

ASQ SECTION 0511
BOARD AGENDA
11 OCTOBER 2017

Location: P. J. Skidoos, Fairfax, VA

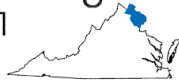
Attendees: Attendance Document

Time Slot	What	Who	Decisions / Actions*
5:30 – 5:40	<input type="checkbox"/> Call to Order / Statement of Quorum <input type="checkbox"/> Opening Remarks	<input type="checkbox"/> Chair	
5:40 – 5:50	<input type="checkbox"/> Reading and Approval of Minutes <input type="checkbox"/> Previous Monthly Minutes <input type="checkbox"/> Financial Report and Status	<input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer	
5:50 – 6:15	<input type="checkbox"/> Chair Reports (most frequent are position identified) <input type="checkbox"/> Arrangements – pending venues <input type="checkbox"/> Audit <input type="checkbox"/> Education – planned offerings <input type="checkbox"/> Membership <input type="checkbox"/> Programs – pending speakers/topics <input type="checkbox"/> Re-Certification <input type="checkbox"/> Testing <input type="checkbox"/> VOC <input type="checkbox"/> Webmaster – on-line expense forms <input type="checkbox"/> Others (Historian, SIGs, Past Chair, etc.) <input type="checkbox"/> Chair Elect <input type="checkbox"/> Chair	<input type="checkbox"/> Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>	
6:15 – 6:40	<input type="checkbox"/> October Publicity <input type="checkbox"/> Registration cut-off date <input type="checkbox"/> Registration process overview <input type="checkbox"/> November meeting <input type="checkbox"/> December meeting	<input type="checkbox"/> TBD	
6:40 – 6:44	<input type="checkbox"/> Review of Action Items / Minutes	<input type="checkbox"/> Secretary & Chair	
6:44 – 6:45	<input type="checkbox"/> Adjournment	<input type="checkbox"/> Chair	

* Actions Detailed below:

Action Plan

What	Who	When



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Cory called the meeting to order at 5:43

Attendance: Cory Sherb, Melissa Cicotello (Publicity) Muzaffar Zaffar, Mike Novak, Barbara McCullough, Cindy Reichardt, Connie Broadie, Sara McAlpine, Jeff Parnes, Charlotte Wild, Jai Singh

All AI's from the September meeting were reviewed and have been accomplished. For DB, first initial and last name. AsqNoVa2017 is the default password if you haven't logged in yet.

Minutes and Action Items were reviewed and approved by all.

Arrangements:

We are going to hit our member value numbers tonight. Cindy made a motion to include drinks and Muzzaffar seconded. All agreed to include them as we had less signed up than expected.

Carolyn notified us of the following today:

- Houlihans' was solidified for the November meeting with a \$27 buffet per person.
 - December social will be held at Not Your Average Joe's Carolyn will order appetizers.
- There were two variables in the April Quality Inn and Suites. Need to try to get the one Barb originally had gone to at the top of the hill by Michaels and Chipotle. The one we ended up in last time was not the one Barb had gone to see when she looked at the meeting room.
AI: Barb will ask Tim Dalhouse if he can be the speaker for that.
AI: Cory will follow up with Carolyn on appetizers for December meet.

Secretary:

The meeting minutes from the last meeting were sent out and everyone approved as read.

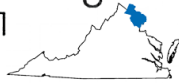
Historian: Connie brought quotes for more give-aways to have on hand for our next meetings.

- Phone - lanyard holders are 250 for \$677.50 with a \$20 setup fee.
- Tape Measures 1.49 each for 10ft, 2.59 for 6ft tape measure = \$647.50
- KickStand for back of phone is 1.29 each for 250 order \$447.50 includes \$50 setup

More expensive 6ft. tape measure and silicone phone lanyard will be the ones Connie will order. She will get blue with a white logo. Add section number if there is room but it's not necessary if it won't fit. The pens look fine without it.

Treasurer:

Copy of the report was received from the treasurer.



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Bank Acct. current total is: \$26,920.

