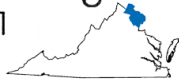


ASQ SECTION 0511
Draft BOARD MINUTES
October 9, 2019

Location: Houlihan's, Springfield, VA
Attendees: See "Officers Present" below

Time Slot	What	Who	Decisions / Actions*
5:45 – 5:50	<ul style="list-style-type: none"> • Call to Order / Statement of Quorum ○ Opening Remarks 	<ul style="list-style-type: none"> • Chair-elect 	
5:50 – 5:55	<ul style="list-style-type: none"> • Reading and Approval of Minutes ○ Previous Monthly Minutes • Financial Report and Status 	<ul style="list-style-type: none"> • Secretary • Treasurer 	
5:55-6:05	<ul style="list-style-type: none"> • Open discussion <ul style="list-style-type: none"> ○ Overview of outstanding action items. 	<ul style="list-style-type: none"> • Chair and attendees 	
6:05 – 6:40	<ul style="list-style-type: none"> • Chair Reports (most frequent are position identified) <ul style="list-style-type: none"> ○ Arrangements – pending venues ○ Audit ○ Database ○ Education – planned offerings ○ Finance ○ 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>) 	
6:40 – 6:45	<ul style="list-style-type: none"> ○ November meeting Location – Harbour Grille, Woodbridge Speaker Mike Novak "Knowledge Management Systems Requirements" ○ December Meeting: 11 December 2019 Location: PJ Skidoos, Fairfax Topic: Holiday Social ○ January 2020 onward Locations set through June Need topics 	<ul style="list-style-type: none"> • Board and chairs 	
6:45-6:47	<ul style="list-style-type: none"> • Review of Action Items / Minutes 	<ul style="list-style-type: none"> • Secretary & Chair 	
6:47	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • Chair 	



ASQ SECTION 0511
Draft BOARD MINUTES
October 9, 2019

* Actions Detailed below:

Meeting was called to order by Chair-elect Barbara McCullough at 5:47.

Officers present: Barbara McCullough (Acting Chair), Ken Rapuano, Connie Broadie, Cyndi Reichardt, Muzaffar Zaffar, Leslie Braun, Sara McAlpine, Charlotte Wild

Chair's Remarks: General discussion of the issue of the fake/spoofed emails and texts coming to Section officers.

Review of outstanding action items status.

Meeting minutes from September finalized and approved.

Action Items from October Meeting:

Webmaster – indicate on site for members to verify their attendance in advance of certifications coming due in December.

Arrangements: Check parking situation at Daniel O'Connell's. Muzaffar found no dedicated parking; only paid parking. Will be parking be covered/validated?

Send Carolyn email w Harbor Grill information.

Check on board email addresses.

Older Action Items:

Jeff – need to update website for meetings Oct-Dec in coordination with Carolyn.
Status: **Cleared.**

Jeff – Send a doodle for finance committee meeting for onboarding finances with national.
Status: **Cleared; sent 10.9.19**

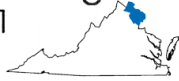
Jeff - Add Arrangements chair to the Section Bill Highway.
Status: In progress

Connie – Continue to tweak surveys.
Status: In progress

Action Item: Jeff. Check to ensure jobs placement page updated.
Status: **Cleared**

Action Item: Jeff. Migrate old site to new site.
Status: In progress

Action Item: Jeff – Update VOC link on website.
Status: **Cleared**



ASQ SECTION 0511
Draft BOARD MINUTES
October 9, 2019

Action: Sara – Cancel uncashed \$200 check (for PO box) in the database with explanation.
Status: **Cleared. Check is dead and account being cancelled.**

Action: Muzaffar – Will email ASQ educational resources handout to board and also post on Education location on site.
Status: In progress. PDF was sent; not posted on website yet.

Action: Jeff – 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. **Superseded; account being closed.**

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. Sara has logged in but sees herself as only member.

Chair Reports

Carolyn (Arrangements): Not Present. Remainder of 2019 set. First 6 months of 2020 set. January – Olive Garden; Feb – Daniel O'Connell's in Alexandria; March – On the Border

Charlotte (Audit): Present. Per Leslie will begin the annual section audit process Jan/Feb. Will need to include the records for closing of the Section account. Charlotte – in future will continue to look at monthly bills and expenditures. Connie, Leslie, and Charlotte will be the audit team again. Will need locations for everything for audit from Sara.

Cyndi (Database): Present. Reports being sent out to members on request; tries to respond to requests in 24-48 hours, at least with a confirmation. If an issue, still consults with Corey.

Muzaffar (Education): Present. Suggestions for improvement. One suggestion – look at top five most popular certifications and post associated training on current site. For \$99, have a year to take practice exams. In-person training for black belt is ~\$12k (\$10k for members). Web-based training; when you buy have 1 year. Yellow belt is 250, black belt 700 for members.

Leslie (Finance): Present. Will participate in next scheduled audit.

Matthew (Membership): Not present. Sent the September membership report (attached).

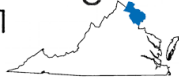
Corey (Nominations): Not Present.

Programs: Not present. Mike will do November presentation. New slate of presentations needed starting January.

Seema (Placements): Not present.

Eric (Recertification): Not present. Per Muzaffar and Cyndi – will be busy due to end of year with member requests to address recert.

Sara (Treasurer): Present. Sara got an email from ASQ.org about cloverleaf. Report on onboarding checklist. Activated and logged into MyASQ finance; attended Bill Highway training; updated



ASQ SECTION 0511
Draft BOARD MINUTES
October 9, 2019

contact info in BH; will complete an xfer of \$100. Financial piece not included for sections this year, possibly due to complexity of transition. 3rd Q report Oct 31; board will need to sign off.

Connie (VOC): Present. Still working on surveys. Got some feedback from Arnold. Per Barbara – need to look into dial in availability. But need good dial in quality. Charlotte – focus effort on four in person meetings, with rest webinars, but be able to guarantee good quality presentations outside local area. Connie – board meetings online? With the holiday networking social, may need only 3 great speakers. Charlotte – we should talk up networking. We are being linked online with software testing. Barbara – Need to search in auditor, process improvement, project analyst, but inconsistent and mixed in with non-quality positions. Charlotte – can ASQ really emphasize what quality professionals do and try and change how the field is categorized. Connie – can watch online and document for cert credit (online journal). Charlotte – meeting codewords for video presentations in middle and end to verify attendance.

Webmaster (Jeff): Muzaffar doesn't have access through everything, just for education.

Open meeting:

No additional new business.

Adjourned at 6:47