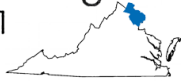


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Location: Amphora Diner, Vienna

Attendees: Under separate cover

1. Call to Order/Statement of Quorum - Having confirmed quorum the Chair Elect called the meeting to order at 5:24 pm
2. Reading & Approval of Minutes – The Board approved the Jul 2013 Board minutes.
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) – shared information on two upcoming quality-related events:
 - i. The 31st Annual Virginia Forum for Excellence will be held on 16-17 Sep 2013, Richmond-Midlothian, Virginia
 - ii. ASQ 2013 Audit/Quality Management Division Conference with sessions for the Design and Construction Division; 10-11 Oct 2013 - Tucson, Arizona
 - b. Chair Elect (John Mullins) – Nothing to report.
 - c. Treasurer (Roberta Pek)
 - i. See attached report – The Treasurer submitted the monthly report prior to the meeting. The Board reviewed and moved to accept the 14 Aug 13 Treasurer Report as presented.
 - ii. Debit cards – The Membership Chair has a debit card against the Section’s account. The intent is to eventually restrict the ability to use these cards so as not to allow them to be used for cash withdrawals.
 - iii. BB&T reported that someone went online and tried to change our password and other details. No money was lost and the Treasurer is going to close out this account later this week.
 - iv. Sent email to Bank of America requesting to close out the credit card account.
 - d. Secretary (Yvonne Fernandez) – Nothing to report.
4. Prior Action Items/Old Business
 - a. Education – Membership survey (attachment C presents an early version of the current survey). The Education Chair provided the most recent version to the attendees, and the Board discussed several potential improvements. Most of the comments relate to format. The Board also discussed the intended use for the resulting data in order to confirm the validity of the questions. The Board agreed to use the ASQ survey software, and discussed the possibility of linking the survey to the Section’s LinkedIn profile. The Education Chair will make the recommended changes to the survey and re-send to the Board for final review by 16 Aug 13, and the Board will turn around its review by 21 Aug 13.
 - b. Membership – 11 Sep Meeting at Maggiano's Tyson's Corner: Thirtieth Anniversary Dinner. Still working on confirmation of keynotes /panel members and giveaways (mugs). The invitation letters will go out this weekend. The Board discussed ways to



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advertise this event and increase attendance. The Board approved a motion to require Board members to pay the full attendance fee (\$30) for this event. The Past Chair contacted numbers jurisdictional entities about issuing a letter commending the Section on its anniversary. The Chair will look into ensuring the Section's goals and objectives on our site mirror those of ASQ National.

5. New Business – The Board agreed to discuss, at a later visioning session, how to use a variety of social networking tools to further advertise Section membership and events.
6. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot
 - i. Report for 14 Aug - Reservations 16 for dinner, 2 for program only
 - ii. 7 Sep Saturday Board meeting – Chantilly, VA: Prep for 30th Anniversary, additional topics?
 - iii. 9 Oct Dinner Meeting will be at Herndon Amphora. Auda David (david.auda@volvo.com), ASQ Reliability Division chair, requested to be an upcoming speaker.
 - b. Audit – Paul Mills
 - i. SOPs for the Audit Committee – still under development. Once drafted will share with Treasurer and Treasurer to be. Should have something for broader review by the next visioning meeting.
 - c. Education – Gregg Monaco
 - i. Education survey – See note above under Old Business.
 - ii. Fall CQA training course – Fall 13.
 - d. Finance – Jeff Parnes/Mike Coleman. Nothing to report.
 - e. Historian – Rick Wells. Not in attendance.
 - f. Lean Six Sigma SIG Chair – Sion Weaver. The SIG starts back up in Sep and looking for speakers. One of the Six Sigma Black Belts is starting a course for Green Belts.
 - g. Membership – Bill Eastham. 672 paid members, which is relatively low and there appears to be a downward trend. The Board discussed the need to help energize the “next generation” of members.
 - h. Newsletter/Publicity – Christine Kurowski – Not in attendance.
 - i. Nominating – Jeff Parnes. Nothing to report.
 - j. Placements – Sion Weaver. See attached report.
 - k. Proctor – Muzaffar Zaffar. Nothing to report.
 - l. Programs – John Mullins – Addressed above under Arrangements.
 - m. Recertification – Robert Zimman
 - i. The member fee for one recertification journal will be \$69, up from \$59; for multiple journals, it is \$89, up from \$79. Nonmember fees increase to \$109 per journal. Members are encouraged to recertify early and take advantage of the lower fee. Any journals received prior to August 1 will be charged the current fee.



