

ASQ SECTION 0511  
DRAFT BOARD AGENDA  
8 Jan. 2014

Location: Vienna Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum –
  - a. If secretary not present: Bill, Christine, Muzaffer
  
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 to go out the week of Jan 6th
  - b. Lawrence B. Wilkins scholarship fund – Greg Monaco, Paul Mills, Andrew Watson and Sara McAlphine
  - c. Treasurer-Elect candidate
  - d. Goals and Objectives – See Attachment B
  
5. New Business
  - a. Approval of Business Plan – See Attachment C
  
6. Committee Reports/Announcements:
  - a. Arrangements – Marie Rondot
    - i. Report for Jan. 8 – We have 15 dinner and 2 program only
    - ii. Jan. 8th at Vienna Amphora, Richard Gills: An Early Introduction to ISO 9001:2015
    - iii. Feb. 12<sup>th</sup> at Hendon Amphora, Robert Orkin: Design & Constructing Division of ASQ
    - iv. Feb. 15, location TBD, Board Vision meeting
    - v. March 12<sup>th</sup> at Vienna Amphora
    - vi. April 9th at Hendon Amphora
  - 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
  - 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
  - p. Volunteer Opportunities – Christine Kurowski

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q. Webmaster/Electronic Media – Jeff Parnes

7. Adjournment

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**Attachment A - Treasurer Report**

01/01/14

**American Society for Quality Section 0511**  
**Balance Sheet**  
 As of December 31, 2013

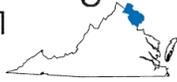
	<u>Dec 31, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TD Bank	19,979.85
Total Checking/Savings	<u>19,979.85</u>
Total Current Assets	<u>19,979.85</u>
<b>TOTAL ASSETS</b>	<u><u>19,979.85</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,143.33
Net Income	<u>-1,631.97</u>
Total Equity	<u>19,979.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>19,979.85</u></u>

01/01/14

**American Society for Quality Section 0511**

**Check Detail**

	Type	Date	Num	Name	December 2013 Memo	Account	Paid Amount
	Check	12/13/2013		Amphora Restuarant	401339 AMPHORA	VIENI TD Bank	
					401339 AMPHORA	VIENI001.5803 Dinners	-464.08
TOTAL							<u>-464.08</u>
	Check	12/19/2013		USPS		TD Bank	
						001.5454 Annual Permit Fees	-92.00
TOTAL							<u>-92.00</u>
	Check	12/02/2013	103	Paul Mills		TD Bank	
						001.5551 Speaker-Instructor Fee	-1,600.00
TOTAL							<u>-1,600.00</u>



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**American Society for Quality Section 0511**

**Deposit Detail**

December 2013

Type	Date	Account	Amount
Deposit	12/23/2013	TD Bank	383.25
		001.4000 Membership Dues	-383.25
<b>TOTAL</b>			<b>-383.25</b>



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**Attachment B – Goals and Objectives**

**ASQ Section 0511 Vision**

Our vision is to restore, surpass and pass on to future generation our passion for quality in all it's manifestations.

To produce a foundation of quality that is relevant, marketable, vibrant and meaningful to the Northern Virginia community.

**ASQ Section 0511 Mission**

- To provide the Northern Virginia area with a community of quality, knowledge, resources and professional development opportunities.

**ASQ Section 0511 Objectives**

- Develop revised vision and service mission that resonates with expanded quality groups and members.
- Increase meeting attendance and satisfaction.
- Provide training courses that meet our member's needs.
- Improve effectiveness of section communications.
- Manage to budget.
- Increase revenue.

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Attachment C – Business Plan

Fiscal Year: 2013-14

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*B*USINESS PLAN TEMPLATE FOR NORTHERN VIRGINIA SECTION 0511

Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status	% of Goal Achieved	Lead	Comments
• Develop Revised Vision and Service Mission that resonates with expanded quality groups and members.	Visioning	Quarterly meeting with progressive agendas that address systemic challenges with current Section performance		<ul style="list-style-type: none"> <li>Progress to Plan</li> <li>Results of other measures</li> </ul>	New Vision, mission and service plan by 04/15/14	On going		Chair Chair Elect	Annual Approved Business Plan
• Increase meeting attendance and satisfaction.	Meetings / Arrangements	Develop new strategies to increase attendance, gain new speakers and improve venues	03/15/14	Meeting attendance & satisfaction increase	10% increase in monthly meeting attendance for 2014	On going		Program Chair Voice of the Customer	Rotating Quarterly Programs Plan
• Provide training courses that meet our members needs	Training & Certification	Identify certification courses we should provide training for and a method of promoting those courses. Examine course locations and cost and provide plan.	02/15/14	Increase in number of certifications and increase in the number of individuals taking training our course	10% increase in certifications for 2014	On going		Education Chair Audit Chair	Rotating Annual Training Plan
• Improve effectiveness of section communications	Communications / Membership	Examine current communication methods and patterns and create plan for improvement; section communications and national support	02/15/14	Event notices should be sent to members at least 30 days in advance of event	All 2014 event notices sent at least 30 days in advance	On going		Membership Chair Finance Chair	Plan to include all Section comm.; newsletter and basic publicity for meetings and events
• Manage to budget	Budgeting	Stabilize budget to spending consistent with revenue.	03/15/14	Monthly reports by Treasurer	Balanced Budget per year	On going		Treasurer Chair Chair Elect	Annual Approved Budget
• Increase Revenue	Growth	Increase participation in ASQ 0511 events that generate revenue to include meetings, training, events and memberships.	03/15/14	Monthly reports by Treasurer	5% growth in revenue from 2013 closing.	On going		Chair Elect Testing Proctor	