

**ASQ SECTION 0511**  
**BOARD Meeting Notes**  
**10 August 2016**

**Location:** Olive Garden, Tysons Corner

**Attendees:** Attendance Document

Time Slot	What	Who
5:30 – 5:40	<p><b>Call to Order / Statement of Quorum</b></p> <ul style="list-style-type: none"> <li>• Opening Remarks               <ul style="list-style-type: none"> <li>○ In our July 30 (Sa) Vision and Strategy meeting, we worked on generating an on-going list of speakers and topics; discussed a Section Leadership slate of candidates; and initiated our 2017 Business Plan. A “wall chart” size poster of our work-in-process 2017 Business plan is on display with Post-It Notes for comments to be made.</li> </ul> </li> </ul>	Chair
5:40 – 5:50	<ul style="list-style-type: none"> <li>• Reading and Approval of Minutes               <ul style="list-style-type: none"> <li>○ Previous Monthly Minutes - Minutes were read and approved as amended.</li> <li>○ Financial Report and Status - Treasurer report was given and a copy submitted to the Secretary to be entered with the minutes.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> <li>• Treasurer</li> </ul>

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5:50 – 6:15	<p><b>Chair Reports (Alphabetic; most frequent are position identified)</b></p> <ul style="list-style-type: none"> <li>• Arrangements – Venues             <ul style="list-style-type: none"> <li>○ Sep – Not Your Average Joes (Reston)</li> <li>○ Oct – Maggianos (Tysons Corner)</li> <li>○ Nov – Houlihans (Springfield)</li> <li>○ Dec – On The Border (Reston)</li> </ul> </li> <li>• Arrangements – DBA             <ul style="list-style-type: none"> <li>○ Bob provided attendance records to 2 members in the last two months.</li> </ul> </li> <li>• Audit –             <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Education – Coordination and Cooperation with Section 0509 [<b>15 Minutes</b>]             <ul style="list-style-type: none"> <li>○ Survey of other Sections on Courses, Fees, and Course length</li> <li>○ Member survey</li> <li>○ MOU on course delivery {Motion and Vote desired}</li> <li>○ Course length hours</li> <li>○ Student fee of \$495 per any given course</li> <li>○ Instructor compensation</li> </ul> </li> <li>• Membership –             <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Programs –             <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Re-Certification –             <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Testing –             <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• VOC –             <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Webmaster –             <ul style="list-style-type: none"> <li>○ Disposition on pending equipment</li> </ul> </li> <li>• <b>Others</b> <ul style="list-style-type: none"> <li>○ Historian –</li> <li>○ Placements – No report</li> <li>○ Lean Six Sigma SIG –</li> <li>○ Software SIG –</li> </ul> </li> <li>• Past Chair – No report</li> <li>• Chair Elect –             <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Chair –             <ul style="list-style-type: none"> <li>○ Until further notice, the Chair will be performing the “Nominating Chair” duties</li> <li>○ Please review the “proposed” 2017 slate of section leadership candidates and make edits. If possible, can we have this list 100% firm for presentation at the 14 September 2016 dinner meeting. (See List Below)</li> <li>○ The 2017 Business Plan is sent under separate cover for your review, edits and inputs. Let’s have this finalized by September.</li> </ul> </li> </ul>	<p>Board Mem- bers (<i>Please, let’s stay in sequence and topic-focused for time control</i>)</p>
6:15 – 6:40	<p><b>New items for consideration</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	TBD
6:40 – 6:44	<p><b>Review of Action Items / Minutes</b></p>	Secretary & Chair

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6:44 – 6:45	Adjournment	Chair
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**ASQ 0511 Leadership - Calendar Year 2017**



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<b>Chair</b>	Gregg Monaco
<b>Chair Elect</b>	
<b>Secretary</b>	Barb McCullough
<b>Treasurer</b>	Cyndi Reichardt
<b>Past Chair</b>	<Vacant>

**Arrangements - Venue** Caroline Miller

**Arrangements - DBA** Bob Orkin

**Audit** Charlotte Wild

**Education**

**Historian** Connie Broadie

**Lean Six Sigma SIG** Kristine Hejna

**Membership** Mike Coleman

**Nominating** Gregg Monaco

**Placements** Seema Garg

**Programs** Paul Myers

**Recertification** Christine Kowalski

**Software SIG** Kristine Hejna

**Testing/Proctor** Muzaffar Zaffar

**Treasurer-Elect** Sara McAlpine

**Voice of Customer** Jai Singh

**Web/Internet** Jeff Parnes

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**Came to order at 5:35. August 10 at Olive Garden in Tysons Corner**

