

## Section 0511 Board Meeting Draft Minutes

8 April 2015

5:30-6:30

Fiona's Irish Pub – Kingstowne

### Call to Order / Opening – Chair-Elect

Secretary – Review of Assigned Actions - reviewed.

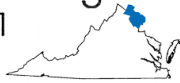
- No answer rec'd from the Treasurer Elect even after several emails.
- Gregg sent the Strategic Plan to HQ. Did not copy Mr. Kittredge on that.

Treasurer – Updates to previously transmitted written reports: We now have \$20,162 current balance. Researched who ASQ uses and they use PNC and the sections use Chase. Tell the bank not to deliver the signature cards to the PO Box and we will pick them up at the bank. She prepared the Quarterly Financial statements and has to send to National by the 30<sup>th</sup> of the month. Barbara will sign and return to her in the next few days.

Chair-Elect – new web page status; integrated marketing; World Council

### Chair Reports: (*Plan 2 minutes per position; 30 minutes total*)

1. Arrangements – Trying to get a location secured. Next meeting for May is in Tyson's Corner Olive Garden. Next one would be in June at Houlihans' in Springfield Hilton, then July at PJ Skidoo's in Fairfax, August at Fiona's again, and then Sept. in Tysons again at Olive Garden.
  - a. If we get an excellent top tier speaker, we would have to promote heavily and send invites to corporate sponsors and upper management reps to have better attendance.
2. Audit – Not in attendance – Charlotte sent a note prior to the meeting stating that she still needs to go into Alfresco and review the treasurer reports and folder structure re comments made in the financial audit report. She will get this done before the next meeting.
3. Certification Proctor – the address is updated.
  - a. Gregg talked to a Jewish person who is concerned with the Saturday classes and exams. He will need to talk to National as to accommodation.
4. Education Report –
  - a. The CQA course is being advertised now on the Section website. The Chair sent out emails to former CQA course students and asked them to pass the news along to others who may be interested. (Joshua Chitsa is traveling, so Paul Mills will teach the course (5 Saturdays in May) for the June 6 exam.)
  - b. The Scholarship Committee sent paperwork application to ASQ HQ for consideration and approval of the Section's scholarship plans. We should hear more in April. The chair plans to solicit Section members with current certifications who may be interested in teaching a prep course.
    - i. Should make the scholarship payable to the persons' school and not the person. That will alleviate any worry as to someone taking the money and not using it for school.
    - ii. Think about doing career fairs at High Schools and seeing if that might spike their interest in quality.
  - c. GMU liaise – April 20<sup>th</sup> week meeting pending with GMU by Chair, Chair-Elect, PMO
2. Historian - Not in attendance – no report
3. Membership - Mike Coleman still has no access to the Membership lists. Jeff and Bob both have access, so can send him the reports. Gregg still can't get in there either and was told it was a browser issue, but he tried several, so that can't be it.



4. Newsletter - Not in attendance – No report
5. Nominating - Not in attendance
  - a. We need to get backups in place especially the Treasurer Elect. Bob will be gone by June so we also need a replacement for him. Jeff Parnes is reaching out to people.
6. Placements- We haven't seen any.
7. Programs - Not in attendance – Paul welcomes suggestions for speakers. Gregg has the one NFL security person who is willing to speak with 6 weeks' notice. He lives in Vienna so Tyson's or PJ's would be a good venue for when he speaks. Make sure it ties in with quality. The physical therapy person is also interested in speaking.
8. Publicity - Not in attendance
9. Recertification – Bob is moving out of the area in June and will need a replacement.
10. Special Interest Groups -
  - a. Six Sigma – Jeff hasn't been able to update the page since Sion is out. AI – Gregg will send an email and ask Jae to send it to Jeff.
  - b. Software – He's been updating this.
11. Voice of the Customer – Not in attendance – No Report
12. Web - Jeff has been going over the wifi. We would need to buy a Mi to set up for people to dial in to the meetings. Google Hangouts is the recommended channel for broadcasting over a Mi. They recommend not using your phone for video, use a video camera. Try this out at a board meeting to test it out. Intersperse with presentation and speakers.
  - a. The website is up to date.
  - b. Jeff was going to look up the name of the person Brian Cordyack who worked with us on the website the last time. Bob found it and will send the info to Gregg.

### **New Business**

Carolyn and Gregg are looking into the Marketing Plan. 5:30 dinner and 6:30 speaker and board meetings after that or other methods to improve attendance.

Gregg will be representing the section at the World Conference in the leadership meetings.

Carolyn brought up trying to increase attendance. Carolyn made a motion to have a policy that if you attend 3 meetings you get one free – for non board members. Starting next month. All those present were in favor.

Please all board members should RSVP to the meeting. It helps with everything. Please can we all make a concerted effort to do that from now on.

