

**ASQ SECTION 0511
Board Agenda & Meeting Notes
13 April 2016**

Location: Fiona’s Irish Pub, Alexandria (Kingstowne/Springfield)

Attendees: Attendance Document

Time Slot	What	Who
5:30 – 5:40	<p>Call to Order / Statement of Quorum</p> <ul style="list-style-type: none"> ○ Opening Remarks <ul style="list-style-type: none"> ○ Region 05 Leadership Training occurred on Saturday, April 9 <ul style="list-style-type: none"> • Section Leaders share many similar concerns about meeting attendance, membership renewals, ideal venue location, etc. • Introduced to “Slack” a free to ASQ collaborative, communication portal designed to eliminate over reliance (and dependence) upon email. Seamlessly allows file sharing, meeting coordination, and records voting. ○ Dr. Ron Kelley, Section 0509 Chair, would like to share and advertise 0511 activity dates on his web site as we reciprocate with him 	Chair
5:40 – 5:50	<ul style="list-style-type: none"> • Reading and Approval of Minutes <ul style="list-style-type: none"> ○ Previous Monthly Minutes • Financial Report and Status <ul style="list-style-type: none"> ○ Headquarters is rolling out a new Excel financial reporting system <ul style="list-style-type: none"> • Creates a U.S. standard • Automates Quarterly and Year-To-Date (YTD) reporting • Section 0511 is a beta tester 	<ul style="list-style-type: none"> • Secretary • Treasurer



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<p>5:50 – 6:15</p>	<p>Chair Reports (Alphabetic; most frequent are position identified)</p> <ul style="list-style-type: none"> • Arrangements – pending venues • Audit – • Education – 2 of 4 CM/QOE students passed March exams <ul style="list-style-type: none"> ○ Scholarship application information posted on web site ○ Coordinating with Section 0509 on joint certification prep course logistics <ul style="list-style-type: none"> • Attains minimum participants to stage class • Potential for more course offerings increases • Retains local flavor ○ CQA course prep to begin end of April, start of May for June ○ Need testing venue for Saturday, June 5 • Membership – • Programs – We need speakers! • Re-Certification – • Testing – Testing venue needed for Saturday, June 5 • VOC – • Webmaster – • Others <ul style="list-style-type: none"> ○ Historian – ○ Lean Six Sigma SIG – Section 0509 has been financially subsidizing without agreed upon 0511 and IEEE contributions ○ Software SIG – • Past Chair – • Chair Elect – • Chair – Start thinking about an October meeting theme at the executive level <ul style="list-style-type: none"> ○ We failed to achieve a Bronze PAR repeat performance because as a Board, we had 4.20% response to leadership surveys from headquarters (down from 25% response last year) ○ Our PAR Innovation did not qualify for recognition ○ Part of June Meeting will be a World Conference recap by our Section attendees who physically attended and participated ○ How and when do we fill Board vacancies? ○ Do we want to arrange a “fun” Saturday? ○ We need to establish a roster of speaker names for meetings ○ Extra proctoring duty (university exams, etc.) for RU ○ Scholarship concerns in Milwaukee and IRS 501 (c)(1) status 	<p>Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i></p>
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6:15 – 6:40	<p>New items for consideration</p> <ul style="list-style-type: none"> ○ Proactively advertise and promote direct membership and meeting benefits: <ul style="list-style-type: none"> • Recertification Units (RU) • Professional Networking • Job Leads / Candidate Leads • Lessons learned forums • Leading edge speakers and topics impacting quality today • Certification exam preparation training • Testing for National Certification Exams in local area 4 times a year ○ Hotel as testing venue, 4 times per year <ul style="list-style-type: none"> • I-495 at Tysons Corner / Falls Church / Springfield (0700-1400) • Seamless “turnkey” operation • Eliminates “citizenship” matters • Readily accessible, test configured rooms, parking, rest rooms, etc. • Lodging for those who want to be close 	TBD
6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair

Called to order by Gregg Monaco at 5:40

In attendance: Muzzaffer Zaffar, Kristine Hejna, Jai Singh, Mike Coleman, Jeff Parnes, Cyndi Reichardt, Gregg Monaco, Barbara McCullough,

