

ASQ Section 0511
Board Minutes
14 May 2014

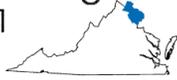
Location: Vienna Amphora

Attendees: Attachment 1

1. Call to Order/Statement of Quorum – With the scheduled absence of the Chair and Chair Elect, the Past Chair, having confirmed the quorum, called the meeting to order at 5:45 pm
2. Reading & Approval of Minutes – Not having a revised draft of the April minutes for consideration, no action was taken **Action – Chair Elect – formalize April’s minutes for consideration at June Meeting**
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) – Not in attendance
 - b. Chair Elect (John Mullins) – Not in attendance
 - c. Treasurer (Leslie Braun) –
 - i. Distributed monthly financial report by email prior to the meeting, see Attachment 1. Section’s bank balance as of 30 April was \$21,079.59. The report includes TD statement so that the reported balance can be shown to agree with the bank balance. Motion made, seconded and approved to accept and file monthly financial report
 - ii. Intuit, which is the service provider for our in-person charge acceptance devices, charged and debited the section an annual \$35 fee for the service. The treasurer is not currently using the device but will provide the treasurer elect one of the mechanisms for set up on his phone
 - iii. An expenditure was paid from our account using a debit card, but as of this time we do not know its purpose **Action – Debit Card holders – provide the Treasurer reports of all debit card usage**
 - iv. Quarterly report accepted by ASQ National
 - v. Audit committee chair asked if the audit report action items were discussed for implementation, specifically if a budget was enacted. The Treasurer and Treasurer-Elect will work to establish a budget.
 - d. Secretary (Vacant) – No report
4. Prior Action Items/Old Business
 - a. Education Survey – The Chair provided the education committee chair the password to get into the survey site. **Action – Education Chair – revise the survey format so that it can be distributed**
5. New Business
 - a. A motion was made and passed for Recertification chair to spend up to \$150 ordering quality books at a dollar a copy from ASQ for future distribution at section meetings
6. Committee Reports/Announcements:
 - a. Arrangements – Gregg Monaco

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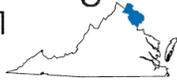
- i. There was, once again, confusion regarding the booking of the restaurant for the Section monthly meeting. The chair had made the reservation but yet the restaurant wasn't ready for our scheduled meeting. The room was available for our use (PS – they did an admirable job in serving the section on such short notice)
- b. Audit – Paul Mills – made comment above under section 4b, Prior Action Items/Old Business – Budget Review
- c. Database Administrator – Marie Rondot – Not in attendance – May Report – There were 7 dinner and 2 speaker reservations (PS: Actual Attendance count: 11 for dinner and 6 for speaker)
- d. Education – Gregg Monaco –
 - i. New course offering for CMQ/OE – Manager of Quality / Organizational Excellence Certification. This will be advertised at the end of June, for a late August class date. There is at least one prospective student. Paul Mills will be the instructor
 - ii. Because the CQA course only attracted one registered student, and we usually require a minimum of three students, the course for this semester was cancelled
- e. Finance – Jeff Parnes/Mike Coleman – Jeff continued to express doubts about the adequacy of using debit cards rather than credit cards for section expenditures, referencing section 3cii above
- f. Historian – Rick Wells – Not in attendance – No report
- g. Lean Six Sigma SIG Chair – Sion Weaver – Not in attendance – No report
- h. Membership – Kristine Hejna – First meeting as committee chair. Does not yet have access to section membership lists. **Action – E-Media chair – provide Kristine with latest ASQ section membership files, Chair – provide Kristine with access to ASQ section membership files**
- i. Newsletter/Publicity – Christine Kurowski – Not in attendance – No report
- j. Nominating – Jeff Parnes –
 - i. Will make announcements regarding Secretary and Arrangements chair vacancies (PS – At least one attendee expressed an interest in serving as Secretary **Action – Education chair – provide Chair with name of attendee so she can contact her, Chair – contact attendee who expressed interest**)
 - ii. With the special six month term from July 2014 to the end of the year, we will need to start looking for new officers as of September for turn in to ASQ in October. Note that section officers get 2 recertification units per year while committee chairs receive 1.5, with prorated partial years' service.
- k. Placements – Sion Weaver – Not in attendance – No report
- l. Proctor – Muzaffar Zaffar –
 - i. Certification exam scheduled for 7 June has 41 candidates, with only five who are ASQ members
 - ii. Proctor will send out request next week for 4-5 additional proctors



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- iii. We will send certification candidates an invitation to attend a section meeting. **Action – Membership chair – provide Chair draft of letter inviting certification candidates to attend a section meeting, Chair – provide signed letter to Proctor so it can be distributed to certification candidates, Proctor – Distribute Chair’s invitation to certification candidates upon receipt**
 - m. Programs – John Mullins – Not in attendance – June speaker set
 - n. Recertification – Robert Zimman – Nothing to report
 - o. Quality Management Plan – John Mullins – Not in attendance – No report
 - p. Voice of the Customer – Bob Orkin – Not in attendance – No report
 - q. Volunteer Opportunities – Christine Kurowski – Not in attendance – Volunteers will be needed to serve as proctors at the 7 June exams
 - r. Webmaster/Electronic Media – Jeff Parnes – took her picture for posting on the contact us page **ACTION - Webmaster/Electronic Media Chair – Add new membership chair to section aliases**
7. See attachment 3 for list of action items and assignees
8. Adjournment – 6:22 pm

