

ASQ SECTION 0511  
BOARD AGENDA  
NOVEMBER 8, 2017

**Location: HOULIHANS, SPRINGFIELD**

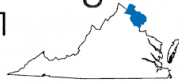
**Attendees:** Full Attendance Document under separate cover.

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"/>	<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"/> <b>Others</b> (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
Update the website scholarship to say \$1,000 each not \$500.	Jeff	When making next website updates.



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Go to the Chantilly High Schools to give them information about the scholarships available.	Jeff	This month
Go to the Woodbridge High Schools to give them information about the scholarships available.	Barb	This month
Send February receipt to Cindy	Cory	Today

Cory called the meeting to order at 5:45

Attendance: Cory Sherb, Muzaffar Zaffar, Mike Novak, Barbara McCullough, Cindy Reichardt, Eric Jensen, Jeff Parnes, Connie Broadie

**Treasurer's Report:** Cindy uploaded the database and finished all her Action Items and did the 3rd Quarter Report. She did it on the 29th and all for 1-3rd Quarter's Reports were all accepted by HQ.

She bought Quickbooks for Sara for \$212 on Amazon. This weekend she will start entering the data into Quickbooks. The Magliano's dinner cost \$3,152.

\$24,400 after Magliano's and swag and awards etc...

Cory found the February receipt so he will forward again to Cindy.

**Arrangements:** Carolyn contacted Cory and said Not Your Average Joe's wants an \$800 deposit. Barbara asked if we can possibly cancel Not Your Average Joe's for the Christmas Party and look for a place with a larger room. That one is not a very big room for socializing in. It would be nice to get one of the larger venues.

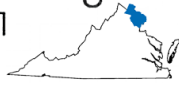
Cory sent Carolyn an email to ask if we could make a change and asked her to call the below people to see if we can get December meeting at one of them.

- Paradisio
- Fiona's
- Olive Garden
- On the Border

**Education:** We advertised the scholarship but anyone who applies needs someone who is a member to sponsor them. At every meeting we need to advertise this. Go to the high schools and talk to the guidance offices also.

Jeff will cover the Chantilly High Schools.

Barb will go to Gar-Field and Freedom in Woodbridge.



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There are two scholarships for \$1,000 each on the form. Go to our website under Education to download the form.

We need to gather data on recertification and see if we can send out a welcome to newly certified people and congratulations on recertifications. We get that information from the Attendance data - under other reports on the ASQ site.

Cindy has been providing everyone who asks for their meeting information for their recertification journals. Bob just forwards requests to her.

Anyone who can't be found in the database at a meeting they think they attended, can find out through Barbara and the meeting notes or sign in sheets.

**WebMaster:** There is no link to the front end of the treasurer page where Cindy needs to post her files. Jeff told her how to do it. Just make sure you use a capitol T.

Jeff is trying to get a new speaker that will work with the microphone to also project the voices and not just record.

Jeff reminded everyone to always download the copy from the website if you need to make a change to any pages because someone may have made a change to it since the last time you had downloaded one.

**Historian:** Connie said all the bills for Swag were paid. She did get the box from ASQ but it was not what she had originally hoped for. It was some LSS sticky note pads and some pens.

**January:** Cory will check with Mr. Kittredge to see if he can do a state of the Region address to the membership. Ask Jai to be speaker for January so either one could do that.

Barb also contacted Ben Marguglio who is an ASQ Fellow in Texas and asked him to speak at a meeting next year if he's in the area.

**AI:** Jeff needs to update the website scholarship to say \$1,000 each not \$500. Announce at meetings that we need a Treasurer Elect and Chair Elect and a Membership Chair. Elections will be held at our December Social Meeting.

Motion to adjourn at 6:55 by Leslie and seconded by Cindy. Meeting Adjourned at 6:55

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