



ASQ Section 0511 Vision Meeting

November 8, 2014

Melissa opened the meeting and went over our agenda for this meeting.

Review of the notes from the last meeting.

- Barb shared some of her analysis of the membership lists. She will send out that analysis once it's completely done.
- Jai shared that students would be a good base to share this with if they can get credits and openings for jobs etc... PMI always go to all the career days they have (PMI is a huge 5000 member org though and remember it took them probably 15 years to get to where people are requesting PMP certs on job descriptions). If we could have someone go to these, we could probably sign up a lot more student members who would then stay members later on. The next one the college has is for USPS.

AI - Jai will contact George Mason Career Dept. and see how we can get this on our calendar.

AI - Melissa will contact James Kitteridge, as our liason at ASQ to see how they can help.

- Gregg mentioned there is a lecture at the Air and Space Museum that is always packed monthly. A speaker bureau, like Roben Olds and other great speakers.
- We could ask ASQ for a pop up booth to go to one of these career days and they would send us all sorts of literature. There of course is a cost for setting up the booth at a career day. Possibly up to \$1000 or so.
- We could redirect a dinner money outlay to one of these if we wanted to.

AI - Melissa wants us to get an ASQ Section 0511 brochure to hand out.

- We need to call the office and find out when they are doing them. We should target George Mason University. Target select Deans from computer sciences and systems engineering as speakers and promoters.

AI - Bob Z thinks we should also ask National what resources we have available.

Note: Bob says If you take the PMP exam, they stand ASQ's project management info on its head (per Bob) If you answer it the way ASQ would have you do it, you will get them all wrong.

- Consider having a section meeting at the university. Try to schedule it after the ASQ meeting right after the career day event we go to.

- From now through January we can't really schedule anything because everyone will be on vacation.
- Next meeting is at Paradiso, but we are not paying for the room. We are having 3 selections from the menu and all told it will cost us about \$20 or so. So far we have 5 people signed up for dinner and 5 for program only. Bob offered to bring his projector screen and Leslie has the projector. Just need a laptop. We'll see how it goes having the new location.

Obtaining Speakers

- Bob set up Dave ___ Director of Mission Assurance at Orbital and he is a member of our section and said he would be happy to speak at a meeting. He will speak with him again to see when would be good. He forwarded the info to Paul Meyers.
- Melissa would also like to have a Northrup speaker, but would like to have it at Northrup but security is an issue.
 - Talk to Ellen Quinn who was at the booth with Melissa
- Gregg suggested we consider the annual or bi-annual flow. Look at when we do our social networking meetings and things. What is going on during those times? What ties into quality that we could tie into our overall objectives? Like maybe VDOT would be a good speaker for November or December when the weather is an issue. What in Jan or Feb has to be put into place for medical issues? Lock in someone 6 - 12 months in advance. All the big conferences are always planned well in advance.
- Have someone who went to World Conference brief everyone at the next meeting after that on what was presented at the conference.
- Tie in our regional coordinator for November as well as our National rep who can.
- Send out free trial memberships email to anyone you think can use it. Ask them to get involved on committees while they are there and that may keep them involved.
- You need top notch speakers and hope for the best. Sharing quality is a passion. Who do you want to attract? The C suite or the worker bees. That's what you need to think about when you go to these various places.
- By having the online calendar up to date, and having moving meetings, we would have to make sure emails go out as soon as we are sure where it will be and send out at least 2 reminders prior.
- By having the meeting on the 2nd Wednesday of the month, we have avoided most of the big holidays, so that was a good move on our part.
- Tie the topics to what's coming up on the calendar, get gov't speakers, have a few set locations we meet at.

- We are at Herndon Amphora for December and probably January.
- Carolyn Miller may come in as our Arrangements chair. Marie will continue to handle the database, but we need someone to handle the arrangements for the restaurants.
- At the next meeting be sure to announce that Dec is our Social as Melissa won't be there.
 - o Ghosts of Quality Past - bring something from past quality affairs and tell the story behind it.
 - o Maybe have a white elephant gift exchange
 - o Do a story telling about quality horror stories.

