

Location: Amphora, Herndon

1. Call to Order (1730Hrs)
 - a. Secretaries pro tem by committee chairs in committee alphabetical order with backup:
Arrangements, Education, Lean Six Sigma SIG, Membership
 - b. Items in **bold** for discussion or action, those in plain type for information only
2. Expected absences: Mike Coleman, Rick Wells
3. **Reading & Approval of Minutes** (<http://www.asq0511.org/Minutes/minutes201306draft.pdf>)
4. Officer Reports/Announcements
 - a. Chair – Melissa Butler
 - b. Chair Elect – John Mullins
 - c. Treasurer – Roberta Pek
 - i. **Review & Acceptance of June report:**
<http://www.asq0511.org/Minutes/130630TreasurersReport.pdf>
 - ii. The report filing to ASQ national was submitted on line July 4 and the June treasurer reports were submitted June 30
 - d. Secretary – Yvonne Fernandez
5. Old Business -
6. Education - Gregg is planning a Survey Monkey educational survey New Business
 - i. **Quarterly Reporting Requirement: Need to report the section's cash and investment balances by July 20, 2013 to ASQ**
7. Committee Reports/Announcements
 - a. Arrangements – Marie Rondot
 - i. Report for Wed 10 July - Reservations 17 for dinner, 0 for program only
 - ii. August 14th meeting – Amphora Vienna: Ward Nickisch “Search and Recovery”
 - iii. **Sept. 7th Saturday Board meeting – Chantilly, VA: Prep for 30th Anniversary, additional topics?**

iv. Sept. 11th Meeting - Maggiano's Tyson's Corner: Thirtieth Anniversary Dinner

1. Confirmation of keynotes / panel members?

2. Status of endorsements?

3. Giveaways

- b. Audit – Paul Mills -Nothing to report
- c. Proctor– Muzaffar Zaffar
- d. Education – Gregg Monaco
- e. Finance – Jeff Parnes/Mike Coleman
- f. Historian – Rick Wells
- g. Lean Six Sigma SIG Chair – Sion Weaver
 - i. See Attachment A: Six Sigma Report
- h. Membership – Bill Eastham
- i. Newsletter/Publicity – Christine Kurowski
- j. Nominating – Jeff Parnes
- k. Placements – Sion Weaver
- l. Programs – John Mullins
- m. Recertification – Robert Zimman
- n. Quality Management Plan – John Mullins
- o. Voice of the Customer – Bob Orkin
- p. Volunteer Opportunities – Christine Kurowski
- q. Webmaster/Electronic Media – Jeff Parnes

8. Adjournment

Attachment A – Six Sigma Report

**ASQ Section 0511 Six Sigma Special Interest Group and Placements Chair
Report to the ASQ 511 Board
July 5, 2013**

Six Sigma SIG

LSS SIG Meetings are in recess for the summer. These will start up in September 2013. I would like to suggest the following edits or text replacement for the LSS SIG info on the SIG webpage

ASQ Lean Six Sigma Special Interest Group for Section 511 (N.VA) and Section 509 (DC & Metro MD).

The Lean Six Sigma Special Interest Group will start monthly meetings again on the fourth Wednesday in September. We are looking for new attendees and for new speakers. If you would be interested in attending meetings or in speaking at a meeting, please contact the Lean Six Sigma SIG Committee Chair at sixsigma13@asq0511.org.

Placements Report

There have been no new postings for placements in the last month.

Respectfully submitted,

Sion Weaver

Attachment B – Treasurer Report

**American Society for Quality Section 0511
Balance Sheet
As of June 30, 2013**

06/30/13

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
000.1001 BBT Checking5139159863	17,627.16
000.1050 Petty Cash	29.58
TD Bank	<u>3,955.08</u>
Total Checking/Savings	<u>21,611.82</u>
Total Current Assets	<u>21,611.82</u>
TOTAL ASSETS	<u>21,611.82</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	8,489.91
Net Income	<u>-3,346.58</u>
Total Equity	<u>21,611.82</u>
TOTAL LIABILITIES & EQUITY	<u>21,611.82</u>

**American Society for Quality Section 0511
Deposit Detail
June 2013**

06/30/13

<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Deposit	6/24/2013	TD Bank	120.00
		001.4320 Dinner Meetings	<u>-120.00</u>
TOTAL			-120.00
Deposit	6/24/2013	TD Bank	29.04
		001.4320 Dinner Meetings	<u>-29.04</u>
TOTAL			-29.04
Deposit	6/24/2013	000.1001 BBT Checking513915...	60.00
		001.4320 Dinner Meetings	<u>-60.00</u>
TOTAL			-60.00
Deposit	6/24/2013	000.1001 BBT Checking513915...	0.14
		001.4871 Interest	<u>-0.14</u>
TOTAL			-0.14
Deposit	6/28/2013	TD Bank	1,584.00
		001.4000 Membership Dues	<u>-1,584.00</u>
TOTAL			-1,584.00



American Society for Quality Section 0511
Check Detail
June 2013

06/30/13

Type	Date	Num	Name	Memo	Account	Paid Amount
Check	6/3/2013		Intuit Payment S...	Service fee	000.1001 BBT Checking513915...	
				Service fee	001.5511 Bank Services	-1.88
TOTAL						-1.88
Check	6/8/2013		Platinum Plus Fo...	30th anniversary Maggiano's ...	000.1001 BBT Checking513915...	
				30th anniversary Maggiano's c...	580 Meeting and Meals	-1,200.00
TOTAL						-1,200.00
Check	6/12/2013		Paul Mills	spring 2013 CQA Training	000.1001 BBT Checking513915...	
			Education	Spring CQA Training	004.5551 Spkrs-Instructors	-1,600.00
TOTAL						-1,600.00
Check	6/21/2013		Service Charge	ach and service charges 2.00...	000.1001 BBT Checking513915...	
				ach and service charges 2.00 ...	001.5511 Bank Services	-3.18
TOTAL						-3.18
Check	6/24/2013		PayPal	pay pal processing fee	TD Bank	
				pay pal processing fee	001.5511 Bank Services	-0.96
TOTAL						-0.96
Check	6/25/2013		Platinum Plus Fo...	june meeting expense	TD Bank	
				june meeting expense	001.5803 Dinners	-837.00
TOTAL						-837.00