

ASQ SECTION 0511
BOARD AGENDA
10 December 2014

Location: Herndon Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum –
 - a. If secretary not present: Paul, Gregg, Jeff

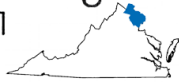
2. Reading & Approval of Minutes –

3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) –
 - b. Chair Elect (John Mullins) –
 - c. Treasurer (Leslie Braun) –See Attachment A. We need to get 3-4 on the signature card per National. Try to do it in December or January at latest. John, Gregg, Leslie and a 4th person. 1099 Report Due.
 - d. Secretary (Barbara McCullough) –

4. Prior Action Items/Old Business
 - a. Lawrence B. Wilkins scholarship fund – Greg Monaco, Paul Mills, Andrew Watson and Sara McAlphine
 - b. Results from Education Survey
 - c. New Certification Testing Location
 - d. Position descriptions – Are they complete and ready to be approved?
 - e. Positions to be filled: Arrangements (Split w/ Marie)

5. New Business
 - a. Need speakers and locations for 2015 – see section a below. Possibilities include: CACI, Lustine's, Orbital Sciences Corp. , InfraGard, Kaiser, Post Office, John Timmerman, wine tasting (total wine)
 - i. See Barbara's membership analysis – Attachment B
 - b. GMU Career Fair Feb. 18th and 19th. Obtained materials from national; need 0511-specific handout. Also need to place this on ASQ calendar. Notified James Kittredge (Director, Region 05), he will spread the word to other nearby sections.
 - c. Update Strategic Business Plan (QMP). See Attachment C

6. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot
 - i. Report for Dec. – We have X dinner and X program only
 - ii. Jan. 14th – Vienna
 - iii. Feb. Vision Meeting
 - iv. Feb. 11th – CACI?
 - v. March 11th – Vienna
 - vi. April 8th - Herndon
 - b. Audit – Paul Mills:
 - c. Education – Gregg Monaco/ Paul Mills – See Attachment D
 - d. Finance – Jeff Parnes/Mike Coleman
 - e. Historian – Rick Wells
 - f. Lean Six Sigma SIG Chair – Sion Weaver
 - g. Membership – Kristine Hejna
 - h. Newsletter/Publicity – Sion Weaver
 - i. Nominating – Jeff Parnes
 - j. Placements – Sion Weaver



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- k. Proctor – Muzaffar Zaffar
- l. Programs – Paul Meyers
- m. Recertification – Robert Zimman
- n. Quality Management Plan –John Mullins
- o. Voice of the Customer – Jai Singh
- p. Volunteer Opportunities –
- q. Webmaster/Electronic Media – Jeff Parnes, Kabongo Ngandu

7. Adjournment

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Attachment A - Treasurer Report

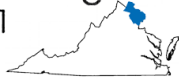
Balance Sheet:

	<u>Nov 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
TD Bank	<u>23,195.13</u>
Total Checking/Savings	<u>23,195.13</u>
Total Current Assets	<u>23,195.13</u>
TOTAL ASSETS	<u><u>23,195.13</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,861.07
Net Income	<u>865.57</u>
Total Equity	<u>23,195.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>23,195.13</u></u>

Check Detail:

	Type	Date	Num	Name	Memo	Account	Paid Amount
	Check	11/14/2014		Paradiso	nov meeting	TD Bank	
					nov meeting	001.5803 Dinners	-945.00
TOTAL							<u>-945.00</u>

Deposit Details:



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	Type	Date	Account	Amount
	Deposit	11/13/2014	TD Bank	175.00
			001.4320 Dinner Meetings	-175.00
TOTAL				-175.00
	Deposit	11/13/2014	TD Bank	77.34
			001.4320 Dinner Meetings	-77.34
TOTAL				-77.34
	Deposit	11/13/2014	TD Bank	529.25
			001.4000 Membership Dues	-529.25
TOTAL				-529.25

TD Summary:

ACCOUNT SUMMARY

Beginning Balance	23,358.54	Average Collected Balance	23,150.86
Deposits	175.00	Annual Percentage Yield Earned	0.00%
Electronic Deposits	606.59	Days in Period	30
Electronic Payments	945.00		
Ending Balance	23,195.13		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
11/13	DEPOSIT	175.00
Subtotal:		175.00

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
11/13	ACH DEPOSIT, PAYPAL TRANSFER 58PJ28FDGW5AY	77.34
11/21	CTX DEPOSIT, AMERICAN SOCIETY MBR ALLOT 00089356	529.25
Subtotal:		606.59

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
11/14	DEBIT CARD PURCHASE, AUT 111214 VISA DDA PUR PARADISO ITALIAN RESTA ALEXANDRIA * VA 4065404007292281	945.00
Subtotal:		945.00

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
10/31	23,358.54	11/14	22,665.88
11/13	23,610.88	11/21	23,195.13

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Attachment B – Membership Analysis

There were 622 Members listed for Section 0511

Of these 622 for the most part we can probably count the following people out when it comes to coming to a meeting:

- 29 live in Maryland
- 10 live in DC
- 29 live in other states such as Florida, Georgia, California, Colorado, Missouri and others.
- 69 live in outlier towns such as Williamsburg and other towns in VA that are far too distant for them to come to regular meetings.