Position Descriptions

Gregg provided a matrix of all the position descriptions and how they interact.

The QMP will be gathering information from these position descriptions and each position will be providing sections of the QMP. We can review this at the next Board Meeting. Will need Melissa and John and Gregg there to tie all the pieces together. John has it now and Gregg will be taking it over.

- We should have all these updated and have these available on our own site so that each person knows what they are supposed to do.
 1. We do not have a Certification Chair currently
 2. Muzzaffar really does the job of the Certification Chair - we need to change that title to have the Proctor under it and we won't have an Examining Chair (Proctor) position.
 3. Review of Certification Chair and Examining Chair
 4. Muzzaffar doesn't really want to combine the two positions. He has a lot on his plate and there are several things on the Certification Chair that

Arrangements Chair - Marie Rondot (outgoing)

1. Marie will be doing database only from now on.
2. Gregg has been doing the communication with the event venues.
3. Keep this description as is.

Audit Chair - Paul Mills (outgoing) - Charlotte Wild (incoming)

1. Charlotte Wild will be assuming this position as soon as Chair Person approves and Paul will become the Education Chair. She should be at the December meeting.
2. Melissa offered her approval since she will not be at the meeting Wed.

Chair Elect - John Mullins - current - then in 2015 it will be Gregg Monaco

1. Encourage them to attend the World Conference - Section will pay for them to go - including room, meals, transport and conf. fee.

Section Chair - Melissa Butler

1. Why does this one say must be willing to provide email address to HQ for communication? Do we want this on all of them? No. All board elected members have to have it, but the rest don't have to have it.
2. The rest is what Melissa is doing.

Education Chair - Gregg

1. We have to be very careful about who we provide assistance to on a scholarship basis. We aren't going to just provide to anyone who asks.
2. Provide a form for scholarship assistance.
3. Add bullet to duties - Serve on any scholarship committee designated by the SLC.

Section Finance Chair - We don't have one.

1. Change Title to Finance Chair (Past Treasurer) (Chair)
2. Add responsibility - Provide mentoring to Treasurer Elect \ Treasurer as needed.
3. Change bullet under Qualifications that they MUST be a past treasurer.
4. This is more of a past Treasurer position. Leslie got a lot of help from the last one.
5. Make this a forward looking position. One of the qualifications should be that you held the position of Treasurer and understand how National works.
6. Under specific duties also add that they provide MOUs

Take out bullet that requires non-officers to provide email and contact information to HQ via the online form.

Historian - Rick Wells - on travel a lot. Hasn't been at the meetings in a long time.

1. Just make sure that the documentation is there and on the site and available.
2. We need to keep in the back of our minds that we may need to get a new Historian in the near future.

WebMaster - Jeff Parnes - Assistant Kabongo

1. Make noted changes under duties and put in our own site web address.

Gregg will send us the Lean Six Sigma SIG description

Membership - Christine will review the description and get back to Gregg

Newsletter Editor - Sion Weaver - taking this over currently

1. Bob questions do we really need this?
2. Membership Chair should send out a survey possibly.
3. Should we send out paper copies of it?
4. Maybe this should be broadened to be a Publication \ Communication Chair and use the brochure for communicating instead of a newsletter. This can serve to go to the career days at the colleges as well
5. Need to find out if we still have a bulk mailing permit and what our budget would be for this.

We will do the rest online and go over at our next meeting.

Paul did an analysis shared Exam Certification Results from the last 3 years. Passed around the list to everyone. AI - He will send to Barbara to add to our Vision Meeting Notes to post online.

- o This list should drive what classes we are doing for recertification training.
- o ASQ provides a standard baseline whereas all the certs provided by other companies are not the same.