

ASQ SECTION 0511
Draft BOARD MINUTES
December 11, 2019

Location: PJ Skidoos, Fairfax, VA

Attendees: See “Officers Present” below

Time Slot	What	Who	Decisions / Actions*
5:55 – 6:05	<ul style="list-style-type: none"> • Call to Order / Statement of Quorum ○ Opening Remarks 	<ul style="list-style-type: none"> • Chair 	
6:05 – 6:15	<ul style="list-style-type: none"> • Reading and Approval of Minutes ○ Previous Monthly Minutes • Election of 2020 Chair-elect • Discussion and approval of 2020 business plan 	<ul style="list-style-type: none"> • Secretary • Board 	
6:00 – 6:25	<ul style="list-style-type: none"> • Committee Chair Reports ○ Arrangements – pending venues ○ Audit (Charlotte will not attend) ○ Database ○ Education – planned offerings ○ Finance (Leslie will not attend) ○ 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>) 	
6:25 – 6:35	<ul style="list-style-type: none"> • Tonight's Meetings ○ January meeting: 8 January 2020 <ul style="list-style-type: none"> ○ Location: Olive Garden, Tyson's corner ○ Speaker: Mike Novak ○ Topic: TBD 		
6:35 – 6:42	<ul style="list-style-type: none"> ○ Locations set through June <ul style="list-style-type: none"> ○ 2/12/2020 Daniel O'Connell's Alexandria ○ 3/11/2020 On the Border Reston ○ 4/8/2020 Houlihan's Springfield ○ 5/13/2020 Skidoos Fairfax ○ 6/10/2020 Olive Garden Tysons • Need topics 		
Skipped	<ul style="list-style-type: none"> • Review of Action Items / Minutes 	<ul style="list-style-type: none"> • Secretary & Chair 	
6:42	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • Chair 	

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* Actions Detailed below:

Meeting was called to order by Chair Jeffrey Parnes at 5:55.

Nomination status of 2020 officers:

Chair: Barbara McCullough

Chair-Elect Devon Engleman, Secretary Ken Rapuano, and Treasurer Mike Coleman

Nominations: Jeff

Update: Devon Engleman elected chair-elect for 2020

Officers present: Jeffrey Parnes (Chair), Barbara McCullough (Chair-Elect), Ken Rapuano (Secretary), Muzaffar Zaffar (Education), Mike Coleman (Treasurer); Connie Broadie (VOC), Carolyn Miller (Arrangements) present by phone, Charlotte Wild (Audit), Devon Engleman (chair elect for 2020)

Chair's Remarks: Discussion of Business Plan for 2020.

Chair-Elect (Barbara M) discussion of important metrics to maintain good standing. Tracking communications, attendance, membership metrics. Strategic plan. **Business plan as submitted by Barbara approved by voice vote.**

Barbara – what is the relationship between allotment since << smaller than total membership. Renewal dates offset now by month.

Jeff: Membership chair Matthew O. has resigned as of today. Need to fill that position and programs.

Barbara: Must get everything into our budget now that there is more central control. Even though it's the Section's money, ASQ won't release unless in budget.

Meeting minutes from November finalized and approved. One change – “-elect” officers should say 2020, not 2019. Ken will fix (done).

Due to time constraints, action item review was not performed. Current status:

New Action Items:

Muzaffar – send Jeff updated email with training removing expired training courses

Status: New item

Mike C. – enter the budget into MyASQ Finance

Status: New item

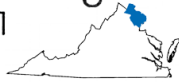
Action Items from November Meeting:

Jeff: Information for Parking for O'Connell's distributed to the membership in January.

Action: Sara – Arrange handoff of treasury portfolio to Mike C.

Status: New item

Action: Jeff – Update bank signature cards for 2020 authorized officers (Barbara, Mike C), remove Corey.



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Status: New item

Secretary: Update board information in ASQ database to include Mike Coleman as treasurer.

Status: New item

Webmaster: Delete expiring training from the education page as identified by Muzaffar.

