![ASQ Northern Virginia Section 0511 logo]

ASQ SECTION 0511
BOARD VISION MINUTES
July 28, 2019

1. **Attendees (* in person) (^ via phone):**
   - Barb McCullough^ – ChairElect
   - Connie Broadie* – VOC, Historian
   - Eric Jenson* – Certification & Recertification
   - Jeff Parnes* – Chair, Webmaster
   - Luis G. Morales^ – South Atlantic Region Regional Director
   - Muzaffar Zaffar* – Education

2. **Luis Morales, Regional Director, lead the meeting by sharing his desktop via Webex**
   a. Luis would prefer we use the term Section Leadership Committee (SLC) rather than board
   - The term board, when used by ASQ staff above the sections, refers only to the ASQ board,
   - Sections have no boards
   - Our section's position os that it reserves to right to use the terminology with which we're most comfortable
   b. Luis reviewed the ASQ leadership structure
   - We're now in the South Atlantic Region
     - Old regions collapsed
     - Our old region 5 was bifurcated at the Mason-Dixon line
       - Sections north of the line (Pennsylvania sections) placed in the Mid-Atlantic Region
       - Sections south of the line placed in the South-Atlantic Region
     - The Winchester section is now in our Region.
   - Sections keep their original numbering sequence
   - Several of directors of the merged regionals now assist Regional Directors as Deputy Directors
   c. Luis reviewed MyASQ site
   - Strongly urged that all section's websites should be moved to the myASQ provided host
   - Have our current domain name register redirect the asq0511.org domain to the myASQ site
   d. Luis reviewed SharePoint and its original purpose
   - It may be discontinued
   - Ensure we have copies of files hosted their available on another site
   e. Luis reviewed the Bill Highway setup
   - Treasurer and Chair have access to the system
   - Chair can request increase in debit card limit
   - They prefer we use their card readers to accept payments
     - Actively discourage accepting cash
     - Recommend that if cash is accepted that another SLC member use their card to make the payment and pocket the cash
     - The section indicated that it was a service to our members who made the conscious decision to pay in cash when other methods are available

- The section indicated that ASQ needs to consider how their procedures be made more welcoming so as to allow members to make cash payments
f. WCAI discounts: Each section gets two discounts.
- Luis asked we how inform section members about the discounts
  - We explained that we favor SLC members over non-SLC members
  - That we encourage members who use the discounts to:
    - Report back to the membership on the WCAI
    - Join the SLC
- If more than two section members request the discount the section needs to provide transparency on how the SLC determines who will receive the WCAI
- If not used, let the Region Director or ASQ know to offer them to a section that need them.
g. Luis indicated that each section needs to have an active slate of SLC members
- Some sections have become chapters because they could not get volunteers to serve as section officers or committee chairs
- He mentioned that Past Chair should be Nominating Chair as that officer is considered to be in an excellent position to determine which section members to recruit for section leadership roles
h. Luis reviewed regular section reporting requirements:
- Business plan
- Budget and any quarterly changes which should be documented in SLC minutes, below
- Meeting minutes, etc.
i. Luis discussed sections needing to be aware of processes and policies:
- Transparency,
- Ethics,
- Following requirements and
- Adding value.

3. **After Luis's Webex session was over we discussed:**
a. The need for Nov and Dec speakers.
b. That SLC members need to be on MyASQ and getting weekly notifications.

4. **Required Actions:**
- Work to migrate website to MyASQ Communities.
- Work with Sara to transfer money from TD Bank to Bill Highway.
- All SLC members should activate their MyAsq accounts, and then connected with the other NO VA SLC members
- Move website to ASQ provided site (work with Regina)
- Ensure all SLC members who have SharePoint login and prepare for eventual shutdown by copying files to other locations (possibly reactivate hosting files on ASQ website, where ever it ends up)
- Prepare Section Management Plan for 2020