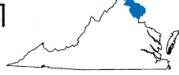


ASQ Section 0511
Board Agenda
13 November 2019

Location: Harbour Grill, Woodbridge, VA

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 (attached) 	<ul style="list-style-type: none"> • Secretary • Treasurer (see report attached) 	
5:50 – 6:10	<ul style="list-style-type: none"> • Committee Chair Reports ○ Arrangements – pending venues ○ Audit (Charlotte will not attend) ○ Database ○ Education – planned offerings ○ Finance (Leslie will not attend) ○ 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>) 	
6:10 – 6:15	<ul style="list-style-type: none"> • Tonight's Meetings ○ November meeting: 13 November 2019 <ul style="list-style-type: none"> ○ Location: Harbor Grille, Woodbridge ○ Speaker: Mike Novak ○ Topic: ISO 40301, Knowledge Management Systems Requirements ○ Handouts Posted 		
6:15 – 6:25	<ul style="list-style-type: none"> ○ December Meeting: 11 December 2019 <ul style="list-style-type: none"> ○ Location: PJ Skidoos, Fairfax ○ Topic: Holiday Social ○ Locations set through June <ul style="list-style-type: none"> ○ 1/8/2020 Olive Garden Tysons ○ 2/12/2020 Daniel O'Connell's Alexandria ○ 3/11/2020 On the Border Reston ○ 4/8/2020 Houlihan's Springfield ○ 5/13/2020 Skidoos Fairfax ○ 6/10/2020 Olive Garden Tysons • Need topics 		



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6:25 – 6:30	<ul style="list-style-type: none"> Review of Action Items / Minutes 	<ul style="list-style-type: none"> Secretary & Chair 	
6:30	<ul style="list-style-type: none"> Adjournment 	<ul style="list-style-type: none"> Chair 	

Nomination status of 2020 officers:
Chair Elect, Secretary and Treasurer

Action Items:

Action: Sara - Add Arrangements chair to the Section Bill Highway.
Status: In Progress.

Action Connie – Continue to tweak surveys.
Status: In progress

Action Item: Jeff. Migrate old site to new site.
Status: In progress - Coordinating with Component Relations, also requested WebEx account from Component Relations

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: - Jeff Completed

Action: Sara – 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 Item: Board verify that their login status is up to date.
Status: In progress; see Regina's transmitted comments on how to do it.

Action Item: Jeff – Send a doodle for finance committee meeting for onboarding finances with national.
Status: **Completed** - Doodle link: <https://www.doodle.com/poll/urqxs3mfgxykwzb3>

Attachments

1. Treasurer's Report for Nov 13, 2019
2. Main take-aways from the 29 Oct 2019 ASQ Pulse Call

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Treasurer's Report for Nov 13, 2019:

1. FYI - The Q3 Financial Report was submitted on time and I received a "confirmation receipt" from ASQ indicating they received the report.
2. FYI - The initial \$100 transfer from the Section's TD Bank account into the Section's Bill Highway account was debited on 8 Nov 2019 from TD Bank. As of Nov 12 it is not yet showing in Bill Highway. With the weekend and holiday yesterday, it may take an extra day or two for the transfer to post and settle in Bill Highway. Will be watching this week to make sure it shows in our Bill Highway account.
3. **Request approval of Board** - Next step in transition to Bill Highway is (per the ASQ instructions) to transfer about half of the TD Bank balance (approx \$17K) into Bill Highway. That would be a transfer of approximately \$8K. Our Section's Bill Highway account currently has approximately \$7K. **>DOES the Section 0511 Board approve for the Section 0511 Treasurer to make a transfer from TD Bank to Bill Highway in amount of \$8K? Or please advise an amount to transfer.** ASQ advised the Sections to maintain enough money for operating needs, in the Section bank accounts.
4. FYI - I received a reply that ASQ received an order of Clover Go devices and that the devices would be sent out soon. We ordered two for our Section.

Kind Regards,

Sara McAlpine
Treasurer, Section 0511
703-851-2672

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Main take-aways from the 29 Oct 2019 ASQ Pulse Call:

1. We do need to enter the names of next year's leadership team, ASAP if possible by Nov 1. There is a link for that in the email from headquarters that Barb re-forwarded to the Board. Although I did not receive it. I don't think I am receiving emails sent to the "Board 19" email. IF we cannot meet their Nov 1 deadline for entering the names for next year, one of us should definitely email Steven Idzikowski and let him know the status.
2. We need to put a link from our current Section website to our new MyASQ site, for our members to get to our new MyASQ website (**after we have "published" our new ASQ website**).
3. They reported that they are still working on a meeting reservations tool/feature for MyASQ. Not ready yet. Until then, we keep using our own method for reservations.
4. I asked about the status of the "Clover Go" devices that are meant to replace our current "swiping" devices for dinner payments made at our Section meetings. I have ordered 2 Clover Go for our Section, and not had any replies yet to my email. The answer from ASQ on the Pulse Call was that ASQ sends our Clover Go requests to BillHighway, and then BillHighway forwards the requests to Clover Go. Yep....! They did advise me to re-send my email request to Steven Idzikowski and I will do that. He has been helpful. Also, Alan from Section 509 remarked on the Pulse Call, that after a lot of pain...they finally got their Clover Go up and running. He said it is "not ready for prime time". So will see how this evolves.
5. On the Pulse Call, Luis said to the attendees, that we should continue to keep adequate operating funds in our Section bank account untilsome point when we are ready to do otherwise....per their instructions.
6. Barb, I will send you the link to our MyASQ website. Although we have two MyASQ sites, as I mentioned. We need to get clarification on this.
7. Tonight I am going to log into myASQ and see what I can see...that may be useful to getting these things completed quickly.

FYI. I am working on making the first transfer (\$100) from our TD Bank account to our BillHighway account. In working on this last week, I found that our TD Bank had a "block" on ACH transfers, so I sent a request to TD Bank authorizing them to remove the block. That was a few days ago, so I will check tonight to see if that has been done and then I can make the initial transfer to BillHighway. Then ASQ will "check that box" for us, as done, for that part of our Section's onboarding.

FYI, I have received a "Confirmation Receipt" for the Section's Q3 financial report that I submitted yesterday.

Kind Regards,

Sara McAlpine
Treasurer, Section 0511
703-851-2672