

APRIL 8, 2015

The Meeting was held at Houlahan's in Springfield and called to order at 5:40 by the Chair. A quorum was present.

Bob – described the GMU Career Fair. From advertising point of view it was great. None of the students had heard of us. We needed more materials to hand out. Great to market for younger people. Under 25 group. Some alumni came also. Jai sent a report which will be attached to these minutes.

Jai did a great job with the GMU Career Fair. **See the attached GMU Career Fair Report.** Jai should put together a budget for needed supplies for next time. If Jai will make the introductions Gregg and John will schedule meeting with GMU, and get a budget for a pull up ASQ Section 0511 Banner - we really should do this again and continue these relationships. There are several ASQ members in the Education Dept. there at GMU that we can invite to lunch and talk about how we can move forward and promote ASQ.

Reading of the minutes – Gregg moved to approve and Bob seconded. Minutes accepted as written from February.

Corporate is waiting for our strategic plan. We have discussed over many meetings. Need approval so we can sign off and send. Bob moves we approve. Paul Meyers seconded. **AI** – Gregg will forward the Strategic Plan to HQ.

Marketing plan is still underway. The group had a very good meeting and has notes on their progress. They agree that broadening our base will get more people in. He talked to Paul Strausburg to talk as our speaker next month. He can talk about Quality from the board room. How do we fit Quality into our business plan? Lots of CMMI experience. We need to get the announcement out asap. Close on the marketing plan next month so we can align with our programs and everything. Marketing Plan will be ready next month and we will then identify all the speakers. Gregg's contacts at NFL (for Sports medicine) and Feldt Entertainment are ready to go anytime whether it's a small or large meeting. Need to get them lined up and set.

Gregg needs to give a back brief to Jeff. Kabongo and Gregg want to make it have more pizzazz and user friendly. Need to have a framework as to where we would like to post documents.

Jeff has worked with his son to get a list of what we need to do to put videos up on the site.

The board needs to put together the list of what we need to get a bid on to redo the website. Jeff and Gregg will coordinate.

Chair Elect – Gregg is plugged into going to ASQ World Conference. He will also get an electronic copy of all the slides and presentations from the conference and may share some of those things on our site if

DRAFT BOARD MINUTES

APRIL 8, 2015

it's allowed. We may just be able to post the abstracts of the talks and that might garner more interest from members.

Finance – Leslie - We have \$22,731.52 in the bank now. She wrote a check for Gregg for \$644. For conference and will refund more as he gets invoices to her. **The TD Bank Statement is attached.**

Audit – Charlotte - checked Alfresco to see how it was arranged (the file structure)and see how it should be based on their recommendations. They will look again in March. All the action items are closed.

Education - Paul - Two of 4 did not take the CMQ/OE exam yet. No feedback on it yet.

The ASQ CQA person couldn't teach in May for June 6, but Paul stepped up and will teach it for now. He would like a list of people who have passed exams and could teach a course. He might even offer a dinner meeting course on how to teach a course.

John didn't get the email and will accept the person as Membership Chair – Michael Coleman offered.

****Establishing a regular meeting of the scholarship committee. See Education attachment report.** They have reviewed a lot of items and are looking for our corporate sponsors / members that we could maybe tap for contributions. Need to bring this to closure. The amount of a scholarship will be around \$2,000 and would cover the cost of a class. Jai would like to be on the next meeting as a liaison to GMU.

When is the next Vision Meeting? April? At Paul Meyer's business.

Bob cured our issue with the Post Office Box and went online and fixed the problem.

Muzaffar – 30 Registered, 19 came last exam. **See attached Examinations Report.** The new address for the exams is: 1760 Old Meadow Road, McLean, Virginia 22102

Programs/ Arrangements – Carolyn - We're set for April and May meeting locations (Fiona's and Olive Garden, respectively). We previously spoke about securing a larger venue for June to accommodate a speaker that would draw a larger crowd. A June location (Magianno's, Marriott, or similar) has not yet been secured due to the uncertainty of speaker availability.

Paul Meyers – AI - For June meeting need a larger venue and at least 60 days announcement time. Paul will look for a more heavy hitter speaker for that.

Jeff - Website – Is up to date except for certification test update. PPC Paul's business will be used for next Vision meeting.

AI – Jeff send John the treasurer elect persons email again so he can contact her.

APRIL 8, 2015

AI – Think about getting a speaker ready to go to the next World Conference to speak on our behalf. What did we do this century to promote quality? What is this section doing to promote quality? Build continuity of vision.