- At PPC several of our board went to leadership training.
- All the other sections appear to have the same issues as us. One SIG however, on BioMedical is doing very well. They are getting soda, beer and Pizza in the 270 corridor out of Section 509 and are getting over 100 people attending every other week.
- Jim Kittridge will do another member leader class in the end of Oct. or November time-frame. Maybe near Baltimore. There were 9 people in attendance at the last one - 2 from 502, 3 from 511 and the rest from 509.
- We discussed having a backup plan. We recalled how one time we had a speaker not show up and we had a round table, and that went over really well. We should always have a plan B. Any of us should have 10 minutes they can talk on some subject. If enough of us are prepared to do that, it would more than fill the time that would have been taken up by a speaker.
- Accepted meeting minutes as amended - moved by Cyndi and seconded by Mike Coleman. Barbara will send a final copy to Jeff Parnes (webmaster) to post.
- Cyndi - gave the treasurer’s report - posted as a separate document to Barbara.
- Cyndi is working on the quarterly report currently. Cyndi didn’t know what a DD/BR charge was and it turned out to be donuts for the ISO class meeting that Gregg paid for. She will note



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- that on the account. Another fee she needed to know what it was for, was a copy fee they charged at Not Your Average Joe's.
- Gregg will take all the docs to try to get everyone who needs to be on the bank account signed off and with proper signature cards. Another thing that happened, was in Milwaukee they made a spreadsheet which will include a treasury report. This was supposed to be distributed prior to use with some training, not just as a surprise. Every time you do a monthly report, it rolls up into a quarterly report. Cyndi will actually go to the training and be a beta tester.
 - Carolyn will send a list of the venues for the 2nd half of the year. She's already reserved Maggiano's for the October meeting. Need to figure out what we want as the topic.
 - Nothing for Audit - Paul is in North Carolina seeing his new Grandson. His education report is attached under separate cover.
 - The Philadelphia section has posted You Tube video training that has to be accessed with a password so can be purchased. We need to look at doing that for our cert training classes.
 - We will offer two meals to the two people who attended and passed the CMQ/OE test.
 - Mike Coleman - Membership - Jim Kittridge will try to facilitate getting all the Membership Chairs together to discuss how to raise membership. They said some of the sections that were doing a little better at that were having golf outings and other types of things.
 - Barb found 6 people at her work that are willing to come and talk at a meeting. Ron Kelly said he would come and talk as well. He's a professor.
 - Testing: 39 are registered for June and Muzzaffer believes we will have at least 50 signed up. We must have at least two rooms wherever we actually are able to have the testing.
 - VOC - Jai says there isn't a lot going on with VOC. He asked about the handouts from the leadership training. They are supposed to meet once a quarter with ASQ National, but that has been in flux lately.
 - When Gregg talks of National he's often including ASQ Canada - which is all Region 04.
 - Jeff - has been successfully updating mail chimp on the website with all new or removed email addresses. Paul had a class he wanted to take and Jeff had to go in and enter a new PayPal Account to get it done.
 - Some time in May Jeff says we can maybe get together and populate the website.
 - SSSIG - The SIG holds lightning talks and they have asked Kristine to be a speaker. They subsidize this meeting and rent a room and pay for soda and pizza at their meetings for Section 509 SS SIG
 - Think about what we want to do for the October meeting.
 - We didn't win a PAR this year. Unfortunate but we haven't been replying to surveys, didn't fill out the strategic plan the way they wanted, etc...
 - Many of our people will be going to WCQI and we would like to have them all speak at the meeting following and discuss with everyone who wasn't able to go.
 - Put thought into if we want to do a fun Saturday. Golfing, bowling, etc...
 - It was also noted that we can earn RU's by being a proctor to any of the out of state universities for people who are here and need to take exams. Note this on the Recert page on the site.



Northern Virginia
Section 0511



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- Scholarship fund was approved, but now ASQ is reviewing the whole thing. As long as it can be clean and funds remain separate, we can do this. If funds all go in the same bank account, then it puts our 509 status at risk. We will subsidize those looking to do a cert who are unable to afford it or out of work looking to be more marketable.
- New ITEMS
- A suggestions was made that we just schedule and pay for the rooms in a hotel for the June exams. Muzzaffar will check some hotels. Jai will check Fairfax Gov't Center. Barb will call Manassas County and find out how we go about getting that as a testing center and when it would be available.
- Adjourned 6:54