



ASQ SECTION 0511  
BOARD AGENDA  
11 June 2014

Location: Herndon Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum –
  - a. If secretary not present: Bob, Jeff, Christine
2. Reading & Approval of Minutes –
3. Officer Reports/Announcements
  - a. Chair (Melissa Butler) –
  - b. Chair Elect (John Mullins) –
  - c. Treasurer (Leslie Braun) – See Attachment A.
  - d. Secretary (TBD) –
4. Prior Action Items/Old Business
  - a. Education – Membership survey – ready to go live
  - b. Lawrence B. Wilkins scholarship fund – Greg Monaco, Paul Mills, Andrew Watson and Sara McAlphine
5. New Business
  - a. Volunteer for Secretary: Barbara McCullough, ASQ CQA
  - b. Volunteer for Membership Chair: Kristine Hejna. Volunteers to test virtual training sites?
6. Committee Reports/Announcements:
  - a. Arrangements – Marie Rondot
    - i. Report for June – We have 10 dinner and 5 program only
    - ii. June 11th at Herndon Amphora, Robert Orkin: Design & Constructing Division of ASQ
    - iii. July 9<sup>th</sup> –
    - iv. July 19<sup>th</sup> - Section Vision meeting - 9447B Lorton Market Street, Suite 200, Lorton, Virginia 22079-1963
  - b. Audit – Paul Mills: No audit committee activity to report this month.
  - c. Education – Gregg Monaco
  - d. Finance – Jeff Parnes/Mike Coleman
  - e. Historian – Rick Wells
  - f. Lean Six Sigma SIG Chair – Sion Weaver
  - g. Membership – Kristine Hejna
  - h. Newsletter/Publicity – Christine Kurowski
  - i. Nominating – Jeff Parnes
  - j. Placements – Sion Weaver
  - k. Proctor – Muzaffar Zaffar – see Attachment B
  - l. Programs – John Mullins –
  - m. Recertification – Robert Zimman
  - n. Quality Management Plan –John Mullins
  - o. Voice of the Customer – Bob Orkin
  - p. Volunteer Opportunities – Christine Kurowski
  - q. Webmaster/Electronic Media – Jeff Parnes
7. Adjournment

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**Attachment A - Treasurer Report**

**Balance Sheet:**

	May 31, 14
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TD Bank	21,717.24
Total Checking/Savings	<u>21,717.24</u>
Total Current Assets	<u>21,717.24</u>
<b>TOTAL ASSETS</b>	<u><u>21,717.24</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,144.93
Net Income	<u>103.82</u>
Total Equity	<u>21,717.24</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>21,717.24</u></u>

**Check Detail:**

	Type	Date	Num	Name	Memo	Account	Paid Amount
	Check	05/02/2014		Intuit Payment Services	yearly fee	TD Bank	
					yearly fee	001.5511 Bank Services	-35.00
TOTAL							<u>-35.00</u>
	Check	05/15/2014		Amphora Restuarant	401339 AMPHORA	VIEN TD Bank	
					401339 AMPHORA	VIEN 001.5803 Dinners	-974.87
TOTAL							<u>-974.87</u>

**Deposit Details:**

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	Type	Date	Account	Amount
	Deposit	05/16/2014	TD Bank	121.05
			001.4320 Dinner Meetings	-121.05
TOTAL				-121.05
	Deposit	05/22/2014	TD Bank	30.00
			001.4320 Dinner Meetings	-30.00
TOTAL				-30.00
	Deposit	05/22/2014	TD Bank	1,496.50
			001.4000 Membership Dues	-1,496.50
TOTAL				-1,496.50

**Budget:**

	Total Annual Budget	Year to Date
REVENUE		
MEMBER DUES	13,400.00	\$4,106.25
RETAIL SALES	-	
ADVERTISING	-	
REGISTRATIONS	-	
DINNER MEETINGS	4,300.00	\$932.10
EXHIBITS	-	
RECERTIFICATION	-	
WORKSHOPS/TUTORIALS	2,100.00	\$366.45
CONTRIBUTNS/SPONSORSHPS	-	
INTEREST	1.8	0
RESERVE FUND DISTRUBUTED	-	
RESERVE FUND MV CHANGE	-	
ROYALTIES	-	
MISCELLANEOUS	100	0
<b>TOTAL REVENUE</b>	<b>19,901.80</b>	<b>\$5,404.80</b>
EXPENSES		
TEMPORARY HELP	-	
PRINTING	150	0
COST OF SALES	-	

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PROMOTIONAL GIVE AWAYS	496	0
COMMITTEE EXPENSE	500	\$22.40
POSTAGE	190	\$213
CONTRACT & PROFESSIONAL	3,500.00	
EQUIPMENT	-	\$652.88
EXHIBIT BOOTH RENTAL	-	
MEETINGS & MEALS	14,700.00	\$2,847.21
TRAVEL:lodging,meals,trnsprt	2,000.00	
SUPPLIES	120	
TELEPHONE	150	
JOINT VENTURES/PARTNER PAYMENT	-	
Bank fees (intuit)		\$35.00
OTHER EXPENSE	250	\$49.50
<b>TOTAL EXPENSES</b>	<b>22,056.00</b>	<b>\$3,819.99</b>

**TD Summary:**

**ACCOUNT SUMMARY**

Beginning Balance	21,079.56	Average Collected Balance	21,065.97
Deposits	30.00	Annual Percentage Yield Earned	0.00%
Electronic Deposits	1,617.55	Days in Period	31
Electronic Payments	1,009.87		
Ending Balance	21,717.24		

**DAILY ACCOUNT ACTIVITY**

**Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
5/22	DEPOSIT	30.00
Subtotal:		30.00

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
5/16	ACH DEPOSIT, PAYPAL TRANSFER 58PJ283GX897W	121.05
5/22	CTX DEPOSIT, AMERICAN SOCIETY MBR ALLOT 00085910	1,496.50
Subtotal:		1,617.55

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
5/2	CCD DEBIT, BANKCARD MTOT DISC 524771000615144	35.00
5/15	DEBIT CARD PURCHASE, AUT 051414 VISA DDA PUR AMPHORA RESTAURANT VIENNA * VA 4085404007292281	974.87
Subtotal:		1,009.87

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
4/30	21,079.56	5/16	20,190.74
5/2	21,044.56	5/22	21,717.24
5/15	20,069.69		

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**Attachment B**  
**June 7, 2014 Examinations**

Section 0511 proctored certification exams on June 7, 2014. The breakout of the exams taken, the number registered, the number of no-shows and test takers are:

<b>Exam Name</b>	<b>Registered</b>	<b>No-shows</b>	<b>Test takers</b>
Certified Six Sigma Green Belt	21	4	17
Certified Quality Engineer	6	3	3
Certified Quality Improvement Associate	2	0	2
Certified Quality Auditor	8	2	6
Certified Software Quality Engineer	1	1	0
Certified Quality Process Analyst	1	1	0
<b>Totals</b>	<b>39</b>	<b>11</b>	<b>28</b>

Seven (7) Assistant proctors were Carolyn Miller, James Berger, Cyndi Reichardt, Constance M. Broadie, David Falletti, Keith Ryan and Jai P. Singh

A poll of the test takers at check-in showed that 5 of them are ASQ members.

Muzaffar Zaffar

Chief Proctor