Status: New item

Board: Institute practice of standing up and introducing themselves to each general meeting.

Status: New item

Older Action Items:

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

Jeff - Add Arrangements chair to the Section Bill Highway.

Status: In progress

Connie – Continue to tweak surveys.

Status: In progress

Action Item: Jeff. Migrate old site to new site.

Status: In progress - Coordinating with Component Relations, also requested WebEx account from Component Relations

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.

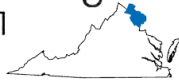
Chair Reports

Carolyn (Arrangements): Present by phone. Arrangements through August. Feedback on Harbour Grill was generally positive, other than traffic/construction. Need to start planning date for “big” event meeting. Tentatively plan for October.

Group follow-on discussion: Country Inns suggested if we have catered instead. Maybe a place in Manassas area. Meeting virtually needs to be implemented, use ASQ resources for content. Still a value to in-person meeting. Mike C – make a list of the topics of interest to membership to get resources from ASQ. Barbara – ASQ meeting support needs 13 weeks out. Charlotte – passwords embedded in presentations so that remote participants can prove attendance. Mike C – tie in with Work Force program. Classes at sites for general use.

Charlotte (Audit): Present. Usually gets files from Sara in mid Jan. Charlotte, Connie, and Leslie will be committee.

Cyndi (Database): Not Present. Barbara – sign-up interface is duplicating some entries when people are signing up.



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Muzaffar (Education): Present. Will send Jeff updated email with training removing expired training courses.

Leslie (Finance): Not Present. Will need to work with new treasurer. Jeff noted that budgets can be modified, but need to be by vote and several months advance. **Mike will enter the budget into MyASQ Finance.**

Matthew (Membership): Not present. Resigned post due to work commitments. Will need a replacement. Many members have paid dues, but no email address.

Corey (Nominations): Not Present. Board is complete for 2020. Jeff as past chair will be 2020 nominations chair. Establishing a treasurer elect would help.

Programs (Mike): Not present. Mike can find a program for January. Need programs for Feb onward. Everyone needs to be on speaker patrol. Mike C can speak on Root Cause in Feb. Can have board roundtable meetings as emergency. Possibly get George Mason/Va Tech/UVa professors.

Seema (Placements): Not present.

Eric (Recertification): Not present.

Sara (Treasurer): Not present. Sent the following Treasurer's Report:

1. Wave 3 Transition to Bill Highway (AKA My ASQ Finance): On December 7, 2019, Sara submitted the required Local Accounts Transition Data file and Local Accounts Transition Checklist to ASQ Component Relations and Luis Morales as required. Sara received an email from ASQ acknowledging the submittal. There will be another reply from ASQ HQ with direction to the Section as to additional funds that should be transferred to Bill Highway and ASQ's guidance on how much the Section can leave in our TD Bank account.

The forms that Sara submitted noted that "the Section needs to continue using PayPal until the Clover Go devices are operating as reliably as PayPal."

2. The Section's Bill Highway account is operational. The Section received a deposit on 12/04/2019 from ASQ HQ via Bill Highway in the amount of \$638.75, Description: October 2019 Member Unit Funding. The Section's Bill Highway account balance is \$ 13,294.25 as of Dec 11, 2019.

3. Based on approval of the Section 0511 Board at the November Section Meeting: on Nov 20, 2019, Sara transferred \$ 5,000.00 from TD Bank to the Section's Bill Highway account.

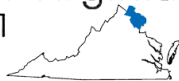
4. The Section's TD Bank balance as of Dec 7, 2019 is approximately \$ 12,048.00.

5. Sara received the two (2) Clover Go devices that the Section ordered for use with Bill Highway. She inspected the contents of the box and it looks like the shipment is complete. She has not yet started setup of the devices.

Per Jeff – new treasurer and treasurer-elect will have the two devices. PayPal will be fallback.

Connie (VOC): Present. No additional items.

Webmaster (Jeff): Present. No additional items.



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Open meeting:

Jeff reiterated need for topics.

Adjourned at 6:42

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