



Location: Olive Garden in Tyson's

July 2017

Attendees: 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 ○ Opening Remarks - Chair ○ .	Chair
5:40 – 5:50	<input type="checkbox"/> Reading and Approval of Minutes ○ Previous Monthly Minutes <input type="checkbox"/> Financial Report and Status ○ 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) <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 ○ 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 ○ Anyone with suggestions or known rising issues? ○ Any Good News reports ○ Selecting a Program Chair ○ Proactively advertise and promote direct membership and meeting benefits: <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 Leslie Braun (secretary for Barbara McCullough) was present. Meeting was called to order at 5:45 by Cory Sherb.

Opening Remarks: The May minutes meeting were read and accepted by the board.

Financial/Treasurers report - Cyndi - Our total is approximately: \$26,000. Section received two electronic deposits from National – one for re-certifications and one for membership. We continue to fund Sig and Lean 6 which is about \$20-50 per meeting for pizza. Member value items were discussed such as meetings, job fair attendance, scholarship – section needs to keep value above 70%.

Cyndi is working on loading all the 2017 financial records to the FTP site so it can be reviewed by the audit committee.

Cyndi stated that Jeff is on the bank account and she is not but does have access to perform her function.

Arrangements- Cory read the email from Carolyn regarding meeting arrangements: Fiona’s on August 9, and PJ Skidoos on September 13, 2017.

On Mike Novak’s behave (he is up North for 2 months) – Cory reminded the board that ASQ will be reminding sections to start their nomination process for 2018. The board discussed starting the process in September as the list is due to National in December.

Membership report: Cory reviewed the emailed report provided by Mike. There were 12 new members (7 full, 2 – student and 3 associate). Associate membership is only \$99 and they are not eligible to be in elected leadership positions and do not get the Quality Progress magazine and no division or forum information.

Programs: Vacant – board discussed that Jeff has lined up a speaker for September but we do not have one for August. Connie mentioned the email from June 13, where we had an offer for speakers from David Craig.

AI: Cory will follow-up with David Craig to see if either Michael Milutis or John Bowen are available.

AI: Jeff will reach out to the June speaker to get the presentation and post it.

Certification: Eric had a request from Cal State to provide a proctor for a student's exams since their courses are online.

AI – Eric will get the proctor list from Muzzafar and send CAL States requirements to the proctors and the board.

Voice of the Customer - Jai stated that there is a 2nd quarter meeting on the 15th. They are discussing the need to create a survey. Need to determine what they like and do not like as attendance is down for all chapters.

AI – From last meeting – Jai sent out information about discussions VOC was having to Jeff and he posted it on the Web.

Leadership: Cory reviewed vacant leadership positions:

- Moshee resigned from Newsletter
- Geoff Withnell resigned from Chair elect
- Kristin resigned from Sig/Lean. She recommended a person but he has not responded to the email.

AI: Melissa will figure out how to resurrect the Facebook page as it can also be used to communicate information

Blue Yeti: Jeff purchased a microphone from Amazon prime for \$90 which was half price. This will improve the quality of recordings.

FTP site/reports: Cory passed out examples of draft reports (Registration Form Responses page, meeting attendance report, board attendance report). The site contains all member data with a count by Zip code, certification and division. You can drill down to an individual and pull out their member data. The database is updated from ASQ with member data that is loaded monthly. Additionally, a screen shoot of the database tables for the site was provided, a page to preform backups with instructions, a list of users and Help pages.

Status: All the data from the database that Bob Orkin was maintaining has been migrated to the new site and he has tested it for two months with no issues. All data from the monthly meeting email registrations responses gets captured in the database.

AI: Cory to research the listener to see if he can load PayPal data as this would help with the 4 for 3 dinner report he has created.

AI: Eric volunteered to maintain the site as he needs to pull information from it for re-certifications.

Strategic Plan Review – Ray – not in attendance

AI - Ray will ask what type of information they used to get the student chapters started that are already out there. - **Outstanding**

Education Chair - Muzaffar updated the scholarship application and the board voted on having 2 \$1000 scholarships. Jeff indicated that there was an online scholarship application that could be reinstated.

AI – Cory will look for the code in the FTP site to see if it can be reinstated.

Muzaffar also stated that there are 2 job fairs and the board needs to determine which one we will attend.

Historian - Connie identified two items to order for the job fairs. Micro cleaner and a pen with the ASQ logo. She needed an address for the vendor to send the invoice to which Cyndi provided.

Publicity – vacant

Adjourned at 7:00

AI - Cyndi will send an email to Sarah Kris to fix the member leader list for our Section.
Outstanding from May meeting