

**ASQ SECTION 0511  
BOARD AGENDA  
14 September 2016**

**Location:** Not Your Average Joe's, Reston

**Attendees:** Attendance Document

Time Slot	What	Who
5:30 – 5:40	<b>Call to Order / Statement of Quorum</b> <ul style="list-style-type: none"> <li>• Opening Remarks               <ul style="list-style-type: none"> <li>○ “Chair slate” of elected candidates needs finalized</li> <li>○ Budget and Biz Plan need to be submitted</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</li> </ul> </li> <li>• Financial Report and Status               <ul style="list-style-type: none"> <li>○ \$23,711 cash</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> <li>• Treasurer</li> </ul>

**ASQ SECTION 0511  
BOARD AGENDA  
14 September 2016**

<p>5:50 – 6:15</p>	<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>○ October meeting at P.J. Skidoo’s (pre-menu selections needed) – Fairfax</li> <li>○ Houlihan’s – Springfield</li> <li>○ On The Border – Reston</li> </ul> </li> <li>• Arrangements – DBA <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Audit – <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Education – <ul style="list-style-type: none"> <li>○ MOU with Section 0509 approved</li> <li>○ Department of Housing and Urban Development (HUD) will receive ASQ CQA training, courtesy of Section 0509 instructor availability</li> <li>○ Joint Section 0509/0511CQA Saturday training takes place on Saturdays, Oct-Nov</li> </ul> </li> <li>• Membership – <ul style="list-style-type: none"> <li>○ 571 Total (as of Sep 13)</li> <li>○ 17 New</li> </ul> </li> <li>• Placements <ul style="list-style-type: none"> <li>○ 4 Opportunities received</li> </ul> </li> <li>• Programs – <ul style="list-style-type: none"> <li>○ Mr. James Pastorick (“Jim”) has volunteered to serve in this vital position</li> </ul> </li> <li>• Re-Certification – <ul style="list-style-type: none"> <li>○ Members need to follow our website instructions to the letter <ul style="list-style-type: none"> <li>▪ Packages must go through the Re-Certification Chair (never Milwaukee)</li> <li>▪ Accuracy and Completeness are mandatory</li> </ul> </li> </ul> </li> <li>• Testing – <ul style="list-style-type: none"> <li>○ Prometric computer based testing (CBT) begins later this month and there should be quantifiable data in time for our October meeting</li> </ul> </li> <li>• VOC – <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Webmaster – <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• <b>Others</b> <ul style="list-style-type: none"> <li>○ Historian –</li> <li>○ Lean Six Sigma SIG – on-travel, no report</li> <li>○ Software SIG – on-travel, no report</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>□ Region 05 training for all chair positions and other interested persons is scheduled for Saturday, Nov 5 (9 AM – 2 PM) <ul style="list-style-type: none"> <li>▪ Primary venue – TBD</li> <li>▪ Secondary venue – Section 0511</li> </ul> </li> <li>□ We need volunteer to fill Education Chair</li> </ul> </li> </ul>	<p>Board Members <i>(Please, let’s stay in sequence and topic-focused for time control)</i></p>
--------------------	---	---

**ASQ SECTION 0511  
BOARD AGENDA  
14 September 2016**

6:15 – 6:40	<b>New items for consideration</b> •	TBD
6:40 – 6:44	<b>Review of Action Items / Minutes</b>	Secretary & Chair
6:44 – 6:45	<b>Adjournment</b>	Chair

**Meeting Minutes/Notes:**

**Call to Order: 5:3 P.M.**

By: Chair

In attendance: Muzzaffar, Connie, Bob Orkin, Barb, Geoff, Gregg, Paul Mills, Jai Singh,

**Opening:** The room took a few minutes to prepare, but was all set up when we were allowed to enter. Called to order at 5:40 with a quorum present.

We need a Chair Elect in place soon.

Jim Pastorick volunteered to be our Placements Chair. He owns his own company, but couldn't be here tonight.

**Officer and Chair Reports a new :**

**Secretary** – previous month meeting minutes

- Connie and Gregg made edits and sent to Barb. Edits to Geoff's name and the other edits were incorporated. Paul motioned to accept and Muzzaffar seconded. All agreed.

**Treasurer**

- Financials posted as a separate document.
- \$23,711 cash
- One outstanding check we can't cash due to the check not being legible. Gregg will call the person as they've contacted him and haven't had check submitted.

**Arrangements**

- October meeting at P.J. Skidoo's (pre-menu selections needed) – Fairfax
- Houlihan's – Springfield
- On The Border – Reston

**Audit**

- Need a 3rd person on the audit committee at the end of the year.

**DBA**

- Bob had a couple requests for meeting attendance. Barb will send Bob the updates to the Board sign-in sheet.

