

ASQ SECTION 0511
BOARD MINUTES
April 10, 2019

Location: Fiona's Irish Pub, Alexandria, VA
Attendees: Attendance Document

Time Slot	What	Who	Decisions / Actions*
5:30 – 5:40	<ul style="list-style-type: none"> • Call to Order / Statement of Quorum ○ Opening Remarks 	<ul style="list-style-type: none"> • Chair 	
5:40 – 5:50	<ul style="list-style-type: none"> • Reading and Approval of Minutes ○ Previous Monthly Minutes • Financial Report and Status 	<ul style="list-style-type: none"> • Secretary • Treasurer 	
5:50 – 6:15	<ul style="list-style-type: none"> • Chair Reports (most frequent are position identified) ○ Arrangements – pending venues ○ Audit ○ Education – planned offerings ○ Membership ○ Nominations ○ Placements ○ Programs – pending speakers/topics ○ Re-Certification ○ Treasurer ○ VOC ○ Webmaster – on-line expense forms ○ Others (Historian, SIGs, Past Chair, etc.) ○ Chair Elect ○ Chair 	<ul style="list-style-type: none"> • Board Members (<i>Please, let's stay in sequence and topic-focused for time control</i>) 	
6:15 – 6:40	<ul style="list-style-type: none"> ○ March meeting 	<ul style="list-style-type: none"> • Board and chairs • Audit chair 	
6:40 – 6:44	<ul style="list-style-type: none"> • Review of Action Items / Minutes 	<ul style="list-style-type: none"> • Secretary & Chair 	
6:44 – 6:45	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • Chair 	

* Actions Detailed below:

Meeting was called to order by Chair Jeff Parnes at 5:40

Officers present: Jeffrey Parnes, Muzaffar Zaffar, Connie Brodie, Eric Jensen, Ken Rapuano, Cyndi Reichardt, Cory Sherb, Connie Broadie

Meeting minutes from March approved.

Chair's Remarks:



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Jeff suggested applying due dates for responding to surveys. Consensus was a week from today for the Venue survey (April 17th). Send training survey sent on 23rd and due on the 30th. Get review comments to Connie by Friday April 12th.

Marcia (tonight's speaker) wanted to send a message to the section. No objection from board.

Action Items from April Meeting:

Action Item: Connie – Forward tech support contact information to Ken.
Status: **Cleared**

Action Item: Jeff - Ask Caroline to move reservation for Maggiano's from October to November.
Status: In progress

Action Item: Jeff – Look into catered meal in an alternative venue for June meeting.
Status: In progress

Action Item: Jeff – Send Doodle for weekend Board Vision Meeting in May.
Status: Not started

Action Item: Jeff – Send a notification to membership alerting them to the savings for early renewal before ASQ implements new "Professional" membership category.
Status: Not started

Action Item: Jeff – Inquiry to HQ as to how meeting meals and other large expenses will be handled if the new ASQ debit card system has a \$500 cap.
Status: Not started

Older Action Items:

Action Item: Eric – Investigate if registry was only source for certification.
Status: **Cleared** (see minutes below)

Action Item: Board – Review of all draft surveys provided by Connie.
Status: In progress – next one due April 12th

Action Item: Cory – Check January and later attendance records.
Status: In progress

Action Item: (Jeff?/Mike?) – Can we contact regional/national person for presentation to section on current status and changes coming?
Status: In progress

Action: Sara – Cancel uncashed \$200 check (for PO box) in the database with explanation.
Status: Couldn't do it; may need to go to bank to have canceled.

Action: Muzaffar – Will email ASQ educational resources handout to board and also post on Education location on site.
Status: In progress. PDF was sent; not posted on website yet.



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Action Item: Board – Submit all receipts and expense reports.
Status: Ongoing

Action: Connie – Reach out to Arnold re VOC duties overview and ideas; Jeff provided email address.
Status: In progress

Action: Jeff – Update bank signature cards for current authorized officers.
Status: In progress; paperwork with bank initiated and forms need to be completed by financial team.

Commented [RK1]: Cleared?

Action: Ken – Work with Barbara to make sure past corrected meeting minutes are on the SharePoint site.
Status: In progress – have contacted the POC provided by Connie for tech support.

Chair Reports

Ken (Secretary): Still can't access SharePoint. Connie will forward a tech support contact. Jeff question – SharePoint accessible to board, not general section? Eric – affirmative.

Ken (for Treasurer): Sara indicated 2018 financial report accepted.

Jeff (for Arrangements): Neile Golke, in charge of supplier quality for Lockheed Martin Space, agreed to get a panel together of other local LM quality personnel to discuss Lockheed Martin quality. Will ask Caroline to move reservation for Maggiano's from October to November. Jeff will invite bordering sections to attend.

May 8th is PJ Skidoo's, June missing, then Olive Garden, Houlihans, Maggiano's. Jeff will work for a catered meal for a conference room for June.

Commented [RK2]: I think I'm missing one here.

See if we can have a board vision meeting sometime in May, weekend. Connie's office is available. Jeff will send a Doodle.

Charlotte (Audit): Not present. Per email from Sara, Annual Financial Report accepted by HQ.

Muzaffar (Education): Sent scholarship application. Jeff – section can sponsor. Need to get visibility to high schools.

Matthew (Membership): Matthew provided update through March via email (attached).

Jeff, for Programs: May speaker retired FBI counterterrorism agent. Barbara and Cyndi will report from Nationals on July 10th. Jeff will forward current program schedule from Mike.

Corey (Nominations): Nothing to report.

Seema (Placements): Not present. Per Jeff, nothing new from Seema.

Eric (recertification): Section lists still being published on the old section sites. We still have access to the member information in the old manner. Still being updated, last time on April 4th.



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Sara (Treasurer): Not present.

Connie (VOC): 9 responses to venues survey so far. Some indicated dissatisfaction with venues.

Connie (Historian): No comments.

Webmaster (Jeff): Jeff needs to change link to VOC page.

Open meeting:

Eric: Report on Geographic and Technical Communities List available MyASQ Member Leader Resources tab. ASQ offering a new type of membership: Professional. New members will be transitioned, but rates will be more. Per Jeff if you renew early get current price. Jeff – will send announcement to alert membership.

Cyndi: How will we pay for dinners when the new funding in place. Cyndi - It will be an ASQ- debit card. Jeff – the question is how do we get members to pay for the meeting? Cyndi - ASQ transferring to Clover, which has a \$500 limit. General concern over the funding limit and the mechanisms for payment for meals and other large expenses. Jeff will inquire for clarification.

Adjourned at 6:39