

ASQ SECTION 0511  
BOARD AGENDA  
9 October 2013

Location: Herndon Amphora  
Attendees: Under separate cover

1. Call to Order/Statement of Quorum
2. Reading & Approval of Minutes
3. Officer Reports/Announcements
  - a. Chair (Melissa Butler)
  - b. Chair Elect (John Mullins)
  - c. Treasurer (Leslie Braun) – See Attachment A
  - 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 Oct. 9 – We have 10 reservations for dinner, 5 for program only
    - ii. Dec. 7th Saturday Board meeting – Location TBD, purpose is to review and tailor ASQ roles, expectations, and responsibilities
    - iii. 9 Oct 13 at Herndon Amphora, Rip Stauffer will be the speaker and his topic is The Red Bead Experiment
    - iv. 12 Nov in Vienna, the speaker is still TBD
  - b. Audit – Paul Mills
    - i. Working on draft SOPs for the Audit Committee, hope to get them out this week to Committee members for review. For the CQA course, I have 2 paid and one intending to pay for the class, plus 3 former students who would like to attend the classes.
  - c. Education – Gregg Monaco – See 4a above & Attachment C
  - d. Finance – Jeff Parnes/Mike Coleman – See Attachment D
  - e. Historian – Rick Wells – Presenting an example of how he is archiving historical information
  - f. Lean Six Sigma SIG Chair – Sion Weaver – See Attachment E
  - g. Membership – Bill Eastham – See Attachment F
  - h. Newsletter/Publicity – Christine Kurowski
  - i. Nominating – Jeff Parnes
  - j. Placements – Sion Weaver – See Attachment E
  - 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

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7. Adjournment

**Attachment A – Treasurer Report**

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

09/30/13

	Sep 30, 13
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
000.1050 Petty Cash	29.58
TD Bank	20,772.48
<b>Total Checking/Savings</b>	<b>20,802.06</b>
<b>Total Current Assets</b>	<b>20,802.06</b>
<b>TOTAL ASSETS</b>	<b>20,802.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,143.33
Net Income	-809.76
<b>Total Equity</b>	<b>20,802.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,802.06</b>

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

09/30/13

Type	Date	Account	Amount
Deposit	9/4/2013	TD Bank	377.82
		Administrative Revenue	-377.82
TOTAL			-377.82
Deposit	9/10/2013	TD Bank	60.00
		Administrative Revenue	-60.00
TOTAL			-60.00
Deposit	9/12/2013	TD Bank	320.00
		001.4320 Dinner Meetings	-320.00
TOTAL			-320.00
Deposit	9/16/2013	TD Bank	335.00
		001.4320 Dinner Meetings	-335.00
TOTAL			-335.00
Deposit	9/16/2013	TD Bank	150.09
		001.4320 Dinner Meetings	-150.09
TOTAL			-150.09
Deposit	9/26/2013	TD Bank	821.25
		001.4000 Membership Dues	-821.25
TOTAL			-821.25

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Check Detail  
September 2013

10/01/13

Type	Date	Num	Name	Memo	Account
Check	9/3/2013		4 Imprint	435178 4IMPRINT ...	TD Bank
				435178 4IMPRINT ...	001.6311 Awards/Gifts/Prizes
TOTAL					
Check	9/3/2013		TD Bank	credit card payment fee platn...	TD Bank
				credit card payment fee platnu...	001.5511 Bank Services
TOTAL					
Check	9/12/2013		Walmart		TD Bank
					600 Supplies
TOTAL					
Check	9/16/2013		TD Bank	credit card payment fee platn...	TD Bank
				credit card payment fee platnu...	001.5511 Bank Services
TOTAL					
Check	9/3/2013	chk	USPS		TD Bank
					001.5405 Postage
TOTAL					
Check	9/3/2013	CHK	USPS		TD Bank
					001.5405 Postage
TOTAL					
Check	9/3/2013	CHK	USPS	shipping treasurer records	TD Bank
				shipping treasurer records	001.5405 Postage
TOTAL					
Check	9/3/2013	CHK	USPS	shipping treasurer records	TD Bank
				shipping treasurer records	001.5405 Postage
TOTAL					
Check	9/3/2013	CHK	USPS	shipping treasurer records	TD Bank
				shipping treasurer records	001.5405 Postage
TOTAL					
Check	9/13/2013	CHK	Magginos	pay pal fees from aug 19 and...	TD Bank
				pay pal fees from aug 19 and A...	001.4320 Dinner Meetings
TOTAL					
Check	9/27/2013	CHK	Sion Weaver	six sigma class	TD Bank
				six sigma class	510 Printing and Production
TOTAL					