**Those present: Mike Coleman, Barb McCullough, Gregg Monaco, Muzzaffar Zaffar, Sara McAlpine, Jeff Parnes, Cyndi Reichardt, (non-board member - Jeff \_\_\_\_), Connie Broadie**

**Meeting Minutes from the last business meeting were approved as amended (with Gregg's edits.)**

**Education - Paul**

- Draft MOU in place, and a draft education survey was sent out.
- Do a blast on survey monkey
- Did a survey of other sections and we are at the low end of what we charge. They suggested we bump it up to \$495 and limit the contact hours.
- Virtual meetings have been going very well.
- Leslie thought we could go to \$495 with 4 student minimum. We provide a service, so it's a good value.
  
- Jeff - a non-board member said he has taught Green Belt courses and black belt courses and would be willing to do so again.
- He would like board approval to go with the submitted MOU and course pricing. Add a caveat to include more hours and more cost for more extensive courses like the CMQ/OE.
- Paul made a motion to accept the MOU. Cyndi 2nd and everyone approved.
- The core hours will be 24 hours except for the more extensive courses. Paul moved to add this. Mike Coleman 2nd. All approved.
- Student Fee of \$495, Paul made a motion to accept that amount, Barbara 2nd.
- Instructor Fee of \$75. per hour. Paul made a motion to accept, Mike 2nd, All approved.

**Membership - Mike Coleman**

- The last report he sent out was wrong due to information sent out by ASQ National. We have 34 new members in July.
- We now have 5 Organization Members
- We have increased Org Member members

**Testing - Muzzaffar**

- They are not doing anything on the site. He's been checking.
- Gregg will test the new system by taking the Yellow Belt test to see how the new system works.
- The info says you are not allowed to take anything in, but Jeff called and they said you can still take the book in.

**Webmaster - Jeff Parnes**

Jeff bought and brought in a new HDMI cord to allow us to hook to the available tv for projection instead of using the projector tonight. He also brought a micro recorder to record both the board and membership meetings so he could posture audio on the website (check it out at <http://www.asq0511.org/Presentations/presentations.html#201608>)

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**Historian - Connie Broadie**

Just getting to know the position and has read the position description.

**Chair - Gregg Monaco**

- Will be the Nominating Chair for the foreseeable future.
- At the bottom of page 2 of the Agenda, Gregg listed the willing Leadership for 2017.
- There are two areas of concern. One is Paul Mills Education Chair because he is leaving. Melissa C does not want to continue as the Chair Elect. Muzzaffar may want to consider that role as the Proctor position will be going away.
- 2017 Business Plan is printed and posted on the wall for everyone to review and comment on as they see fit during this meeting. This is what we worked on at the Vision Meeting. Any changes anyone may write on it and recommend, Gregg will review and make the changes on the plan as needed.
- Ray and Jim will review this once we think we have it as accurate as possible.

**Programs - Paul Meyers**

Sara may have a speaker to submit.

Jeff said he may be able to speak in September if we do not have a speaker.

**New Items:**

Ellen Quinn, the Mgmt. Division Vice Chair for Marketing, let everyone know that they sponsor a breakfast at the World Conference. They would be happy to have us assist with underwriting the cost of the breakfast. They had 368 members attend last year.

- on an aside, Ellen belongs to both 509 and 511 and let everyone know that if you would like a 70th Anniversary Mgmt. Division shirt you can send orders to Ellen and she will ship them to you.
- May 1-3 in Charlotte, NC - \$24 per person and they guarantee 350 people. It was about \$10,000 total.
- Maybe we could sponsor a give-away or set up a table with information on the section to give out. Ellen will work with us to decide what we need or want to do.
- QMD has a webinar package they offer free - Doug Wood is the POC for that.

Luis Morales was also visiting from Richmond Section 1104. He used to belong to our section.

**VOC - Jai Singh**

Will scan info and send to Barbara.

**Action Items:**

Think about what we want to do for World Conference  
Think of speakers for next few meetings.  
Review the Strategic Plan



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Adjourned at 6:36