Minutes recorded by Section Secretary Pro Tem – Jeff Parnes



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Attachment 1

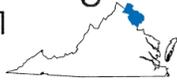
ASQ Section 0511 Board Meeting

Ampliana Restaurant 377 Maple Avenue West, Vienna VA 22180

Date: 5/14/2014

Event ID: 492

Name	Office	Attended
Leslie Brasen	Treasurer	<i>Leslie Brasen</i>
Melissa Butler	Section Chair	
Michael Coleman	Finance	
Yvonne Fernandez	Secretary	
Kristine Hlyns	Membership Chair	<i>Kristine Hlyns</i>
Christine Kurowski	Newsletter Editor Volunteer Coordinator Publicity Chair	
Paul Mills	Auditing Chair	<i>Paul Mills</i>
Gregg Moracco	Education Chair Arrangements Committee	<i>Gregg Moracco</i>
John Mullins	Programs Chair Chair Elect Quality Management Plan	
Bob Orkin	Voice of the Customer	
Jeff Parnes	TREASURER ELECT Past Chair Electronic Media Finance Webmaster Nominating	<i>Jeff Parnes</i>
Mark Rondo	Arrangements Chair	
Sam Wesver	Placements Chair Sigma SIG Chair	
Rick Wells	Historian	
Muzaffer Zaffer	Proctor	<i>Muzaffer Zaffer</i>
Robert Zimman	Recertification Chair Certification Chair	<i>Robert Zimman</i>



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Attachment 2

05/02/14

American Society for Quality Section 0511

Balance Sheet

Apr 30, 14^{As of April 30, 2014}

ASSETS

Current Assets

Checking/Savings

TD Bank

21,079.56

Total Checking/Savings

21,079.56

Total Current Assets

21,079.56

TOTAL ASSETS

21,079.56

LIABILITIES & EQUITY

Equity

Opening Bal Equity

16,468.49

Retained Earnings

5,144.93

Net Income

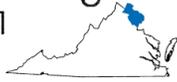
-533.86

Total Equity

21,079.56

TOTAL LIABILITIES & EQUITY

21,079.56



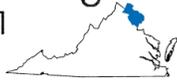
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American Society for Quality Section 0511
Balance Sheet

Apr 30, 14 ^{As of April 30, 2014}

ASSETS	
Current Assets	
Checking/Savings	
TD Bank	<u>21,079.56</u>
Total Checking/Savings	<u>21,079.56</u>
Total Current Assets	<u>21,079.56</u>
TOTAL ASSETS	<u>21,079.56</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	16,468.49
Retained Earnings	5,144.93
Net Income	<u>-533.86</u>
Total Equity	<u>21,079.56</u>
TOTAL LIABILITIES & EQUITY	<u>21,079.56</u>



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05/02/14 **American Society for Quality Section 0511**

Deposit Detail

Type	Date	Account	April 2014	Amount
Deposit	04-11-2014	TD Bank		90.00
		001.4320 Dinner Meetings		<u>-90.00</u>
TOTAL				-90.00
Deposit	04-11-2014	TD Bank		29.04
		001.4320 Dinner Meetings		<u>-29.04</u>
TOTAL				-29.04
Deposit	04-11-2014	TD Bank		894.25
		001.4000 Membership Dues		<u>-894.25</u>
TOTAL				-894.25

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STATEMENT OF ACCOUNT

AMERICAN SOCIETY FOR QUALITY INC
 ASQ 0511
 13121 CROSS KEYS CT
 FAIRFAX VA 22033-1426

Page: 1 of 3
 Statement Period: Apr 01 2014-Apr 30 2014
 Cust Ref #: 4279768142-717-T-###
 Primary Account #: 427-9768142

TD Business Convenience Plus

AMERICAN SOCIETY FOR QUALITY INC
 ASQ 0511

Account # 427-9768142

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ACCOUNT SUMMARY

Beginning Balance	21,056.99	Average Collected Balance	20,686.78
Deposits	90.00	Annual Percentage Yield Earned	0.00%
Electronic Deposits	923.29	Days in Period	30
Checks Paid	11.20		
Electronic Payments	979.52		
Ending Balance	21,079.56		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
4/10	DEPOSIT	90.00
Subtotal:		90.00

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
4/11	ACH DEPOSIT, PAYPAL TRANSFER 58PJ27YNKQJMG	29.04
4/24	CTX DEPOSIT, AMERICAN SOCIETY AUTOPILOT 00085502	894.25
Subtotal:		923.29

Checks Paid

No. Checks: 1

For online bill pay customers, checks numbered "99XXXX" likely represent payments to a Biller that were delivered as a paper check. Funds were withdrawn from your account when the check was cashed. You can view these cleared checks in the Account History section of Online Banking.

*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

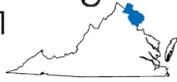
DATE	SERIAL NO.	AMOUNT
4/9	107	11.20
Subtotal:		11.20

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
4/11	DEBIT CARD PURCHASE, AUT 040914 VISA DDA PUR AMPHORA DINER DELUXE HERNDON *VA 4085404007292281	930.02

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

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Attachment 3 – Action Items Assigned

1. Chair Elect – formalize April’s minutes for consideration at June Meeting
2. Debit Card holders – provide the Treasurer reports of all debit card usage
3. Education Chair – reformat the Education survey so that it can be distributed
4. E-Media chair – provide Membership Chair with latest ASQ section membership files,
5. Chair – arrange access to ASQ section membership files for Membership Chair
6. Education chair – provide name of attendee who expressed interest in serving as Secretary to Chair so attendee can be contacted
7. Chair – contact attendee who expressed interest in serving as Secretary
8. Membership chair – provide Chair draft of letter inviting certification candidates to attend a section meeting
9. Chair – provide signed letter to Proctor for distribution to certification candidates
10. Proctor – Distribute Chair’s invitation to certification candidates upon receipt
11. Webmaster/Electronic Media Chair – Add new membership chair to section aliases