

BOARD MEETING AGENDA

Location: Ritz Carlton Hotel, Tysons Corner, Herndon, VA

18 July 2012

- A. Call to Order (1735Hrs)
- B. Expected absences: Michael Coleman, Kathleen Eaves, Yvonne Fernandez, Marie Rondot, Arnold Pachtman
- C. Reading & Approval of Minutes ([minutes201206draft.pdf](#))
- D. Officer Reports/Announcements
 - a. Chair – Jeff Parnes
 - i. Scheduling of a strategic planning meeting to establish our organization-level vision and objectives.
 - b. Chair Elect – Melissa Butler
 - c. Treasurer – Roberta Pek
 - i. July report furnished by Mike Coleman
 - ii. Explanation of retained earnings
 - iii. National received the quarterly report for the period Apr-Jun 2012
 - d. Secretary – Rick Wells will serve as secretary pro tem
 - i. Rotating Secretaries pro tem by committee chairs in committee alphabetical order with backup
 - 1. August: Primary – Arrangements, Backup – Auditing
 - 2. September: Primary – Auditing, Backup – Certification
 - 3. October: Primary – Certification, Backup – Education
 - 4. And so on – see Current Board page on the website, if the backup serves in the primary's place, the primary serves as next month's primary with the next backup. The agenda will indicate the alternate secretaries pro tem
- E. Old Business - Items from last month's meeting
 - a. The draft survey developed to determine the education and training needs of the membership and availability of instructors by the Education Chair (Gregg Monaco) and Six Sigma SIG Chair (Si Weaver) was sent to the membership in June
 - i. See Attachment 2 on page 4
 - b. Section Management Plan – Secretary (not attending)
 - c. Automating Recertification Process – Recertification Chair.
 - d. Newsletter – Newsletter/Publicity Chair (not attending)
 - e. Instructor validation – Michael Coleman (see ASQ National webpage - <http://asq.org/member-leader-community/initiatives/education-training/instructor-validation>)
 - f. Separating the Board meeting from the monthly membership meeting to allow for sufficient time for attending to the Section's business.
 - i. In 2001, the combined board/section meeting policy was established. Prior to the change, the board met on the 1st Thursday, a week before the section meeting on the 2nd Wednesday of the month.
 - ii. The board ordered dinner for the board meeting, but was expected to pay when attending the section meeting.
 - g. Please be prepared to indicate your available days/weeks to hold a separate board meeting
 - h. Several prior action items remain outstanding:
 - i. Secretary needs to provide softcopies of Business Plan and Budget templates to Webmaster for posting,
 - ii. Webmaster needs to post ASQ National's procedures for roles/responsibilities of Officers and Chairs - Bill provided the documents that will be posted under the section management area.

- iii. Chair needs to investigate requirements related to holding joint meetings with non-ASQ organizations - have contacted Jessie Kasberger of ASQ staff who will provide the necessary documentation.

F. New Business

G. Committee Reports/Announcements

- a. Arrangements – Marie Rondot (not attending)
 - i. Confirmation of late registering respondents – email goes to Webmaster and arrangements – who contacts them and says come on by anyway? Should the emails go to someone else?
- b. Audit – Paul Mills
- c. Education – Gregg Monaco
- d. Examining/Certification – Kathleen Eaves (not attending)
- e. Finance – Jeff Parnes/Mike Coleman (not attending)
- f. Historian – Rick Wells
- g. Lean Six Sigma SIG Chair – Sion Weaver/ Norma Myers
- h. Membership – Bill Eastham
- i. Newsletter/Publicity – Christine Kurowski (not attending)
- j. Nominating – Bill Eastham
- k. Placements – Sion Weaver
- l. Programs – John Mullins
 - i. See Attachment 1 on page 3
- m. Recertification – Robert Zimman
- n. Section Management Plan – Yvonne Fernandez (not attending)
- o. Voice of the Customer – Bob Orkin /Arnold Pachtman (not attending)
- p. Webmaster/Electronic Media – Jeff Parnes
 - i. Pictures needed for website – am bringing camera – Melissa, Roberta, Sion and Gregg

H. Adjournment

Attachment 1 Prospective Speakers

Did you get my last message? I will be at this month's meeting next Wednesday. I'll be happy to talk to you then about possibilities for future presentations.

Best regards,

Rip

Rip Stauffer
Manager, Quantitative Analysis and Improvement
Whitney, Bradley and Brown, Inc.
11790 Sunrise Drive

To whom it may concern:

I gave a presentation at a 511 meeting a couple years back when working for LMI. If you're ever on the lookout again, I know personnel in my new company would be interested in doing so. Your next meeting on Wednesday August 15th, unfortunately is not an option for us, but subsequent meetings could work. Please feel free to call or email me to discuss.

Regards,

Andrew Skinner
MSPM, Lean Six Sigma Master Black Belt
Business Transformation
Office: 703.245.7489

Attachment 2 **ASQ provides a free online survey tool account to each member unit.**

I'm not sure if you are aware of it, but ASQ provides a free online survey tool account to each member unit. The program is called Qualtrics. It is a very user-friendly survey tool and it is available to the section at no charge. I see that the section currently has a Qualtrics account and it is assigned to Robert Orkin because he is the VoC Chair. The information you are requesting below could easily be collected by using Qualtrics. All data collected can be downloaded in a variety of formats, so there is no need to summarize the information on your own.

If you prefer to collect the information via email, that is fine..., I just wanted to make sure you were aware of the tools available to you.

Thank you,

Jessie Kasberger (formerly Schultz)

Community Development Administrator

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