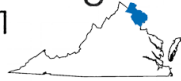


ASQ SECTION 0511
FINAL BOARD MINUTES
12 November 2014

Location: Paradise, Springfield

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – Gregg called the meeting to order
 - a. If secretary not present: Paul, Gregg, Jeff
2. Reading & Approval of Minutes – Mike moved to accept the meeting minutes from last month and it was seconded and passed.
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) – Not present
 - b. Chair Elect (John Mullins) – Not present
 - c. Treasurer (Leslie Braun) – See Attachment A. – Leslie sent out the monthly report. Year to date computation looks like we are 30% off from last year, but what we initially budgeted for member dues may have been overestimated and should have been \$11,600 instead of \$13,400, but will be about 15% off instead of 30%
 - i. Plus this year we only had one class rather than the two instructor led classes.
 - ii. We need to get 3-4 on the signature card per National. Try to do it in December or January at latest. John, Gregg, Leslie and a 4th person.
 - iii. Pay Pal asked her for a W-9 because what they have on file doesn't match the taxpayer ID they have. We don't have an ID in Virginia. We don't sell anything though so we don't really see the necessity for this.
 - d. Secretary (Barbara McCullough) – Will send out the Vision Meeting Minutes and the other Meeting Minutes to the board for review by Monday.
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
 - c. New Certification Testing Location
 - d. We had a very successful Vision Meeting on Saturday November 8 at CSC.
 - i. We reviewed the Program Descriptions for each position and will review those we did not get to over email. Gregg has received feedback from several of the members already.
 - ii. We also reviewed the goals of Section 0511
 - e. Gregg would like to find a person to take over Arrangements as that was split out from Marie's DB role.
5. New Business
6. Committee Reports/Announcements:
 - a. Arrangements – Temporarily Gregg Monaco (Database – Marie Rondot)
 - i. Report for Aug. – We have 15 dinner and 4 for program only
 - ii. Nov. 12th - Paradise, Springfield
 - iii. Dec. 10th – Social/Networking – Herndon
 - iv. Jan. 14th – Vienna
 - v. Feb. 11th – CACI?
 - vi. March 11th – Vienna
 - vii. April 8th - Herndon
 - b. Audit – Paul Mills – Paul sent out a report on the 6 certifications everyone has been taking. He is going to be taking over the Education Chair position in January.



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- i. Bob suggested in conjunction with this we should do a CQIA cert intro if we move forward with the student recruiting at GMU as Jai would like to do.
 - ii. There may also be opportunity to teach classes at the Workforce Bldg that is being built in Woodbridge. (A combination of several orgs trying to give people marketable skills)
 - c. Education – Gregg Monaco
 - d. Finance – Jeff Parnes/Mike Coleman – Resolved Sat. that to be the Finance Chair you must be a past Treasurer. He recommends that the Treasurer elect should be a two year term so that people don't have to train every year.
 - e. Historian – Rick Wells - Not in attendance
 - f. Lean Six Sigma SIG Chair – Sion Weaver - Not in attendance
 - g. Membership – Kristine Hejna - Not in attendance
 - h. Newsletter/Publicity – Sion Weaver Not in attendance
 - i. Nominating – Jeff Parnes - Not in attendance
 - j. Placements – Sion Weaver - Not in attendance
 - k. Proctor – Muzaffar Zaffar – Next exam we have 43 people signed up. This is about 20 people down from normal. This is the last exam in the CSC bldg.
 - l. Programs – Paul Meyers - Not in attendance
 - m. Recertification – Robert Zimman – Had a couple recertifications this month, and he's expecting a deluge soon.
 - n. Quality Management Plan –John Mullins - Not in attendance
 - o. Voice of the Customer – Jai Singh – Had a big meeting with National on Oct. 20.
 - i. ASQ as a whole did poorly on service as a benchmark against other organizations by 17%
 - ii. They couldn't get in online for the meeting very easily
 - iii. Every section has done something and they don't have the data for all this. Jai hopes to have this by next month.
 - iv. There was one very important chart on meeting attendance. Someone should be greeting people when they come in to the meetings. The SBA has endorsed the ASQ now. We need more info on how we can make this work for us.
 - v. How can we get more information from National on our members so that we can contact them?
 - vi. We should have a POC for each of our corporate sponsors.
 - vii. Jai will talk with John Timmerman on opportunities.
AI Jeff needs to add Jai to the meeting invites.
 - p. Volunteer Opportunities – Not in attendance
 - q. Webmaster/Electronic Media – Jeff Parnes, Kabongo - Not in attendance
7. Adjournment – Bob Z moved that the meeting be adjourned. Barbara seconded the motion. The membership agreed. Meeting adjourned at 6:25

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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						-974.87

Deposit Details:

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

TD Summary:

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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

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