

ASQ SECTION 0511  
DRAFT BOARD Minutes  
October 14, 2015

Location: Maggiano's Vienna, VA

Attendees: Carolyn Miller, John Mullins, Melissa Butler, Gregg Monaco, Paul Mills, Jai Singh, Muzzaffar Zaffar, Barb McCullough, Leslie Braun, Cynthia Reichardt, Paul Meyers.

	What	Who	Decisions/Actions*
5:30 – 5:40	<ul style="list-style-type: none"> <li>• Call to Order/Statement of Quorum</li> <li>○ Opening Remarks</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	A Quorum was present. See sign in sheet under separate cover.
5:40 - 5:50	<ul style="list-style-type: none"> <li>• Reading and Approval of Minutes</li> <li>○ Monthly Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>	Minutes accepted as written and sent out to the board.
5:50 – 6:00	<ul style="list-style-type: none"> <li>• Website-- Status</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	Seek Board Approval
6:00 – 6:20	<ul style="list-style-type: none"> <li>• November Meeting Status</li> <li>• Strategic Business Plan Status</li> </ul>	<ul style="list-style-type: none"> <li>• Gregg/Jeff</li> <li>• Gregg</li> </ul>	Jeff's office in Fairfax (near Westfields) will be the venue and it will be catered. Speaker?
6:20 – 6:30	<ul style="list-style-type: none"> <li>• Officer Reports</li> <li>○ Chair</li> <li>○ Chair elect</li> <li>○ Treasure</li> <li>○ Audit</li> <li>○ Others</li> </ul>	<ul style="list-style-type: none"> <li>• Board Members</li> </ul>	See below for status.
Adjournment	<ul style="list-style-type: none"> <li>• Review of Action Items/Minutes Adjournment</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	5:37 Adjourned

\*Actions Detailed below:

**Website status:** Jeff and Kabongo are working on small web site fixes and the developer gave Jeff the code to fix an issue they found.

**Chair:** John did the Innovation conference in Charlottesville. They felt his presentation was more of a sales pitch, and not mathematical enough.

John may speak at the November 4 meeting if we don't have a speaker.

The Strategic Business Plan is due by November 1 in Draft. Leslie has been putting it together.

We have our business plan from last year. The Final Plan is due by November 15. Barb sent the last one to Gregg to work with for this one.

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**Certification Exams:** Muzzaffar - All is good with certifications.

**Programs:** Paul Meyers - Gerrard (or Suzie Cupcake) is going to be the speaker for the November meeting.

**Education Chair** - Paul Mills is waiting for confirmation on at least 3 for the fall CQA course. To start on October 24, 2015 for 6 weeks.

Gregg sent Paul the member list to do some scholarship solicitations and find out who has certifications so they can teach a course.

**Parking Lot:** John took his speaker out to lunch last week, asked about ASQ and their support. We need to get them onto Government Contracts. How do we find a monetary value that is transferrable to a gov't contract. CMMI and PMI and ITIL, Covey Facilitators are called out on contracts, but not ASQ. We have to figure out how to get that in there.

**Finance:** Leslie sent out the quarterly financials and Barb and John signed off at the meeting. Next item due is the draft budget and November 1 is the next suspense date.

The new Treasurer Elect was present - Cynthia Reichardt

**Arrangements** - Carolyn - We are all set for the Winery Meeting. November 4 is scheduled for the meeting and Stone Tower is booked for the 12th, this is just a social meeting and will not provide you with any CPEs. We have reserved for 12 so far.

Everyone will have membership list access starting January 1, 2016. Start looking at our board positions and who wants to continue and who we need to replace due to limitations on their position length.

Meeting adjourned at 5:37

**Action Items:**

**AI:** Gregg look into socializing the idea of ASQ certification being added to Government contacts.

**AI:** John is to set an agenda item for next month on revenue sharing and inter-section education coordination, fees, etc...

**AI:** Marie Rondot - Please remove Treasurer Elect from Jeff Parnes and add Cynthia Reichardt as Treasurer Elect on our Board sign in sheets and in the database. Thanks!!

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