Type	Date	Num	Name	Memo	Account
Check	9/3/2013	995...	TD Bank	credit card payment fee platn...	TD Bank
				credit card payment fee platnu...	001.5511 Bank Services
TOTAL					
Check	9/3/2013	995...	TD Bank	credit card payment fee platn...	TD Bank
				credit card payment fee platnu...	001.5511 Bank Services
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.)

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.

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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.

**Attachment C – Certification Report**

ASQ Certifications		
Section Administered Exam Cycles (1 <sup>st</sup> Saturday of month, 0800-1200)		
(Check ASQ.org for current Fee, Venue, and Application/Test Date)		
March /October Exams (8)	Fee	Notes
Biomedical Auditor – CBA	\$ 269	
HACCP Auditor – CHA	269	
Manager of Quality /Org Excellence – CMQ/OE	339	
Master Black Belt – MBB	1,995	(\$495 Portfolio review precedes exam approval & is Separate Fee from exam)
Quality Inspector – CQI	189	
Quality Technician – CQT	189	
Reliability Engineer – CRE	269	
Six Sigma Black Belt – CSSBB	309	
June / December Exams (8)		
Calibration Technician – CCT	\$ 189	
Pharmaceutical GMP Professional – CPGP	269	
Quality Auditor – CQA	269	
Quality Engineer – CQE	269	
Quality Improvement Associate – CQIA	189	
Quality Process Analyst – CPQA	189	
Six Sigma Green Belt – CSSGB	209	
Software Quality Engineer – CSQE	269	
<b>Notes:</b>		
Fees listed are for ASQ Members; Non-members add \$150 (MBB add \$160 to each component)		
On the Sunday prior to the start of any ASQ National Conference, most exams are administered at that venue		

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ASQ Certifications				
Section Administered Exam Cycles (1 <sup>st</sup> Saturday, 0800-1200)				
(Check ASQ.org for current Fee and Application/Test Date & Times)				
	Exam Fee	Prep Fee	Typical Prep Months	Current Instructors
<b>March /October Exams (8)</b>				
Biomedical Auditor – CBA	\$ 269		Dec-Feb / Jul-Aug	
HACCP Auditor – CHA	269		Dec-Feb / Jul-Aug	
Manager of Quality /Org Excellence – CMQ/OE	339		Dec-Feb / Jul-Aug	
Master Black Belt – MBB	1,995		Dec-Feb / Jul-Aug	
Quality Inspector – CQI	189		Dec-Feb / Jul-Aug	
Quality Technician – CQT	189		Dec-Feb / Jul-Aug	
Reliability Engineer – CRE	269		Dec-Feb / Jul-Aug	
Six Sigma Black Belt – CSSBB	309		Dec-Feb / Jul-Aug	Sion Weaver
<b>June / December Exams (8)</b>				
Calibration Technician – CCT	\$ 189		Mar-May /Aug - Nov	
Pharmaceutical GMP Professional – CPGP	269		Mar-May /Aug - Nov	
Quality Auditor – CQA	269		Mar-May /Aug - Nov	Paul Mills
Quality Engineer – CQE	269		Mar-May /Aug - Nov	
Quality Improvement Associate – CQIA	189		Mar-May /Aug - Nov	
Quality Process Analyst – CPQA	189		Mar-May /Aug - Nov	
Six Sigma Green Belt – CSSGB	209		Mar-May /Aug - Nov	Sion Weaver
Software Quality Engineer – CSQE	269		Mar-May /Aug - Nov	
<b>Prep Course Addenda:</b>				
1. Materials are student provided				
2. Held at changing venues				
3. Some combination of Weekend / Evening sessions				
4. Instructor provides syllabus by first session				