### **Action Items:**

AI – Gregg will send an email and ask Jae to send it to Jeff.

AI – Set up date and place for the next Vision Meeting. Will it be at Paul Meyer's business? Should be in April.

AI – Gregg will contact Brian Cordyack to see if he would be willing to do some work on it again.

AI – Carolyn will send Jeff the meeting schedule to post and the policy for dinner - buy 3 get 1 free.

The consensus after the meeting was that everyone liked the location and the food. The room was very nice and the waitress was on point. We will keep this venue in the rotation.

**Closing - Motion to adjourn at 6:38.**

**Treasurer's Report**

**Treasurer's Report - TD Bank Statement**

**ACCOUNT SUMMARY**

Beginning Balance	22,731.59	Average Collected Balance	21,643.84
Deposits	60.00	Annual Percentage Yield Earned	0.00%
Electronic Deposits	33.93	Days in Period	31
Checks Paid	2,255.50		
Electronic Payments	407.20		
Ending Balance	20,162.82		

**DAILY ACCOUNT ACTIVITY**

**Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
3/13	DEPOSIT	60.00
Subtotal:		60.00

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
3/12	ACH DEPOSIT, PAYPAL TRANSFER 58PJ28NYRNQE2	33.93
Subtotal:		33.93

**Checks Paid** No. Checks: 3

For online bill pay customers, checks numbered "98XXXX" 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	DATE	SERIAL NO.	AMOUNT
3/12	118	11.50	3/20	120	1,600.00
3/19	119	644.00			
Subtotal:					2,255.50

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
3/13	DEBIT CARD PURCHASE, AUT 0311 15 VISA DDA PUR HOULIHANS                      SPRINGFIELD * VA 4085404007292281	407.20
Subtotal:		407.20

Type	Date	Num	Name	Memo	Account	Split	Amount	Balanc
								23,057.
Check	01/09/2015	112	Bob Zimman	certification postage	TD Bank	001.5361 Certification	-5.75	23,051.
Deposit	01/15/2015			Deposit	TD Bank	001.4320 Dinner Meetings	215.00	23,266.
Deposit	01/15/2015			Deposit	TD Bank	001.4320 Dinner Meetings	62.97	23,329.
Check	01/15/2015	114	Gregg Monaco	printing budget and postion descri	TD Bank	003.5101 Printing	-349.48	22,980.
Deposit	01/16/2015			Deposit	TD Bank	001.4320 Dinner Meetings	29.04	23,009.
Deposit	01/16/2015			Deposit	TD Bank	004.4300 Registration	390.90	23,400.
Deposit	01/16/2015			Deposit	TD Bank	004.4300 Registration	390.90	23,791.
Check	01/16/2015		Paradiso	Jan meeting	TD Bank	001.5803 Dinners	-387.66	23,403.
Check	01/20/2015	113	Michael Coleman	Vision meeting bagels	TD Bank	001.6995 Miscellaneous	-28.68	23,374.
Check	01/27/2015	111	GMU	GMU career fair	TD Bank	001.5362 Publicity	-400.00	22,974.
Deposit	02/11/2015			Deposit	TD Bank	001.4320 Dinner Meetings	87.12	23,061.
Deposit	02/12/2015			Deposit	TD Bank	001.4320 Dinner Meetings	160.00	23,221.
Check	02/12/2015	116	Jae Yu	GMU career fair	TD Bank	001.5294 Promotional Give Aways	-271.99	22,949.
Check	02/12/2015		P J Skidoos		TD Bank	001.5803 Dinners	-489.79	22,460.
Check	02/17/2015	115	Carolyn Miller	deposit for Feb dinner	TD Bank	001.5803 Dinners	-200.00	22,260.
Deposit	02/18/2015			Deposit	TD Bank	001.4000 Membership Dues	693.50	22,953.
Check	02/20/2015	117	J Addleson	reimburse dinner meeting	TD Bank	001.5803 Dinners	-30.00	22,923.
Check	02/23/2015		Postmaster		TD Bank	001.5454 Annual Permit Fees	-192.00	22,731.
Check	03/12/2015	118	Bob Zimman	certification postage	TD Bank	001.5361 Certification	-11.50	22,720.
Deposit	03/13/2015			Deposit	TD Bank	001.4320 Dinner Meetings	60.00	22,780.
Deposit	03/13/2015			Deposit	TD Bank	001.4320 Dinner Meetings	33.93	22,814.
Check	03/13/2015		Houlihans	March mtg	TD Bank	001.5803 Dinners	-407.20	22,406.
Check	03/19/2015	119	Gregg Monaco		TD Bank	590 Travel	-644.00	21,762.
Check	03/20/2015	120	Paul Mills	CMQ OE	TD Bank	004.5551 Spkrs-Instructors	-1,600.00	20,162.
							-2,894.69	20,162.