. I am copying all of the section leads that are listed on the ASQ website for NJ, PA, DE, MD, and VA just to get a good sampling, being the data drive, six sigma guy I am... :>)

Seriously, I am asking if you have any data regarding participation rate within your section over the last couple of years. I am comfortable with however you define “participation rate” as long as you tell me your definition in your response. As an added bonus, once I get a response from everyone, I will compile the data and send it back to each of you so you have it for your informational purposes as well.

Please do not hesitate to contact me with any questions you may have regarding this request.

I look forward to hearing from a high percentage of you. Even if you do not keep this type of data, I would appreciate a quick response so I do not try and contact you via the phone.

Sincerely,
Doug

Douglas L. Herrmann
Director - Quality

T + 410.229.4463
C + 410.207.8538
E douglas.herrmann@cristal.com