

ASQ SECTION 0511  
BOARD AGENDA  
13 November 2013

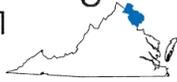
Location: Vienna Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum
  - a. Not in attendance: Mike Coleman, Yvonne Fernandez
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; 1099 form
  - d. Secretary (Yvonne Fernandez)
4. Prior Action Items/Old Business
  - a. Education – Membership survey
  - b. Lawrence B. Wilkins scholarship fund – Paul Mills, Andrew Watson and Sara McAlphine volunteered for the committee
  - c. Section Goals and Objectives (Updated) – See Attachment B
5. New Business
  - a. Treasurer-Elect: Is virtual attendance at the board meeting Ok? Due to traffic; the potential Treasurer-Elect would like to virtually attend the board meetings.
  - b. Should there be a goal for the Section to host a major event at least once each year (famous speaker, for example)? Or should that, and any particular growth goals, be established by each new Chair?
6. Committee Reports/Announcements:
  - a. Arrangements – Marie Rondot
    - i. Report for Nov. 13 – We have X reservations for dinner, X for program only
    - ii. Dec. 7th Saturday Board meeting – Location is Lorton, purpose is to review and tailor ASQ roles, expectations, and responsibilities
    - iii. Nov. 13th at Vienna Amphora, John Thoms: Occupational Health and Safety Enhancing Your Management System
    - iv. Dec. 11th at Herndon Amphora, Richard Gills: An Early Introduction to ISO 9001:2015 **Or** Winter Social?
    - v. Jan. 8<sup>th</sup> at Vienna Amphora, Robert Orkin: Design & Constructing Division of ASQ
  - b. Audit – Paul Mills
    - i. Need to identify new location for certification exams – see Attachment C
  - 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
  - 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



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- p. Volunteer Opportunities – Christine Kurowski
- q. Webmaster/Electronic Media – Jeff Parnes

7. Adjournment

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**Attachment A - Treasurer Report**

**Attachment B – Goals and Objectives of the Northern Virginia ASQ Section 0511**

**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 those individual and organizational members in the Northern Virginia area.
- 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.
- For more information on the Northern Virginia ASQ Section 0511 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 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. 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.

**Attachment C – Certification Exam Location**

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ALERT! I learned this past week that CSC will be vacating the Chantilly building where we have been hosting our ASQ Examinations each quarter. We are OK to use it for December exams, but CSC plans to be out of the building in March, 2014.

I am trying to get confirmation that we will still be able to use the building for the March 2014 exams.

Also, the facilities person I worked with is leaving, and I will have to deal with a new person for the next 4+ months. There is a chance we may still be able to use the cafeteria, but I don't know if I will have access (open the doors with my badge) if CSC is no longer a building tenant. My best advice is to try to get an agreement with another company to use their facility, one that will allow Saturday use without fees.

I am working on some short procedures for the Audit Committee members so we will have them for reference during the annual audit. I will also work with the Treasurer to write procedures for accessing the Section's electronic accounts.

I will check with the other Committee members to verify the will be available in late January and early February to conduct the audit. If not, I'll recruit the necessary support. There is a good chance I will have to be out of the country the last 2 weeks of December, so I'd like to make sure things are ready for January before I leave.

I am in the middle of the CQA course, 3 new students and one former student in for a refresher.