**Education**

- MOU with Section 0509 approved

**ASQ SECTION 0511  
BOARD AGENDA  
14 September 2016**

- Department of Housing and Urban Development (HUD) will receive ASQ CQA training, courtesy of Section 0509 instructor availability. Sandy Menzes will take time off her job to teach the class.
- Paul sent Jeff a bunch of updates for the Education page on the site. He also sent Jeff links to the registration for the tests so they know when to take classes.
- Joint Section 0509/0511CQA Saturday training takes place on Saturdays, Oct-Nov
- Paul will put together a SOP for the position with contacts and everything.
- We still also want someone to keep the lending library and Paul has a bunch of books for this as well. Barbara will look into this and may be able to maintain the library if people want to come to the meetings to get the books.

**Membership**

- 571 Total Members (as of Sep 13)
- 17 New members
- We have a 72% retention rate. as opposed to the 60% of some other sections.
- **Placements**
- We have 4 opportunities that have been put in the cloud for people to look into.

**Programs**

- Paul Meyers stepped down due to being too busy to maintain the position.
- Mr. James (Jim) Pastorick stepped forward to chair this position

**Re-Certification**

- Christine sent an email with a full set of directions to be posted to the site by Jeff concerning the re-certification mail.

**Testing**

- There are a lot of available seats.
- Most people are waiting to see how it goes, but he's been getting a lot of email about it. The Parametric site says they can't take anything into the test, but ASQ says they can.
- Jeff posted the write-up on the process a few months ago.

**VOC**

- Jai will provide the presentation from the last meeting to Jeff to post.

**Webmaster**

- Recently he was given the name of someone in Manassas who does live-streaming of meetings. He's looking into this to see how it's done.
- The upgrade of his iMac cut the time on these.
- When we have the two microphones, if one is not on, the receiver keeps trying to find it and it makes a noise on the recording.
- We should be proactive to make sure we get the microphones passed around to whomever is speaking in the meetings.
- We are using Any Meeting to record our education sessions so those will also be able to be posted and people can pay to view them. When we record we can send the link to the

**ASQ SECTION 0511  
BOARD AGENDA  
14 September 2016**

students to continue to access, but they will only have access for a certain amount of time.

- We need to figure out what our policy is and have that discussion and set our rules accordingly. We will put this on the agenda for our next Vision Meeting.

**Special Interest Groups (SIG)**

**Historian**

- All materials accounted for except our two banners
- Barbara has the banners and will bring them to the next meeting to give to Connie

**Lean Six Sigma (LSS)**

- No report

**Software (SW)**

- No report

**Past Chair**

- None

**Chair-Elect**

- None

**Chair**

- Region 05 training for all chair positions and other interested persons is scheduled for Saturday, Nov 5 (9 AM – 2 PM) Section Leadership training.
  - Primary venue – TBD Looking possibly around Baltimore.
  - Secondary venue – Section 0511 Paul Meyers company is willing to lend their space for this.
- We need a volunteer to fill Education Chair - Gregg reached out to Sion Weaver but he's in King George and wouldn't want to drive to the further meetings. Geoff (our speaker tonight) will discuss this with his wife as a possibility.
- 

**NEW ITEMS**

- Having a Vision meeting sooner rather than later would be better due to all the holidays coming up. Send out a Doodle invite with dates to consider. Oct 15, 22 or 29 or Nov 5.
- Review the Business Plan that Gregg has posted to the wall.
- Branding and Gifting. We need to give gifts of value that have our ASQ 0511 logo on them for speakers. (USB thumb drives, mugs, clocks, messenger bags, Note pads, tee shirts, mini flash lights etc.) Connie will look into give-aways and get the logo from Jeff Parnes
- 

**Adjourned: 6: P.M.**

**Action Items:**



**ASQ SECTION 0511  
BOARD AGENDA  
14 September 2016**

- Barb will send Bob the updates to the Board sign-in sheet.
- Gregg will check to see who is on the mailing list for the emails he got about placements.
- Jai owes the last presentation to Jeff, and will send it now that he's in town.
- Barb will bring the ASQ 0511 banners to the next meeting to give to Connie.
- We need to figure out what our education policy is for class recordings and have that discussion and set our rules accordingly. We will put this on the agenda for our next Vision Meeting.
- Review the Business Plan and provide any comments.
- Barb's printer wasn't working tonight and she will print and send Geoff a certificate of Appreciation for being the speaker tonight.
- Connie will look into give-aways and get the logo from Jeff Parnes. Geoff's daughter works for a large company that provides printing of logo items also and may be a good contact.
- Follow up with Seema on the positions to be posted online.
- Look for a Chair Elect and an Education Chair.