

ASQ SECTION 0511
BOARD Vision Meeting Notes
16 March 2013

Paul – Audit committee recommendations for

We should develop instructions for Treasurer's use rather than procedures Bob volunteered to help generate if someone else provided the contents which Roberta offered to do. Previous section treasurers will review the documents.

Recommendation for computer based card reader for when Treasurer isn't available, or another card reader for smart phone (android or blackberry)

Regular budget. The section is required to submit a annual budget, which the section hasn't done since the last time Larry had been Chair previously. Recommendation is to generate a spread sheet based on last year's income and expenses, to use as a basis for the next year budget. Melissa will work with Roberta to generate a straw budget.

Treasurer transition – need to find someone who would be willing to become treasurer elect. Discuss the training provided. The passing of passwords from one treasurer to the next needs to be smoothed over.

Dinner receipts. The PayPal account login information had not transferred, so funds had not transferred. They are now

Pay Bills promptly. Explore switching account from BB&T and Bank of America to other local banks that can provide coordinated service for our bank accounts, checking and credit card. Action Bob and Roberta

Credit card control Provide cards to Chair, Examining Chair, Vice chair, Treasurer, Treasurer Elect, Membership, For those not turning in receipts their credit limits should be lowered.

Preparation for an audit in hard/soft format. The audit committee should express what it's looking for, and work with the treasurer to have the data in the form it expects. The treasurer should involve the treasurer elect so that the knowledge is transferred. The website can serve as an electronic repository for the treasurer's files.

Clean up unused accounts in the general ledger – some are required by ASQ but not used by the section

Service fees don't seem to be accounted for in similar fashion. Usually the problem is with entry toggling

Thirtieth anniversary

Need a date, announce it, start promoting it . Start at this month's meeting. 11 September 2013!

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Set up PayPal to accept 30, with late fee kicking in on 1 September \$40. Board members to pay

Chief performance officer of the US (acting OMB director) Jeff Zients

Dr Harry Hertz – Malcolm Baldrige award – invite award winners

Invite corporate members - Micron, Northrop Grumman, CSC, SRC, Lockheed Martin, General Dynamics, for a panel discussion on a quality topic (to be provided)

Solicit letters on the 30th anniversary action – Paul mills

As a future speaker- Keiser Permanente