

## **June 10, 2015 ASQ Section 0511 Board Meeting**

A quorum was present and the meeting was called to order by the Chair Elect, Mr. Gregg Monaco.

Attendance is noted on a separate sheet.

Approval to accept last month's meeting notes as amended was moved by Bob, Carolyn seconded, and the membership approved.

**The Treasurer Report** was reviewed. Bob moved to accept the report as is, Mike C. seconded, the membership approved.

### **The Integrated Marketing Plan**

This was sent out, the purpose is to align with speakers, topics, venues.

### **Programs**

After having sent out a notice to all board members, it was asked that we do all 3 topics offered by the one speaker and put the counterfeit parts one at the bottom of the list since we just had one of those last year around September. We will have Paul ask the speaker if he would do all 3 with 2-3 months in between each.

### **PAR Award**

We are in the running for another PAR recognition for Continuous Improvement. Gregg put in for web re-design, video recording of meetings and attending college career fairs to promote the ASQ brand.

The web redesign is moving ahead. Bryan C will have next set of slides for Jeff and Gregg to review next week.

There was some confusion as to the time of the Vision Meeting on the 20<sup>th</sup>. Gregg will confirm the date and time. Is it 8:00 or 9:00? The Vision Meeting will be held at Paul Meyer's company PPC on June 20<sup>th</sup>. Jim Kittredge will try to be there.

### **Arrangements:**

Carolyn has all venues squared away through October. She will aim for us to have a Social in December. It was suggested that we look into having something at the JR Stockyard Inn in Tysons. We will rotate in November to whatever place is next on the rotation.

Carolyn went to Maggiano's and went over contracts with them. For 3 rooms we need 75 people guaranteed with a \$3,600 minimum. With 2 rooms it's a guaranteed \$2,400 minimum. They charge \$39. Per person + 6% tax and a 20% facility fee. To have a bartender (which we would need), they charge \$75 to have a cash bar upstairs. They require a ½ deposit and that is non-refundable. So for two rooms we would deposit \$1,200 and need 50 people to show up. There is a \$200 audio visual fee for screen, video etc... We would need to know the nature of the speakers and the topic should be stellar or this just wouldn't be worth it.

Carolyn probably will not be here at the next meeting at PJ Skidoos, nor will she be able to come to the Vision Meeting. PJ Skidoos does want us to provide them with our menu choices prior to the meeting,

and Carolyn gave us the menu cards to put in front of each person's plate. Jeff will need to make sure this is on the website.

#### **Membership – Mike Coleman:**

Mike sent a separate membership report. One year ago there were 683 members and now there are 595 in our section. The goal is 88% retention.

Mike will start sending reminders to members to renew and he will also send out welcome emails to new members.

Mike will send out a table of the next meetings and speakers to them to make sure they know where we'll be meeting and get them interested.

Everyone was of the opinion that it really doesn't matter where we meet, what is most important is the topic of the speaker. They don't even really care who the speaker is, as long as what he's speaking on is good and relevant.

One topic that was brought up that people would be interested in hearing more on was Innovative ideas on continuous improvement and how it was successfully implemented.

#### **Certification Exams – Muzzaffar Zaffar:**

He has 5 proctors for the next exam. Everything is all set.

#### **Recertification – Bob Zimman:**

Bob is moving after June 30. He mentioned that Christine Kurowski had said that she might be interested in taking that on. Christine now lives in Herndon. Another member at the meeting also stated that they might be willing to take that on as well. They were also thinking of taking on the newsletter and/or Treasurer Elect.

#### **Webmaster – Jeff Parnes:**

Noted that there are 4 vacancies listed on the website.

1. LSS Chair
2. Software SIG
3. Placements Chair
4. Publicity \ Newsletter – he recommends not doing this one. Since we haven't had a newsletter in so long, it seems as if we really don't need one. We can use the new website design to communicate better.

Jeff contacted ASQ about how they send out email blasts and they were having the same issues he's been having. He switched to Mail Chimp – he substitutes the What's New – the week prior to the meeting and one day out. He sends one for national and 1 for opt-in people.

He can now deactivate those email addresses that bounce back.

Web stats say that people are looking for presentations from past meetings.

Jeff stated that he does not recommend streaming from the meetings or allowing people to get recertification points for just listening on line. He and everyone else agreed that you should have to make the effort to get to the meeting to be able to get the recertification points.

**Meeting adjourned at 6:37**

**AI:** Gregg needs to validate what time the Vision Meeting is on June 20.

DRAFT