

ASQ SECTION 0511
BOARD MINUTES
July 10, 2019

Location: Online via GoToMeeting; no dinner or presentation.

Attendees: See “Officers Present” below

Time Slot	What	Who	Decisions / Actions*
7:20 – 7:25	<ul style="list-style-type: none"> • Call to Order / Statement of Quorum ○ Opening Remarks 	<ul style="list-style-type: none"> • Chair 	
7:25 – 7:30	<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 	
7:30 – 7:50	<ul style="list-style-type: none"> • Chair Reports (most frequent are position identified) ○ Arrangements – pending venues ○ Audit ○ Database ○ Education – planned offerings ○ Finance ○ 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>) 	
7:50 – 8:00	<ul style="list-style-type: none"> ○ June meeting 	<ul style="list-style-type: none"> • Board and chairs • Audit chair 	
8:00-8:02	<ul style="list-style-type: none"> • Review of Action Items / Minutes 	<ul style="list-style-type: none"> • Secretary & Chair 	
8:02	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • Chair 	

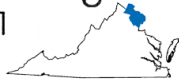
* Actions Detailed below:

Meeting was called to order by Chair Jeff Parnes at 7:21

Officers present: Jeffrey Parnes, Carolyn Miller, Ken Rapuano, Barbara McCullough, Connie Broadie, Eric Jensen, Leslie Braun

Chair’s Remarks: Board Vision Meeting – 28 July 2019 9-12, will also invite those interested in serving on the board in the future.

Region 5 Director Nominations Due by 31 July



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Nominations are open for the 2021 ASQ Board of Directors. Self-nominations are welcome. Submissions are due by August 31, 2019. Qualification for either position is to be senior membership of a Section. For further information, this is the link:

<http://www.asq0511.org/Regional/regional.html#Reg5Dir>

Meeting minutes from June approved.

Action Items from July Meeting:

Action Item: Board verify that their login status is up to date.

Status: New item

Action Item: Board verify that their attendance records are accurate to check system.

Status: New item

Action Item: Eric check on the Yard House or other location in PG County by 7.17.

Status: New item

Action Item: Jeff pursue another location in south county or PW.

Status: New item

Action Item: Jeff or Mike. Follow up with Wayne Champion on a presentation for 2020.

Status: New item

Action Item: Connie. Will send out information and directions for attending the Vision Meeting.

Status: New item

Action Item: Jeff. Will see if someone from National can be on the phone for the VM.

Status: New item

Older Action Items:

Action Item: Board – get Jeff available dates for vision meeting BY FRIDAY. Check link for Doodle poll.

Status: **Cleared; poll sent on 6/19/19**

Link: <https://doodle.com/poll/8deb6g4g6pp8uxm9>

Action Item: Cyndi – verify that all board and membership attendance sheets have been uploaded for the year-to-date.

Status: **Cleared. Both up to date through June.**

Action Item: Jeff or Mike. Follow up with Wayne Champion on an October presentation.

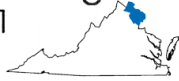
Status: **Cleared; superseded by new item above.**

Action Item: Jeff. Check to ensure jobs placement page updated.

Status: In progress

Action Item: Jeff. Migrate old site to new site.

Status: In progress



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Action Item: Jeff – Update VOC link on website.
Status: In progress

Action Item: Jeff – Draft a letter identifying Sara as the current Section treasurer as documentation of her bona fides.
Status: In progress

Action Item: Cyndi – Updated badges for current board and chairs.
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 – Can we contact regional/national person for presentation to section on current status and changes coming?
Status: **Cleared – superseded by a new action item above re: vision meeting.**

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.

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

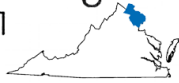
Action: Jeff – Update bank signature cards for current authorized officers.
Status: Sara has arranged for TD Bank to contact Corey and Barbara to finalize new signature cards for bank account.

Action: Ken – Work with Barbara to make sure past corrected meeting minutes are on the SharePoint site.
Status: **Cleared – superseded by general new action item above.**

Chair Reports

Carolyn (Arrangements): Theismann's wanted a \$2500 minimum, which rules them out. Are redoing their private room and restaurant. Terrace can accommodate 65 guests and mezzanine 45, but are only semi-private. Will talk to them again, but \$2500 is a deal-breaker. Will look into other locations in Alexandria. Potentially Glory Days. Jeff has called Glory Days, but they only have a semi-private room. Can revert back to On the Border. Ken – would Houlihan's be an option for south county? Eric – can look into place in PW Co., like Yard House. Per Carolyn, Houlihan's already for Oct. Carolyn asked about Ashburn. Jeff - might be too far; perhaps Sterling. Eric – there is an On the Border in PW.

Charlotte (Audit): Not present. Nothing new.



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Cyndi (Database): Not present. Jeff has scanned in the June meeting attendance and sent to Cyndi – requested not to have the attendance on ledger paper.

Muzaffar (Education): Not present. No new information.

Leslie (Finance): Present. Nothing to report.

Matthew (Membership): Not present.

Corey (Nominations): Not present. Jeff – need to have Treasurer to be replaced next year due to term limit. Ken agrees to seek nomination to serve as secretary for next year. We had some people opt in to volunteer.

Jeff, for Programs: October program will be the report from Nationals rescheduled from July. Mike may be speaking in both August and Nov. Can a presentation on the Silver Line construction QA be arranged? Wayne Champion will check. Jeff/Mike to follow-up with Wayne.

Seema (Placements): Not present. Sent an email that job postings are still 2018 on web site.

Eric (Recertification): Present. Where do we pull our attendance from? Leslie – from database. Recommended board members check their attendance to verify system is working. Barbara – HQ is working on a system, but not in place.

Sara (Treasurer): Not present. Sarah has completed her business with the bank. Jeff transferred money to Sarah from June and she transmitted receipts to those who paid by cash.

Connie (VOC): Present. Jeff will send out surveys. Connie will take another look at the surveys to see if they can be improved or to bring in unserved populations.

Webmaster (Jeff): Jeff. No new issues.

Open meeting:

Keep an eye peeled for a letter to the editor from Jeff in the Washington Post re: Supreme Court Gerrymander case.

Adjourned at 8:02