

1. Call to Order (1730Hrs)
 - a. **Secretaries pro tem by committee chairs in committee alphabetical order with backup:**
Arrangements, Education, Historian
 - b. Items in **bold** for discussion or action, those in plain type for information only
2. Expected absences: Kathy, Mike, Sion, Rick
3. **Reading & Approval of Minutes (<http://www.asq0511.org/Minutes/minutes201303draft.pdf>) presented by Yvonne**
4. Officer Reports/Announcements
 - a. Chair – Jeff Parnes
 - b. Chair Elect – Melissa Butler
 - c. Treasurer – Roberta Pek
 - i. **Review & Acceptance of December report:**
<http://www.asq0511.org/Minutes/TreasurersReport20130331.pdf>
 - ii. Our resubmitted FY2012 Annual Report has been accepted by ASQ
 - d. Secretary – Yvonne Fernandez
5. Old Business -
 - a. Education –
 - i. Gregg is planning a Survey Monkey educational survey linked to our website and LinkedIn. Plan to leverage an earlier, professionally developed survey (in possession of Bill Eastham). Want to administer survey in the Feb/March 2013 timeframe.
 - b. **Website - ASQ Master Calendar – Gregg has volunteered to populate our online calendar**
 - c. SIG—Section 0509 board would rather operate the joint sponsorship as we do for LSS SIG rather than have a formal MOU
 - d. **Membership – Progress on the 30th anniversary dinner**
6. New Business
 - i.
7. Committee Reports/Announcements
 - a. Arrangements – Marie Rondot
 - i. Revised Report for Wed 17 Apr - Reservations 20 for dinner, 9 for program only
 - ii. **We need to determine where we will hold the May meeting –**
 - b. Audit – Paul Mills
 - i. The Audit Committee completed its review of the accounting records from 2012
 - ii. The Audit Committee provided a report with recommendations and comments for the Board’s consideration.
 - iii. They will be pleased to work with the Treasurer, and Treasurer-elect when identified, and the ASQ Financial Management group
 - c. Certification/Examining – Kathleen Eaves
 - i. Paul Mills has arranged to make CSC’s Chantilly office facility available for Saturday quarterly ASQ certification examinations, beginning March 2.
 - d. Education – Gregg Monaco
 - i. CQA courses scheduled for this spring
 - e. Finance – Jeff Parnes/Mike Coleman

- i. Jeff contacted the Bank of America web services group and now all section credit card users' accounts will be visible via the corporate account web ID
 - f. Historian – Rick Wells (Absent)
 - g. Lean Six Sigma SIG Chair – Sion Weaver (See his reports)
 - h.
 - i. Membership – Bill Eastham
 - j. Newsletter/Publicity – Christine Kurowski
 - k. Nominating – Bill Eastham
 - i. Any volunteers?
 - l. Placements – Sion Weaver
 - m. Programs – John Mullins
 - i. Need May meeting topic
 - n. Recertification – Robert Zimman
 - o. Quality Management Plan – Melissa Butler
 - p. Voice of the Customer – Bob Orkin
 - q. Volunteer Opportunities – Christine
 - r. Webmaster/Electronic Media – Jeff Parnes
 - i. We have removed the cert security issues. The online form is working
- 8. Adjournment**

ASQ Board Vision Meeting – 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 an annual budget, which the section hasn't done since the last time Larry had been Chair previously. Recommendation is to generate a spreadsheet 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

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Thirtieth anniversary

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

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 Zings

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