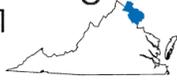


ASQ SECTION 0511
BOARD MINUTES
8 January 2014

Location: Vienna Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum - Having confirmed quorum the Chair called the meeting to order at 5:41 pm
2. Reading & Approval of Minutes - The Board approved the Dec 2013 Board Minutes.
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) – Thanks to all who attended the Board Vision meeting on Saturday, Jan 4th. The Business Plan was submitted to HQ. Melissa is speaking with Northrup Grumman to try to get more involvement.
 - b. Chair Elect (John Mullins) – Agreed that the Board Vision meeting was inspirational and a good start to 2014.
 - c. Treasurer (Leslie Braun) – Distributed monthly financial report. The budget and 1099s for instructors were submitted. Preparation is in progress for the upcoming audit and paperwork is being uploaded to the Section’s collaboration site.
 - d. Secretary (Yvonne Fernandez) – Absent
4. Prior Action Items/Old Business
 - a. Education – Gregg will work with Jeff to get the membership survey on education set up on the website.
 - b. Lawrence B. Wilkins scholarship fund – committee on track to present at the February Board meeting
 - c. Section Goals and Objectives – Board members to review and send comments to the Chair. Approval vote set for the February meeting.
 - d. Treasurer-Elect candidate – Treasurer responsibilities document sent to Barbara McCollough
 - e. Location of certification exams – may need to find an alternate location for 1 Mar 14 certification exams.
5. New Business
 - a. Approval of Business Plan – reviewed and submitted to ASQ National. Leads will need to report periodically on progress against the Plan.
6. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot
 - i. Report for Jan 8 – We have 15 reservations for dinner and 2 program only
 - ii. Feb. 12th at Herndon Amphora, Robert Orkin: Design & Constructing Division of ASQ
 - iii. Date of next Board Vision meeting TBD; Melissa to solicit dates from the Board (not Presidents Day weekend or 1st weekend in March due to ASQ testing
 - iv. March 12th at Vienna Amphora
 - v. April 9th at Herndon Amphora

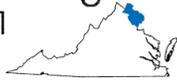


ASQ SECTION 0511
BOARD MINUTES
8 January 2014

- b. Audit – Paul Mills – Christine and Hilary to access Alfresco to view audit documents. Paul has input on the audit process document and will finalize it no later than the end of January.
- c. Education – Gregg Monaco.
- d. Finance – Jeff Parnes/Mike Coleman – Not in attendance
- e. Historian – Rick Wells – Not in attendance
- f. Lean Six Sigma SIG Chair – Sion Weaver – Not in attendance
- g. Membership – Bill Eastham – Not in attendance
- h. Newsletter/Publicity – Christine Kurowski – Melissa to write a welcome to 2014 and vision statement. The Board suggests republishing ASQ articles and links to other resources. Christine will publish the February meeting to the ASQ calendar.
- i. Nominating – Jeff Parnes – Not in attendance
- j. Placements – Sion Weaver – Not in attendance
- k. Proctor – Muzaffar Zaffar – Presented the data on December 7th exams taken. Only 5 test takers out of 51 are ASQ members! Since the majority of test takers (38) were for the CSSGB, suggest a speaker/topic tailored to Green Belts. Gregg to ask Micron if they will encourage the CSSGB exam takers to join ASQ.
- l. Programs – John Mullins – Speakers needed for March and Apr 2014
- m. Recertification – Robert Zimman – Processed about 13 recertification applications in December. Bob will send a cumulative 2013 annual report on recertifications.
- n. Quality Management Plan –John Mullins – proposed finding a young person (under 30) to join the Board to work with universities to get younger members
- o. Voice of the Customer – Bob Orkin – Not in attendance
- p. Volunteer Opportunities – Christine Kurowski – Nothing to report. Will post a Virginia SPQA volunteer announcement
- q. Webmaster/Electronic Media – Jeff Parnes – Not in attendance

7. Adjournment – 6:23 pm

Minutes recorded by Christine Kurowski



ASQ SECTION 0511
BOARD MINUTES
8 January 2014

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>
ASSETS	
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>
TOTAL ASSETS	<u><u>19,979.85</u></u>
LIABILITIES & EQUITY	
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>
TOTAL LIABILITIES & EQUITY	<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>

ASQ SECTION 0511
BOARD MINUTES
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01/01/14

American Society for Quality Section 0511

Deposit Detail

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

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.

ASQ SECTION 0511
BOARD MINUTES
8 January 2014

Attachment C – Business Plan

Fiscal Year: 2013-14

Page 1

*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"> Progress to Plan Results of other measures 	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	