AI – Gregg will forward the Strategic Plan to HQ.

Meeting adjourned at 6:27

GMU Career Fair Report

Date of Event: 2/18 & 2/19

Students Counseled on Day 1: 66

Students Counseled on Day 2: 47

Total Accounting Cost (excludes opportunity cost of Jae, Barbara, and Bob PTO): \$400 for both days + \$271.99 = \$671.99

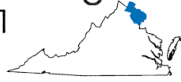
Brief Summary: Most (if not all) of the students had never heard of ASQ. Day 1 was Science, Math, and Technology majors and Day 2 was Public Sector majors. This indicates that ASQ is definitely not doing a great job at reaching out to even students already in the engineering or quality field. We spoke to each student as they approached our table and provided detailed information about certain certifications that were suitable for that student's major. In so doing, we also advertised our section and promoted the ASQ brand. Most students were receptive to the idea of pursuing certification and inquired about training courses, workshops, etc. We could not provide a clear answer to this other than directing them to ASQ.ORG. Overall, I think the event was worthwhile and should be done every year. The 113 students we encountered and spoke to individually will definitely hear of ASQ again in their careers and remember that ASQ was there at the career fair and know where to go when that time comes.

Things we could have done better:

- Solicit internship opportunities with contact information from member base to offer students
- Opt for table with power outlet to show moving slide of key ASQ information (e.g., salary slide, etc.)
- Obtain more brochures on popular certifications (e.g., six sigma green belt and yellow belt)
- Create handouts targeted at the recruiters/presenters at the event
- Provide dates of training courses, workshops, etc. locked in with trainer background information, cost, etc.

Action Items

- John or Paul should connect with Lynn Orosco, Business Development Director, at George Mason University Office of Continuing Professional Education to discuss partnership opportunities. They were very interested in bringing in speakers, trainers, etc. from the local ASQ 0511 chapter.
 - Phone: 703-993-8256
 - Mobile: 571-214-6092



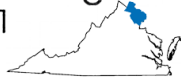
ASQ Section 0511 Scholarship Committee Meeting 8-9 PM, March 5, 2015

In Virtual Attendance via Anymeeting: Andrew Watson, Paul Mills

Absent: Gregg Monaco, Sarah McAlpine (resigned committee)

Topics Discussed

- Regular schedule for committee meetings: Plan to meet at least once per month (virtual meeting the first week of the month (not Wednesday) to be able to provide freshest report to Board meeting the following week).
- Charter--define purpose and who we will help; how funds will be used; how scholarship recipients will be identified (committee recommends, Board votes). Paul will prepare first draft for committee edits, and then provide proposed charter to Board for review and approval.
- Plans for raising money—The Board should solicit individual Section members, plus corporate sponsors, for donations once charter and plans for awarding scholarships are finalized. Paul will check with ASQ HQ if the Section can provide a statement for tax purposes—are contributions considered tax deductible?
- Plan for distributing money—who is eligible? Should there be several classifications—Members or family members of Section members, high school/college students, student members? What form should the scholarships take—financial aid for college, plus assistance (to be repaid?) for certification prep classes if unemployed? Andrew has Fairfax County school connections (STEM) and will research what schools are doing, and types of donors and scholarships. We will check the possibility of covering a student ASQ membership, especially if we are looking at undergraduates that currently aren't pursuing Quality.
- Would recipients have to spend the money on quality classes, or is the scholarship given with no strings? Prefer few strings, maybe science-related courses at minimum, but strongly encourage quality classes.
- How do we publicize? Section emails, newsletters, and announcements on a dedicated webpage. Targeted mailings to schools and corporate sponsors.
- How often will awards be made—suggest every winter for spring awards, to align with most schools' awards. Set aside some funds for as-needed support (for example, for Section prep course fees to help unemployed members needing certifications).



March 7, 2015 Examinations Report

Section 0511 proctored certification exams on March 7, 2015. The breakout of the exams taken, the number registered, the number of no-shows and test takers is:

March 7, 2015 Exam	Registered	No-shows	Test takers
Certified Six Sigma Black Belt	13	4	9
Certified Reliability Engineer	1	0	1
Certified Quality Manager/OE	4	1	3
Certified Six Sigma Yellow Belt	1	1	0
Totals	19	6	13

Assistant proctors were Mark Yeo, Carolyn Miller, and Jai Singh

Registration Assistants was Mark Yeo.

