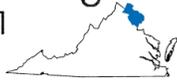


ASQ SECTION 0511
DRAFT BOARD MEETING AGENDA
11 September 2013

Location: Maggiano's Little Italy in Tyson's Corner

Attendees: Under separate cover

1. Call to Order/Statement of Quorum
 - a. Secretaries pro tem by committee chairs in committee alphabetical order with backup: Arrangements, Education, Lean Six Sigma SIG, Membership
2. Reading & Approval of Minutes
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler)
 - b. Chair Elect (John Mullins)
 - c. Treasurer (Leslie Braun)
 - i. See attached report
 - ii. Debit cards
 - iii. Card reader
 - iv. Updated badges
 - v. New Treasurer – Roberta sent Procedures
 - d. Secretary (Yvonne Fernandez)
4. Prior Action Items/Old Business
 - a. Education – Membership survey
5. New Business
 - a. Section Goals and Objectives – See Attachment B
 - b. Committee to establish a Lawrence B. Wilkins scholarship fund, both an upper level (Jr/SR) and a graduate level (which may include ASQ courses)
6. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot
 - i. Report for Sept. 11 - Reservations 46 for dinner
 - ii. Dec. 7th Saturday Board meeting – location TBD
 1. Review and tailor ASQ roles, expatiations, and responsibilities
 - iii. Oct. 9th - Herndon Amphora -Rip Stauffer – Six Sigma and DMAIC
 - iv. Nov. 12th – TBD - Vienna
 - b. Audit – Paul Mills
 - c. Education – Gregg Monaco
 - d. Finance – Jeff Parnes/Mike Coleman
 - e. Historian – Rick Wells
 - f. Lean Six Sigma SIG Chair – Sion Weaver
 - g. Membership – Bill Eastham
 - h. Newsletter/Publicity – Christine Kurowski
 - i. Nominating – Jeff Parnes



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- i. Need volunteer treasurer-elect
 - j. Placements – Sion Weaver
 - k. Proctor – Muzaffar Zaffar
 - 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
7. Adjournment



ASQ SECTION 0511
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Attachment A - Treasurer Report

American Society for Quality Section 0511

Balance Sheet

As of August 31, 2013

09/02/13

	<u>Aug 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
000.1050 Petty Cash	29.58
TD Bank	<u>23,421.78</u>
Total Checking/Savings	<u>23,451.36</u>
Total Current Assets	<u>23,451.36</u>
TOTAL ASSETS	<u>23,451.36</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,143.33
Net Income	<u>1,839.54</u>
Total Equity	<u>23,451.36</u>
TOTAL LIABILITIES & EQUITY	<u>23,451.36</u>

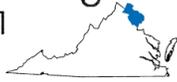
American Society for Quality Section 0511

Deposit Detail

August 2013

09/03/13

<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Deposit	8/6/2013	TD Bank	58.08
		001.5803 Dinners	-58.08
TOTAL			<u>-58.08</u>
Deposit	8/17/2013	TD Bank	8,628.48
		001.4995 Miscellaneous	-8,628.48
TOTAL			<u>-8,628.48</u>
Deposit	8/19/2013	TD Bank	150.00
		001.4320 Dinner Meetings	-150.00
TOTAL			<u>-150.00</u>
Deposit	8/20/2013	TD Bank	261.66
		001.4320 Dinner Meetings	-261.66
TOTAL			<u>-261.66</u>
Deposit	8/23/2013	TD Bank	930.75
		001.4000 Membership Dues	-930.75
TOTAL			<u>-930.75</u>
Deposit	8/26/2013	TD Bank	17.25
		001.4000 Membership Dues	-17.25
TOTAL			<u>-17.25</u>



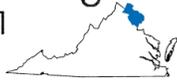
ASQ SECTION 0511
DRAFT BOARD MEETING AGENDA
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American Society for Quality Section 0511

09/02/13

Check Detail
August 2013

Type	Date	Num	Name	Memo	Account
Check	8/16/2013		Amphora Restua...	401339 AMPHORA ...	TD Bank
				401339 AMPHORA ...	001.5803 Dinners
TOTAL					
Check	8/17/2013		ASQ Section 0511	close out of account	000.1001 BBT Checking513915...
				close out of account	001.6095 Miscellaneous
TOTAL					
Check	8/17/2013		Adjustment		000.1001 BBT Checking513915...
					Uncategorized Expenses
TOTAL					
Check	8/17/2013		PayPal	pay pal fees from aug 19 and...	TD Bank
				pay pal fees from aug 19 and A...	001.5511 Bank Services
TOTAL					
Check	8/19/2013		Intuit Payment S...		TD Bank
					001.5511 Bank Services
TOTAL					
Check	8/28/2013		4 Imprint	435178 4IMPRINT ...	TD Bank
				435178 4IMPRINT ...	001.6311 Awards/Gifts/Prizes
TOTAL					



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Attachment B – Goals and Objectives

ASQ VISION

By making quality a global priority, an organizational imperative and personal ethic, ASQ will become the community of choice for everyone who seeks quality concepts, technology, and tools to improve themselves and their world.

ASQ MISSION

To increase the use and impact of Quality in response to the diverse needs of the Northern Virginia Area.

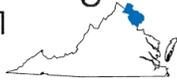
- As a global quality community, ASQ advances the professional development, credentials, knowledge and information services, membership community, and advocacy on behalf of millions of individual and organizational members in 140 countries.
- ASQ champions the cause of quality through a variety of fields and standards. ASQ provides support to a number of volunteer groups that develop and approve international and American National Standards. This includes the most widely known standards, such as ISO 9001, ISO 26000, and ISO 14001, as well as other standards and technical reports that apply quality management principles, tools and technology.
- Section 0511 was established in 1983 and now has over 650 members in the northern Virginia area.
- The ASQ family of companies also includes accreditation leaders [ANSI-ASQ National Accreditation Board](#), [ANAB-ACLASS](#), and [RABQSA](#) operating around the globe. [Forensic Quality Services \(FQS\)](#) joined the family in March 2012.
- For more information on ASQ and what we do, please visit our website: <http://www.asq0511.org/>.

<http://asq.org/about-asq/how-we-do/pdf/asq-business-plan-2013.pdf>

ASQ OBJECTIVES

1) Increase Impact: reflects the growing appreciation of ASQ's future in serving the growing needs of the global quality community and the impact increased global use of quality represents in improving the world. It also reflects the continued need to create ever-greater awareness of modern quality and its efficacy. (Cause)

2) Grow Community (MoC): represents the evolution of who we exist to serve. Of course we are here to serve ASQ members, but the growing quality community gives ASQ the opportunity to serve many more people and organizations than represented by paid membership. Growing the quality community drives membership growth. The cycle we observe is the larger the quality community, the greater the members of community we serve, and it follows that ASQ membership grows in response. (Our most successful member recruitment efforts are targeted at members of community.)



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3) Grow Means supports expanding our mission—no means, no mission. It also maintains our requirement to operate at a surplus. There is growing appreciation that ASQ serves the needs of individuals and organizations. Strategies support clarity of these two key customer groups.

4) Improve Process & Operations drives world-class performance, customer focus, and efficiency. The scope of this objective remains our expanded society-wide definition.

5) Improve Workforce recognizes our efforts to be a great place to work, and ensures the skills necessary to support future success and embraces staff and member leaders.