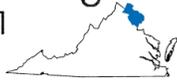


ASQ SECTION 0511
DRAFT BOARD MINUTES
10 September 2014

Location: Herndon Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – A good showing
 - a. If secretary not present: Paul, Gregg, Jeff
2. Reading & Approval of Minutes – Will need to send meeting minutes out via email for approval. Barb uploaded them to Alfresco, but forgot to send out the minutes.
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) – presenting at NGC Quality day on Oct. 1st and 2nd with Ellen Quinn.
 - b. Chair Elect (John Mullins) – Would like everyone to go over the Quality Plan at the next Vision meeting. Paul explained he's been very very busy and has not been able to attend to ASQ business. He plans to get back in line shortly.
 - c. Treasurer (Leslie Braun) – See Attachment A. Leslie sent out the treasurer report to everyone. National accredited us with over \$700. She doesn't get the email from them that tells how they determine what we are credited. They've told Mike C previously that they were out of sync. He has seen it in previous emails, but he will look for it and send to Leslie. Next month we do the 3rd Quarter summary for National. Also we still need to get the people who need to sign the bank signature card.
 - d. Secretary (Barbara McCullough) – The Membership list just went out Barb will do an analysis of the membership to see where people are concentrated and where meetings may work better. She will also send out the meeting minutes to the Board to review.
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 – still has not gone out yet via survey monkey
 - c. New Certification Testing Location – any new ones? None so far.
5. New Business
 - a. Need speakers and locations for remainder of 2014 – see section A below. CACI, Lustine's, Orbital Sciences Corp. , InfraGard, Kaiser, Post Office, John Timmerman, wine tasting (total wine)
 - b. John wanted to have Vision Meetings to get strategic on increasing membership and bring the meeting back to getting to the business of making ASQ viable. He won't be able to be at the next Vision Meeting again unless we make it earlier in the morning. The next one he would like to not be transactional, but more strategic in how we plan it.
 - i. Can we pull data from past meetings and look at what were larger successes and what were not? What speakers were better than others or had a bigger draw?
 - c. Membership is down 10% in the last 4 months per Kristine. Send out a survey to find out why they didn't renew. John would like to ask at a meeting why they come? Ask the people who regularly come to the meetings. Kristine thinks it's for continuing education credits and so do a lot of others on the board. Bob says from a previous survey most people say they didn't renew because of two reasons. 1. Company wouldn't pay it any more. 2. They had moved out of Quality Field.
 - d. Jai would like to have a next meeting to just talk to everyone and
 - e. Kristine – Action – Before next Monday, she will come up with an outline for something we can do for the next meeting. Jeff would like to send out a bulletin prior to him leaving for a Monday 15 – 29. So Kabongo can handle things in his absence.
 - f. Ask Marie to add Kabongo as co-web developer on the attendance sheet.



ASQ SECTION 0511
DRAFT BOARD MINUTES
10 September 2014

6. Committee Reports/Announcements:

a. Arrangements – Marie Rondot

- i. Report for Sept. – We have 10 dinner and 3 program only
- ii. Sept. 10th – Herndon - Counterfeit Electronic Parts: How to Keep Them Out of Your Supply Chain, John R. Eppler
- iii. Oct. 8th - Herndon – **NEED SPEAKER**
- iv. Nov. 1st – Vision Meeting – Sully, Chantilly location Jeff said they told him he should call back to set up continuing meetings and maybe the smaller testing.
- v. Nov. 12th - Paradisio, Springfield - **NEED SPEAKER**
- vi. Dec. 10th – Social/Networking – Herndon – John would like to talk to Greg about a fancier venue with Christmas decorations for this.
- vii. Jan. 14th – Vienna
- viii. Feb. Vision Meeting
- ix. Feb. 11th – CACI?
- x. March 11th – Vienna
- xi. April 8th - Herndon

b. Audit – Paul Mills: There were some issues with audio on the CMQ\OE prep sessions. National has contacted him and we can send them something on the next exam.

- i. One person wanted to wait to pay till done with class so their company would pay for it.
 1. The Board asked that if the person is unemployed we would NOT let them not pay but it might be different for someone who is actually employed.
 2. It was discussed that possibly they give Paul a check and we don't cash it until the exam was done. Tell them even if they don't get it approved, they can take it off on their taxes.
- ii. Test will be in Chantilly
- iii. Josh was going to do a CQA course in the Spring but we will ask if he has set that up.
- iv. Someone asked him if we have a library that has CQA information in it that we could share with them.

c. Education – Gregg Monaco – Jeff and he finalized the survey. He received responses from Bob but did not receive responses from others.

d. Finance – Jeff Parnes/Mike Coleman- We did get a TD bank statement finally!!!!

- i. Get the Chair, Chair Elect, Treasurer and Treasurer Elect together for the signature card.

e. Historian – Rick Wells - Not present

f. Lean Six Sigma SIG Chair – Jae had a meeting with the 509 chair and they are excited to work with us. Jeff would like him to send him anything with LSS info that will be posted to the website. To hopefully set up a LSS course. On 24th they are doing a Tech Corner in McLean on the WMATA Train

g. Membership – Kristine Hejna – Membership is down 10% since May. Typically Bob says over the summer it drops and goes

h. Newsletter/Publicity – Sion Weaver – not present.

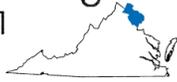


ASQ SECTION 0511
DRAFT BOARD MINUTES
10 September 2014

- i. Nominating – Jeff Parnes – will make final announcement for nominations. We have nominations for all key positions. There is one pending placement.
- j. Placements – Sion Weaver – Not present.
- k. Proctor – Muzaffar Zaffar - 39 people signed up for the next exam but he expects only about 25 or 30 to show up.
- l. Programs – Paul Meyers – Not present
- m. Recertification – Robert Zimman – He’s caught up but should get a bunch more in November
- n. Quality Management Plan –John Mullins
- o. Voice of the Customer – Jai Singh – He will attend 509 section tomorrow. He will work with Kristine to get together an initial roadmap for our division. He wants us to get serious about this. Bob suggested he look at the Member Leader area on the website and see what Best Practices and VOC items are out there.
- p. Volunteer Opportunities –
- q. Webmaster/Electronic Media – Jeff Parnes – The survey is on Survey Monkey. Two surveys as the free version only allows you to put in 10 questions. He will gather the data to send us prior to the next meeting.
 - i. John would really like to see the website updated to draw in new younger people.
 - ii. Jeff does have a Twitter feed on there. He would like other people to possibly tweet for him as well.
 - iii. Maybe include the results of the survey in the next meeting outline.
 - iv. We need some videos and quality links and new pictures on the site. We paid a contractor quite some time ago to do a template for us, but that was about \$1,500 and he didn’t touch the content.
 - v. Greg has the extra cups at his house from the 30th anniversary.

7. Adjournment

Replacement for Bill Eastham should be at the next meeting. His name is: James _____



ASQ SECTION 0511
DRAFT BOARD MINUTES
10 September 2014

Attachment A - Treasurer Report

Balance Sheet:

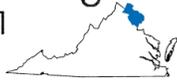
Check Detail:

Deposit Details:

TD Summary:



Northern Virginia
Section 0511



ASQ SECTION 0511
DRAFT BOARD MINUTES
10 September 2014

DRAFT