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- n. Quality Management Plan – John Mullins. Draft plan under review.
- o. Voice of the Customer – Bob Orkin. Not in attendance
- p. Volunteer Opportunities – Christine Kurowski. Not in attendance.
- q. Webmaster/Electronic Media – Jeff Parnes. Corrected prior security issue and payments can once again be processed.

7. Adjournment – 6:34 pm

Attachment A - Treasurer Report

08/04/13

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

	<u>Jul 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
000.1001 BBT Checking5139159863	8,615.23
000.1050 Petty Cash	29.58
TD Bank	14,688.32
Total Checking/Savings	23,333.13
Total Current Assets	23,333.13
TOTAL ASSETS	23,333.13
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,143.33
Net Income	1,721.31
Total Equity	23,333.13
TOTAL LIABILITIES & EQUITY	23,333.13

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American Society for Quality Section 0511
Check Detail
July 2013

08/04/13

Type	Date	Num	Name	Memo	Account	Paid Amount
Check	7/2/2013		TD Bank	credit card payment fee platn...	TD Bank	
				credit card payment fee platnu...	001.5511 Bank Services	-1.57
TOTAL						-1.57
Check	7/12/2013		Amphora Restua...	401339 AMPHORA DINER D...	TD Bank	
				401330 AMPHORA DINER D...	001.5803 Dinners	-1,116.02
TOTAL						-1,116.02
Check	7/14/2013		PayPal	fees for six sigma tuition pay...	TD Bank	
				fees for six sigma tuition pay p...	001.5511 Bank Services	-41.92
TOTAL						-41.92
Check	7/22/2013		Service Charge	service charges 2.00	000.1001 BBT Checking513915...	
				service charges 2.00	001.5511 Bank Services	-2.00
TOTAL						-2.00
Check	7/23/2013	995...	Delux For Busine...	web hosting service	TD Bank	
				web hosting service	001.6220 Hosting	-145.33
TOTAL						-145.33

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08/04/13

American Society for Quality Section 0511
Deposit Detail
 July 2013

Type	Date	Account	Amount
Deposit	7/1/2013	TD Bank	9,000.00
		000.1001 BBT Checking5139159...	-9,000.00
TOTAL			-9,000.00
Deposit	7/16/2013	TD Bank	1,710.00
		004.4300 Registration	-1,710.00
TOTAL			-1,710.00
Deposit	7/23/2013	TD Bank	58.08
		001.4320 Dinner Meetings	-58.08
TOTAL			-58.08
Deposit	7/31/2013	TD Bank	1,260.00
		001.4000 Membership Dues	-1,260.00
TOTAL			-1,260.00
Deposit	7/31/2013	000.1001 BBT Checking513915...	0.07
		001.4871 Interest	-0.07
TOTAL			-0.07



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Attachment B - Six Sigma Report

**ASQ Section 0511 Lean Six Sigma Special Interest Group and Placements Chair
Report to the ASQ 0511 Board**

August 9, 2013

Lean Six Sigma Report

- LSS SIG Meetings will resume in September and continue in October and November. We have a speaker for September and are looking to fill places for the October and November meetings.
- Five students signed up for the CSSBB prep course and have been attending. We have a great group of Black Belts who are getting ready for the CSSBB exam.
- One of the Black Belt course participants has said that he has signed up ~ eight personnel from his company for their organic Six Sigma training. Those company participants may consider pursuit of ASQ certification. A potential group of members.

Placements Report

A Quality Assurance Technician position located in Sterling, VA was listed.

Respectfully submitted,
Sion Weaver

sixsigma14@asq0511.org
weaversion@gmail.com

sionweaver@aol.com

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Attachment C - ASQ Section 0511 Education Survey

INTRODUCTION: ASQ Section 0511 Northern Virginia is sending out this survey to gather information about the needs and capabilities of our valued members. Please take a few minutes to complete this questionnaire. We would also very much like to hear from you about how we can best serve your needs and if you would like to participate in the functioning of our Section. Please contact one or more of the section officers as listed on our website.

