

ASQ SECTION 0511
DRAFT BOARD MINUTES
May 13, 2015

Location: Olive Garden, Tysons Corner. 8133 Leesburg Pike, Vienna, VA 22182
Attendees: Under separate cover

	What	Who	Decisions/ Actions*
5:30 – 5:40	<ul style="list-style-type: none"> • Call to Order/Statement of Quorum ○ Opening Remarks ○ PAR Announcement 	<ul style="list-style-type: none"> • Chair • Former Chair 	<ul style="list-style-type: none"> • Apologies to the board for the breakdown in communication on the Vision Meeting. • Be prepared for future meetings in case this happens again and we have no speaker. • Set a meeting for June to have the next Vision Mtg.
5:40 - 5:50	<ul style="list-style-type: none"> • Reading and Approval of Minutes ○ Monthly Minutes 	<ul style="list-style-type: none"> • Secretary 	<ul style="list-style-type: none"> • Edits were rec'd from Leslie and incorporated. Gregg moved to approve minutes, Approved as amended.

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<p>5:50 – 6:10</p>	<ul style="list-style-type: none"> • Strategic Business <ul style="list-style-type: none"> ○ Website 	<ul style="list-style-type: none"> • John/Gregg 	<ul style="list-style-type: none"> • A second copy of the Business Plan was sent to Jim and he liked the approach we took. Show our new and improved position descriptions and to also show improvement on the website as we have it redesigned. Those things would help us to gain higher levels of PAR awards. • We would like Gregg to have the web developer give us some web design mock-ups so we know what to expect. We will then approve or edit as necessary. Jeff and Gregg will coordinate with Bryan. Make a decision NLT next meeting. Upper cap of \$5,000 for the implementation.
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6:10 – 6:20	<ul style="list-style-type: none"> Marketing Plan 	<ul style="list-style-type: none"> Gregg, Paul, Carolyn 	<ul style="list-style-type: none"> In the hands of Paul and Carolyn. Still have no large venue and bigger speaker. John shared that PWC is the first service company to win the Baldrige Award. Gregg and John should close on this. Will discuss off-line.
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<p>6:20 – 6:30</p>	<ul style="list-style-type: none"> • Officer Reports <ul style="list-style-type: none"> ○ Chair ○ Chair elect ○ Treasure ○ Audit ○ Education ○ Others 	<ul style="list-style-type: none"> • Board Members 	<ul style="list-style-type: none"> • Chair Elect: Thanked the board for approving his going to ASQ World Conf. • Gregg met several board and national members and they were impressed with Section and the speakers and changing venues we've been doing. • Gregg will arrange to go to the Regional Meeting and we could carpool for those who would like to go as well. Suggest June 20 for Vision Meeting and June 27 for Regional Meeting. Gregg will discuss with Jim Ketteridge • We have until May 31 to make addendums to our Strategic Plan. Gregg will add the PDs and items above and send to board to review prior • Just over 22k in bank acct. Spent 1888 or so on sending Gregg to WCQI. • Treasurer Elect is
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6:30-6:40	<ul style="list-style-type: none"> • Prior Issues <ul style="list-style-type: none"> ○ GMU Meeting 	<ul style="list-style-type: none"> • Members <ul style="list-style-type: none"> ○ Lead? ○ Gregg ○ Paul ○ Lead? 	Offer our services - John and Gregg to speak at some of their graduate meetings.
6:40 – 6:45	<ul style="list-style-type: none"> • Review of Action Items/ Minutes Adjournment 	<ul style="list-style-type: none"> • Chair 	Set a date for October meeting for us to have the big meeting. Ask Baldrige winner to speak. Oct. 14 Possibly Maggiano's or Clydes for the venue. Carolyn will set it up.

*Actions Detailed below:

Action Plan

What	Who	When
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<p>Set up date and place for the next Vision Meeting. Will it be at Paul Meyer's business? Should be in April.</p>	<p>John</p>	<p>At PPC June 20 tentative</p>
<p>Gregg will contact Brian Cordyack to see if he would be willing to do some work on the website again. Carolyn will send Jeff the meeting schedule to post and the policy for dinner - buy 3 get 1 free. John will ask Carolyn if she would like to have someone local do some of the legwork in VA when she's not here.</p>	<p>Gregg Carolyn John</p>	<p>Asked – No. she does not need help.</p>
<p>Will take marketing plan off line and discuss.</p>	<p>John & Gregg</p>	
<p>Call Sion and see if he wants to continue as LLS Chair</p>	<p>John</p>	
<p>Ask Jae if he will be able to participate in meeting with GMU or just have Gregg and John meet with some of them.</p>	<p>Gregg</p>	
<p>Ask National what they are doing to get email sent to these emails.</p>	<p>Jeff</p>	

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