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ASQ Certifications		
Alphabetized Certifications with Fee and Exam Months		
Exam (16)	Fee	Month
Biomedical Auditor – CBA	269	Mar/Oct
Calibration Technician – CCT	189	Jun/Dec
HACCP Auditor – CHA	269	Mar/Oct
Manager of Quality /Org Excellence – CMQ/OE	339	Mar/Oct
Master Black Belt – MBB	1,995	Mar/Oct
Pharmaceutical GMP Professional – CPGP	269	Jun/Dec
Quality Auditor – COA	269	Jun/Dec
Quality Engineer – CQE	269	Jun/Dec
Quality Improvement Associate – CQIA	189	Jun/Dec
Quality Inspector – CQI	189	Mar/Oct
Quality Process Analyst – CPQA	189	Jun/Dec
Quality Technician – CQT	189	Mar/Oct
Reliability Engineer – CRE	269	Mar/Oct
Six Sigma Black Belt – CSSBB	309	Mar/Oct
Six Sigma Green Belt – CSSGB	209	Jun/Dec
Software Quality Engineer – CSQE	269	Jun/Dec
Ascending Fee Structure for Certifications with Exam Months		
Exam (16)	Fee	Month
Calibration Technician – CCT	\$ 189	Jun/Dec
Quality Improvement Associate – CQIA	189	Jun/Dec
Quality Inspector – CQI	189	Mar/Oct
Quality Process Analyst – CPQA	189	Jun/Dec
Quality Technician – CQT	189	Mar/Oct
Six Sigma Green Belt – CSSGB	209	Jun/Dec
Biomedical Auditor – CBA	269	Mar/Oct
HACCP Auditor – CHA	269	Mar/Oct
Pharmaceutical GMP Professional – CPGP	269	Jun/Dec
Quality Auditor – COA	269	Jun/Dec
Quality Engineer – CQE	269	Jun/Dec
Reliability Engineer – CRE	269	Mar/Oct
Software Quality Engineer – CSQE	269	Jun/Dec
Six Sigma Black Belt – CSSBB	309	Mar/Oct
Manager of Quality /Org Excellence – CMQ/OE	339	Mar/Oct
Master Black Belt – MBB	1,995	Mar/Oct



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**Attachment D – Finance Report**

This month I have tried to help our new treasurer by answering her questions about being the treasurer.

I also sent Mr. Chao who was possibly interested in being the Treasurer–elect a copy of the ASQ position description for section–treasurer.

I contacted ASQ headquarters concerning the member leader training course for treasurer. This is an online course that describes the duties for treasurer. ASQ headquarters (Megan Noviskis) Community Development coordinator asked me to send her the name, email address, and member number of for Leslie and Mr. Chao so they could take this training.

I have not had any response from Mr. Chao to either email.

I have been selected by ASQ National to participate the “Certified Six Sigma Green Belt exam development process.” The information in quotes is what I am permitted to tell about my involvement in the process.

**Attachment E – Six Sigma and Placements Report**

**Lean Six Sigma Report**

- The LSS SIG held a joint meeting presentation on September 25<sup>th</sup> at TEQ Corner. The speaker was Ralph Day, Senior Analyst/ LSS Master Black Belt and his program was over, “The National Network for Manufacturing Innovation Institutes.”
- The featured speaker for the October 30<sup>th</sup> meeting is Gregg Monaco, ASQ Section 0511 Education Chair and Lean Six Sigma Master Black Belt.
- The joint section LSS meetings are held in the third floor conference room of the TEQ Corner building at: 1616 Anderson Road McLean, Virginia 22102
- 6:00–6:30pm– Networking
- 6:30–7:30pm – Program
- 7:30–7:45pm – LSS SIG Announcements

**Placements Report**

There were no new job announcements submitted in September 2013.

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**Attachment F - Membership Report**

	October 2013	Variance	August 2013
Associate	27	-3	30
District	1	0	1
Fellow	2	0	2
Full	324	+5	319
Organization	4	+2	2
Senior	259	+2	257
Ste	5	-1	6
Student	53	-2	55
	675	-3	672
UnPaid – still high, average 105	142	-13	155