Please indicate the highest level of education you have:

- High School
- Associate
- Bachelor
- Master
- Above

Please indicate any non-ASQ certification(s) you have

- P.E.
- CMA
- CMMI
- ITIL (please list level) _____
- ISD – Instructional System Design/Development
- PMP
- ISO Lead Auditor
- Other (list): _____

Please check the button for all ASQ Certifications you hold

- CBA Biomedical Auditor
- CCT Calibration Technician
- CHA HACCP Auditor
- *** Lean Certification (AME/SME/Shingo Prize/ASQ Partnership)
- CMQ/OE Manager of Quality/Organizational Excellence
- CMBB Master Black Belt
- CPGP Pharmaceutical GMP Professional
- CQA Quality Auditor
- CQE Quality Engineer
- CQIA Quality Improvement Associate

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- CQI Quality Inspector
- CQPA Quality Process Analyst
- CQT Quality Technician
- CRE Reliability Engineer
- CSSBB Six Sigma Black Belt
- CSSGB Six Sigma Green Belt
- CSSMBB Six Sigma Master Black Belt
- CSQE Software Quality Engineer
- NONE

Please indicate which ASQ Certifications you plan to attain and in what approximate year
CBA Biomedical Auditor

- CCT Calibration Technician
- CHA HACCP Auditor
- *** Lean Certification (AME/SME/Shingo Prize/ASQ Partnership)
- CMQ/OE Manager of Quality/Organizational Excellence
- CMBB Master Black Belt
- CPGP Pharmaceutical GMP Professional
- CQA Quality Auditor
- CQE Quality Engineer
- CQIA Quality Improvement Associate
- CQI Quality Inspector
- CQPA Quality Process Analyst
- CQT Quality Technician
- CRE Reliability Engineer
- CSSBB Six Sigma Black Belt
- CSSGB Six Sigma Green Belt
- CSSMBB Six Sigma Master Black Belt
- CSQE Software Quality Engineer
- NONE

Please indicate which ASQ Certifications (which you hold) you would be willing to instruct a certification preparation course.

- CBA Biomedical Auditor
- CCT Calibration Technician
- CHA HACCP Auditor
- *** Lean Certification (AME/SME/Shingo Prize/ASQ Partnership)
- CMQ/OE Manager of Quality/Organizational Excellence
- CMBB Master Black Belt
- CPGP Pharmaceutical GMP Professional



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- CQA Quality Auditor
- CQE Quality Engineer
- CQIA Quality Improvement Associate
- CQI Quality Inspector
- CQPA Quality Process Analyst
- CQT Quality Technician
- CRE Reliability Engineer
- CSSBB Six Sigma Black Belt
- CSSGB Six Sigma Green Belt
- CSSMBB Six Sigma Master Black Belt
- CSQE Software Quality Engineer
- NONE

If you are interested in taking a certification refresher/preparation course when would you prefer to attend a class?

- With many relatively short 3 hours or less sessions held on a weekday evening?
- Longer half-day to full-day sessions on Saturdays?

What would be willing to spend on a preparation class?

- \$300 or less
- \$500 or less
- \$750 or less
- \$(enter amount) _____

If you are willing to instruct, can you suggest a site available for training (employer facility, other)?

What level of interest do you have in taking or leading a focused seminar on an ASQ topic? (For example, Voice of the Customer; Statistical regression; Change management; etc.). Please provide topic, your role, and suggest a month of the year.

How long have you been part of the quality movement?

Are you employed in QA/QC?

Where did you learn your quality craft?

- OJT
- College/University
- Trade School

Have you taken undergraduate/graduate courses in quality, or supporting quality matters, and if so, how many credit hours?

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Do you (now or recently) instruct quality or quality related courses in your company or in an educational environment? If so, what courses and where?

Has your organization initiated a quality program?

Does your organization plan to implement a quality initiative?

Does your organization take summer interns? Y|N
If so, under what conditions?

Does your organization take work-study students? Y|N
If so, under what conditions?