

ASQ SECTION 0511 10 February 2016 BOARD MEETING

Call to Order / Statement of Quorum

- Opening Remarks (copy sent via email; Summarize)
The ASQ0511.org emails are forwarding aliases, they are directly routed to the destination and no record is kept on any server.

Chair

- Reviewed open positions: DBA chair, placement's, software sig.
- World conference is in May and the chair elect usually attends. This date does not work for her and she asked the board if anyone would like to attend. The treasurer indicated possibly.
- Venues have been set up for most of the year but we are in need of speakers. She will ask Paul Myers to send Gerad Dasch's contact information to her. Jeff has provided the name and contact information of another prospective speaker to Gregg.
- Next meeting is at Not Your Average Joe's in Reston.
- Let us schedule a Quarterly Vision Meeting before March 31
- Effective immediately, we are seeking an Arrangements-DBA Chair to replace Marie Rondot.
- ASQ HQ has arrangements with various universities to provide ASQ members as proctors to students in off-campus programs who need to take a written exam
 - University needs proctor information 30-45 days prior to exam administration
 - Opportunity for additional RU awards to our members (no \$)
 - Venue determined by our proctor
 - Quality Management Division issues RU points
 - RU issued on 1:1 ratio of 1 hour exam receives 0.1 RU, 2 hour exam receives 0.2 RU, 3 hour exam receives 0.3 RU (and so on).
 - There is a viable request to ASQ 0511 for a proctor in the week of April 2 for a 3-hour written exam
 - University needs proctor information by Feb 20
 - How quickly can we find a volunteer proctor, if any?

Secretary:

- The Secretary was not present at the meeting.
- Reading and Approval of Minutes by Member and former Treasurer, Leslie Braun.
 - Previous Monthly Minutes were approved as read.

Treasurer: Financial Report and Status

- The annual report has been signed off on and the treasurer will submit it to National and notify the board when it is accepted.

ASQ SECTION 0511 10 February 2016 BOARD MEETING

- Cyndi briefed the board on the status of our funds. The balance was \$29,996.94 as of 1/31/2016. She had 41762.60 in PayPal that will be added to the account and \$1060 in checks, for a new total of \$24, 014.44

Chair Reports: (Alphabetic; most frequent are position identified) Board Members (*Please, let's stay in sequence and topic-focused for time control*)

Arrangements: Sent an email that there were no changes to the venues provided last month.

Audit: Paul Mills briefed the board on the results of the audit of the annual financial report. There were no issues preventing the audit committee from signing off so the report can be sent to National. There were several recommendations that can be reviewed and discussed

Education:

Paul Mills briefed the board that the scholarship committee plans to reach out to principals at schools to advertise the scholarships.

Money: There are already forms on the web site for applicants to apply. The committee would like to get applicants and review and award scholarships by graduation dates this year.

Planned offerings / offerings in progress

- Philadelphia will share web offerings with us
- Olde Colony (Boston) will share web offerings with us
- Let us post these offerings on our emerging website re-design
- Great potential for 'Economy of Scale' and more preparatory offerings

Membership:

Mike briefed the board on the status of membership. Student's members come and go. There is a 95% retention rate for senior members where the overall membership is declining. This decline can be attributed to corporations not paying for membership. More corporations are looking for a PMP certification.

Programs:

- pending speakers and topics
 - Plans and steps to strengthen and stabilize this area

Recertification - Proctor:

Muzzaffer stated that they will have 22 to 23 people for the March exam and he still needs to confirm a location. A location is also needed for the June exam.

Testing:

ASQ SECTION 0511 10 February 2016 BOARD MEETING

Treasurer Elect:

Communicated to the board that Maggie Jones had volunteered to be the placement's Chair and is waiting to chair from the chair. If approved, please have Maggie provide the webmaster a picture for the website and her preferred email address to be used in the Placements16 alias . Also that Charlotte Wild had indicated that Osteria Marzano in the 6361 Walker Lane building could be a possible venue for a meeting if the arrangement chair wants to look into that. 703-313-9700. www.osteriamarzano.com.

VOC:

Webmaster:

- Schedule to migrate data into our "Re-Design"
- Status of "Alfresco" replacement

Jeff briefed the board on the status of the web site. He is in the process of updating the web site and needs help. Cyndi offered to help.

Others: (No Report)

Historian:

Lean Six Sigma SIG:

Software SIG:

Past Chair:

Chair Elect:

New items for consideration:

- The case for an "Equipment Chair" or "Equipment Honcho"
 - Screen / Projector / Electrics need reliable & consistent transportation
 - Webmaster handles Notebook / Camera / Audio
- October 25-27 Quality Meeting & Networking Opportunity
 - PCPC (Personal Care Product Council) and EFfCI (European Federation for Cosmetic Ingredients) meet in Alexandria
 - Our ASQ05 Region Director, Jim Kittredge, is a quality council member in PCPC and is bringing this to our attention (along with ASQ 0509/0502, DC & Baltimore)
 - Seeking training/trainers on Oct 27 (half day) in following areas:
 - Personal care topics like GMPs, auditing, supplier assessments, lab excellence, ISO 9001/17025/22716, or exam prep courses
 - Perhaps 10-14 students
 - Attendance anticipated at 50-70 participants
 - Let's determine level of interest and whether we actively move forward

Discuss March 9 or Vision Meeting (TBD)



ASQ SECTION 0511 10 February 2016 BOARD MEETING

ACTION ITEMS

1. Cyndi will print a new badge for Melissa due to the change in her last name.
2. Melissa will ask Paul Myers to forward Gerad Dasch's contact information so she can follow up about speaking at a future meeting.
3. Jeff has reserved a conference room at the Sully Government center on Saturday morning 26 March. Please confirm whether the room should be confirmed or released. He can create doodle survey to judge attendance on this date as well other dates/locations. PPC dates can also be added. Need to check with Paul Myers.