622 – 137 = 485

We have found that when we move the meeting to other towns, we just get other people that live nearby along with the core 10-15 who always come to the meetings. It really never adds that much to the attendance.

What does add to the attendance though seems to be the speaker for the most part. The place has to be clean and relatively quiet and have a setup where we can get decent food for a fair price, but the speaker is really what the draw is on any given night. Making sure that information goes out well ahead of time also helps people plan for it.

So it stands to reason that by picking restaurants in the cities where we have the top 10 number of members as listed below in numbers 115 – 123 below, we should definitely increase the number of attendees just due to proximity, but we will also increase the number of attendees with excellent speakers and a variety of informational meeting formats.

Number	Town	Number of Members
123	Alexandria	68
122	Arlington	52
121	Fairfax	31
120	Springfield	28
118	Manassas	23
119	Sterling	23
117	Reston	21
116	Ashburn	20
114	Vienna	19
115	Woodbridge	19
113	Herndon	18
112	Leesburg	17
111	Chantilly	15
109	Centreville	14

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Attachment C – Section Business Plans

The 2015 section business plans are due December 15. How ready is your section? Consider sending your draft to me for review!

[Business Planning](#)

[2015 ASQ Strategic Plan](#)

[2015 ASQ Strategic Plan Roll-Out \(Presentation\)](#)

[ASQ Business Planning](#) (This is a link to Governing Documents)

[Business Plan and Budget Template for Member Units](#)

The template outlines objectives, activities, timelines, measurements, goals, and status. Use it to track the current year's activities, and plan for next year.

[ASQ Business Planning Process](#) (PDF, 38 KB)

ASQ's Planning Process includes a step for Strategic Direction, Organizational Direction, Deployment of Objectives and Strategies and Development of plans.

Jim Kittredge
Director, Region 05

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AMERICAN SOCIETY FOR QUALITY - Budget Summary					
Object Account	Sub Account	Total Annual Budget	General & Administrative	Member Value	
REVENUE					
4000	* MEMBER DUES	11,000.00	11,000.00		is spending a minimum of 70% of total annual revenues on activities identified as adding value to members.
4100	* RETAIL SALES	-		-	
4200	* ADVERTISING	-		-	
4300	* REGISTRATIONS	-		-	
4320	* DINNER MEETINGS	1,350.00		1,350.00	
4360	* EXHIBITS	-		-	
4480	* RECERTIFICATION	500.00		500.00	
4521	* WORKSHOPS/TUTORIALS	2,000.00		2,000.00	
4600	* CONTRIBUTNS/SPONSORSHPS	-		-	
[4870,4871,48	* INTEREST	-	-		
4898	* RESERVE FUND DISTRIBUTED	-	-		
4899	20 RESERVE FUND MV CHANGE	-	-		
[4920,4930]	* ROYALTIES	-	-		
[4990,4995]	* MISCELLANEOUS	50.00	50.00		
TOTAL REVENUE		14,900.00	11,050.00	3,850.00	
EXPENSES					
5000	* TEMPORARY HELP	-		-	
5100	* PRINTING	-	-	-	
5200	* COST OF SALES	50.00		50.00	
5280	* PROMOTIONAL GIVE AWAYS	-	-	-	
5300	* COMMITTEE EXPENSE	150.00	150.00		
5400	* POSTAGE	213.00	213.00	-	
5500.5599	* CONTRACT & PROFESSIONAL	1,600.00	1,600.00	-	
5600.5699	* EQUIPMENT	-	-	-	
5704	* EXHIBIT BOOTH RENTAL	-		-	
5800	* MEETINGS & MEALS	11,027.00	-	11,027.00	
5900	* TRAVEL:lodging,meals,transportation	1,600.00	1,600.00	-	
6000	* SUPPLIES	50.00	50.00	-	
6100	* TELEPHONE	160.00	160.00		
6200	* JOINT VENTURES/PARTNER PAYMENT	-		-	
6300.6399	* OTHER EXPENSE	50.00	50.00	-	
TOTAL EXPENSES		14,900.00	3,823.00	11,077.00	
SURPLUS (DEFICIT) CURRENT YEAR		-	7,227.00	(7,227.00)	
PAR Ratio*				74.3%	
*PAR Ratio = Total Member Value Expenses / Total Revenue					

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Attachment D – Education Chair's Report

Two of four CMQ/OE students in my prep course passed the October examination. They completed all the assigned quizzes and essays, and scored above 70% on all assignments and the course final exam. Other students were not so diligent and did not pass.

An announcement for the Spring CMQ/OE course will be sent to the Webmaster for posting in late December. Course will run five Saturdays, from January 31-February 28. Unless a student offers a hosting facility, the course will again be virtual using the Anymeeting application.

I am sorting the membership listing to identify Section members who have passed the more popular certifications and are thereby eligible to teach prep courses to other interested members. The certifications are green and black Six Sigma, CQA, and CMQ/OE, followed by Quality Engineer and Quality Improvement Associate.

I made a pitch to other quality professionals at CSC to get certified, citing the recent Quality Progress magazine salary survey showing one certification increased annual salaries on average by over \$8,000, and two increased average salaries by over \$10,000 from those who had no certifications.

The most critical action for the Board is to find another venue for the quarterly certification exams. CSC will be out of the Chantilly office in January where we have been using the cafeteria. Are there any members who work for an organization that will make the necessary rooms and parking available to us?