

Location: Country Inn and Suites, Woodbridge

Attendees: Attendance Document Under Separate Cover

The following Agenda was sent out prior to the meeting. All times are approximate.

Time Slot	What	Who
5:30 – 5:40	Call to Order / Statement of Quorum <ul style="list-style-type: none"> ○ Opening Remarks - Chair ○ . 	Chair
5:40 – 5:50	<ul style="list-style-type: none"> <input type="checkbox"/> Reading and Approval of Minutes <ul style="list-style-type: none"> ○ Previous Monthly Minutes <input type="checkbox"/> Financial Report and Status <ul style="list-style-type: none"> ○ Status of Annual Financial Statement ○ Monthly Report 	<input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer
5:50 – 6:15	Chair Reports (Alphabetic; most frequent are position identified) <ul style="list-style-type: none"> <input type="checkbox"/> Arrangements – <input type="checkbox"/> Audit – <input type="checkbox"/> Education – <input type="checkbox"/> Membership – <input type="checkbox"/> Programs – <input type="checkbox"/> Re-Certification – <input type="checkbox"/> Testing – <input type="checkbox"/> VOC – <input type="checkbox"/> Webmaster – <input type="checkbox"/> Others <ul style="list-style-type: none"> ○ Historian – ○ Lean Six Sigma SIG – ○ Software SIG – <input type="checkbox"/> Past Chair – N/A <input type="checkbox"/> Chair Elect – N/A <input type="checkbox"/> Chair – 	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>
6:15 – 6:40	New items for consideration <ul style="list-style-type: none"> ○ Anyone with suggestions or known rising issues? ○ Any Good News reports ○ Selecting a Program Chair ○ Proactively advertise and promote direct membership and meeting benefits: <ul style="list-style-type: none"> <input type="checkbox"/> Recertification Units (RU) <input type="checkbox"/> Professional Networking <input type="checkbox"/> Job Leads / Candidate Leads <input type="checkbox"/> Lessons learned forums <input type="checkbox"/> Leading edge speakers and topics impacting quality today <input type="checkbox"/> Certification exam preparation training <input type="checkbox"/> Testing for National Certification Exams in local area 4 times a year 	TBD



6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair

A quorum of Cory Sherb, Cyndi Reichardt and Barbara McCullough was present. Meeting was called to order at 5:40 by Cory Sherb.

No opening remarks.

2017 Strategic Plan will be reviewed in a round robin review from Ray.

Treasurer: (see separate sheet)

CQA HUD course Cyndi needs to review. Have to account for this even though we didn't get the money. We organized it and collected the funds, but Section 509 got all the money. She can use Expenditures Code - Member Value - Joint Ventures.

She has been set up in Quick Books and trained and will start using that soon.

LSS SIG dinner check cleared in March.

Participated in a National Test for Treasurers on ASQ's new system to replace the spreadsheets.

Everything will then go online monthly and you won't have to send out reports.

She'll need to know her account codes for that.

Eric: Went on and checked from March to end of Feb we've had 37 members get certified.

The bulk of those are Six Sigma Green or Black Belts (15 of the 37). CMQ/OE and CQA were next highest.

He also did the training with Jeff and may update the site when he's able to get in there.

Service Quality Division wants to coordinate with us to do webinars. Ray will touch base with them to see what they want to do.

2017 Strategic Plan will be reviewed in a round robin review from Ray.

At WCQI they have a movie theater in the conference center and will do TED talks during the conf. Ray is on the Conference Planning Committee. There are a lot of conferences coming up. Several overseas. ASQ is helping them set up how to do marketing plans for them and things like that. Will be posting to website soon.

Strategic Plan - dropped the students applying for scholarships from 10 to 5.

Some members of the board had spoken to POCs at some of the colleges about starting a student chapter, or we could use them as the POC.

Change the person in charge of scholarships to Education Chair instead of Membership Chair.

He received the 2017 Budget from Cyndi.

****Go over the Strategic Plan every month so we can count our metrics and see where we stand each month and keep track of that.**

Secretary: JEFF: Action Item: See about getting conference line set up so we can record the audio live streaming and post the presentation online ahead of time so they can download and follow along on their computer and just listen to the audio.

AI: Board Members make sure you update your registration online so we don't have to track emails to see who will be there.

AI - Cory will work on the registration counter online.

Ongoing member value: Continue to give a free meal for every three meetings you attend. Also give a new member their first member meal free.

When we put on a course any student who attends our course and passes the test and receives a new certification will also get a free meal. The instructor will be in charge of making sure they get this.

Cyndi received a box of 60 of each of two Forrest Breyfogle's books. Need to find out when any of the colleges are doing their next career fairs.

AI - Connie: Order pens and cell phone holders and pamphlets from ASQ and have them on hand so we are prepared for the next career fair.

AI - Cory: Will get the Member database and everything on line done so we can begin tracking membership and meeting attendance and the other things so he can drop all the things into the Agenda Template each month.

All of the attendance tracking that was in the database is in the online Database and Cory will go live with that in May. This will give us head counts and membership and meeting registrations etc. so we can all get a report out of it.

We will also be able to have a pre-populated registration sheet.

Cory will work on the cash and check issue as to how that will get accounted for since it doesn't go in by PayPal.

Membership Report received via email from Mike Coleman

Adjourned at 6:30