Cindy proposed buying a new Quickbooks for Sara. \$220.00 Leslie and Melissa seconded and all approved.

No reports are being shown as approved or received by HQ and 3rd Quarter report is due at the end of this month.

Audit:

Cindy is trying to get the reports uploaded to the site.

Once uploaded Leslie and Charlotte will do the audit.

Cindy found the key fob that Leslie gave her with the 2013 Quickbooks on it.

Jeff will work with Cindy to get it set up. She did buy the 2016 version and tried to import the files Leslie gave her.

Education:

Muzaffar sent Jeff the information on the scholarship for the website.

He can send it out to all the High Schools to list for their students to apply.

There are two deadlines. One for the app to be in to the school and one to be in to us at the section.

For anyone who wants to be an instructor, Muzaffar has the CDs for the instructors.

Muzaffar sent out the list of CDs he has, so let him know if you want to instruct any of those.

LSS SIG: Giving out two awards to people in Section 0511. We will pay \$78 for those two awards. All approved. Danny Moore and Kristine Hejna are receiving the awards.

Membership:

Mike sent the report out that said we have 162 Senior members as of the end of September. We have lost the one Fellow we had. We should keep an eye on Senior memberships.

Programs:

Cory got some information from the October speaker.

For December Social, we just loop the infomercial video. Just recap the year and socialize and eat.

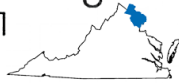
Cory will check into Section 509 possibly having a Healthcare SIG. We could then tap these people for meeting spaces, for corporate memberships, find out what certs would be relevant to their staff, have SMEs do presentations, get a pipeline for certification training instructors.

AI: Cory ask National if we can give Certification training at a reduced rate to employees of corporate memberships. What can we do that makes it more attractive for the corporate markets? Healthcare pushes LSS Green Belt.

Recertification:

Kristine wasn't in attendance.

So far this year we've had 34 members recertify.



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From the last meeting, we know there are 51 certifications that need to be redone by the end of the year.

To do this online now you have to enter them line by line on line. If Kristine gets a package, then she checks them and sends them off to HQ.

If you haven't done one yet, make sure you need to do it well ahead of time and save often!

VOC: Jai

21st of October is the VOC conference call.

The goal for ASQ now is to really globalize and collect more than 50% of revenue from non-American memberships.

How do we get people to come in and attend meetings?

AI: Ask Jai to send out a survey to find out what would bring them to meetings or make them want to get more involved. We can data mine some of the recertification journals to see where they are getting their recent points. When we lost the test sites and the recertification information, a lot of the touchpoints were lost with our membership. We have lost the human interaction and it seems to be affecting the membership numbers and we need to find out how to get some of this back.

AI: Cory will bring this up to Kittredge and the Region 5 management.

AI: Jai send a Bio and topic abstract to Jeff on VOC - Quality in Pharmaceuticals and how things are done overseas vs here. It appears that only money affects them, not the quality or threats or anything else.

Webmaster:

Jeff returned his speaker he got last month. He got a quote for a sound system which will be resent to him.

He worked with Seema on an access issue for Placements. We now have two resumes and two position descriptions on the web site now.

AI: Chair will work with Webmaster to improve the meeting announcement process. Send all job descriptions to Seema to post if you have any job openings at your company.

Publicity:

Melissa has taken over as Publicity chair. We have a push on social media for the October meeting.

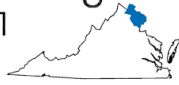
Nominations: We need by December. Chair, Chair Elect, Secretary, Treasurer, Treasurer Elect etc..

We will try to have the election by next months meeting. Cory can't do Wednesday meetings next year after Sept. 2018. For him to continue we would need to have a Chair Elect who can step up or we will need to change the meeting night.

We only need Chair Elect from what we can tell. Everyone else on the board is willing to stay on in their position.



Northern Virginia
Section 0511



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Meeting adjourned at 7:06

AI - Cory will ping Jeff and Jai for Bio and topic information for November meeting.