A poll of the test takers at check-in showed that 3 of them are ASQ members.



Treasurer's Report - TD Bank Statement

ACCOUNT SUMMARY

Beginning Balance	22,731.59	Average Collected Balance	21,643.84
Deposits	60.00	Annual Percentage Yield Earned	0.00%
Electronic Deposits	33.93	Days in Period	31
Checks Paid	2,255.50		
Electronic Payments	407.20		
Ending Balance	20,162.82		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
3/13	DEPOSIT	60.00
Subtotal:		60.00

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
3/12	ACH DEPOSIT, PAYPAL TRANSFER 58PJ28NYRNQE2	33.93
Subtotal:		33.93

Checks Paid

No. Checks: 3

For online bill pay customers, checks numbered "99XXXX" likely represent payments to a Biller that were delivered as a paper check. Funds were withdrawn from your account when the check was cashed. You can view these cleared checks in the Account History section of Online Banking.

*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
3/12	118	11.50	3/20	120	1,600.00
3/19	119	644.00			
Subtotal:					2,255.50

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
3/13	DEBIT CARD PURCHASE, AUT 031115 VISA DDA PUR HOULIHANS SPRINGFIELD * VA 4085404007292281	407.20
Subtotal:		407.20

ASQ SECTION 0511

DRAFT BOARD MINUTES

APRIL 8, 2015

Type	Date	Num	Name	Memo	Account	Split	Amount	Balance
								23,057.
Check	01/09/2015	112	Bob Zimman	certification postage	TD Bank	001.5361 Certification	-5.75	23,051.
Deposit	01/15/2015			Deposit	TD Bank	001.4320 Dinner Meetings	215.00	23,266.
Deposit	01/15/2015			Deposit	TD Bank	001.4320 Dinner Meetings	62.97	23,329.
Check	01/15/2015	114	Gregg Monaco	printing budget and postion descri	TD Bank	003.5101 Printing	-349.48	22,980.
Deposit	01/16/2015			Deposit	TD Bank	001.4320 Dinner Meetings	29.04	23,009.
Deposit	01/16/2015			Deposit	TD Bank	004.4300 Registration	390.90	23,400.
Deposit	01/16/2015			Deposit	TD Bank	004.4300 Registration	390.90	23,791.
Check	01/16/2015		Paradiso	Jan meeting	TD Bank	001.5803 Dinners	-387.66	23,403.
Check	01/20/2015	113	Michael Coleman	Vision meeting bagels	TD Bank	001.6995 Miscellaneous	-28.68	23,374.
Check	01/27/2015	111	GMU	GMU career fair	TD Bank	001.5362 Publicity	-400.00	22,974.
Deposit	02/11/2015			Deposit	TD Bank	001.4320 Dinner Meetings	87.12	23,061.
Deposit	02/12/2015			Deposit	TD Bank	001.4320 Dinner Meetings	160.00	23,221.
Check	02/12/2015	116	Jae Yu	GMU career fair	TD Bank	001.5294 Promotional Give Aways	-271.99	22,949.
Check	02/12/2015		P J Skidoos		TD Bank	001.5803 Dinners	-489.79	22,460.
Check	02/17/2015	115	Carolyn Miller	deposit for Feb dinner	TD Bank	001.5803 Dinners	-200.00	22,260.
Deposit	02/18/2015			Deposit	TD Bank	001.4000 Membership Dues	693.50	22,953.
Check	02/20/2015	117	J Addleson	reimburse dinner meeting	TD Bank	001.5803 Dinners	-30.00	22,923.
Check	02/23/2015		Postmaster		TD Bank	001.5454 Annual Permit Fees	-192.00	22,731.
Check	03/12/2015	118	Bob Zimman	certification postage	TD Bank	001.5361 Certification	-11.50	22,720.
Deposit	03/13/2015			Deposit	TD Bank	001.4320 Dinner Meetings	60.00	22,780.
Deposit	03/13/2015			Deposit	TD Bank	001.4320 Dinner Meetings	33.93	22,814.
Check	03/13/2015		Houlihans	March mtg	TD Bank	001.5803 Dinners	-407.20	22,406.
Check	03/19/2015	119	Gregg Monaco		TD Bank	590 Travel	-644.00	21,762.
Check	03/20/2015	120	Paul Mills	CMQ OE	TD Bank	004.5551 Spkrs-Instructors	-1,600.00	20,162.
							-2,894.69	20,162.