

**ASQ SECTION 0511
BOARD MEETING NOTES
November 9, 2016**

Location: Houlihans, Springfield VA

Attendees: Attendance Document

| Time Slot | | Who |
|-------------|--|---|
| 5:30 – 5:40 | Call to Order / Statement of Quorum <input type="checkbox"/> Opening Remarks o Budget and Biz Plan | Chair |
| 5:40 – 5:50 | <input type="checkbox"/> Reading and Approval of Minutes o Previous Monthly Minutes <input type="checkbox"/> Financial Report and Status o \$ | <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer |
| 5:50 – 6:15 | Chair Reports (Alphabetic; most frequent are position identified) | Board Mem- bers (<i>Please, let's stay in sequence and topic-focused for time con- trol</i>) |
| 6:15 – 6:40 | New items for consideration | TBD |
| 6:40 – 6:44 | Review of Action Items / Minutes | Secretary & Chair |
| 6:44 – 6:45 | Adjournment | Chair |

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Meeting Minutes/Notes:

Call to Order: 5:40 PM (quorum attained)

In attendance: Cyndi Reichardt, Muzzaffar Zaffar, Mike Coleman, Gregg Monaco, Barbara McCullough, Jai Singh, Jeff Parnes, Connie Broadie

Officer and Chair Reports:

Secretary – Previous month meeting minutes distributed and corrections from Gregg and Cyndi were incorporated. Mike C and Cyndi motioned and 2nd to accept the meeting notes as amended.

Treasurer

- The report was received at corporate, but not accepted yet. Gregg advised Cyndi to CC herself on reports so make sure that there is proof that she sent it on time.
- Financials posted as a separate document.
- \$ 24,853.92 in the treasury now.

Arrangements

Carolyn sent Barbara the following list of confirmed venues for the next few meetings. Carolyn is now doing confirmation emails to the venues to make sure they are expecting us.

- On The Border – Reston; December social meeting (no speaker program)
- Fiona's – Springfield; January, 2017
- Olive Garden – Tyson's Corner; February, 2017
- P.J. Skidoos – Fairfax; March, 2017 (subject to change)

Audit

- Charlotte will start audit in January.
- Need a 3rd audit committee person at the end of this year. Will make a dinner announcement tonight for this auditor.

DBA

- Bob had one request for meeting attendance and the person wasn't listed on two meetings that they had attended.

Education

- Muzzaffar will take over the duties of Education Chair.
- We need to figure out how we are helping and facilitating and paying for training through Section 509.
- Paul gave Muzzaffar a disk with a lot of information on it. He would like to discuss some of it with Paul as to how he set up his classes etc.

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Membership

- 571 Total Members (as of October 30)
- 20 New members and 228 renewed memberships.
- We have a 71% retention rate as opposed to the 60% of many other sections.
- Find a colleague or someone in quality to award a gifted free 6 month membership.
- Mike is relocating for work at the Aberdeen Proving Grounds and we'll need someone to take over from him. As an interim solution, Mike will virtually perform Membership Chair duties.

Placements

- No new placements

Programs

- Jim Pastorick is now in position. He'll talk with Paul Meyer and Jeff Parnes to discover their techniques in finding speakers.
- We now have a list of 25 speakers who have agreed to speak, and they are broken out by Region relative to their home and work areas, so as to better facilitate their speaking engagement availability.
- Barbara asked several of her contacts on LinkedIn to be speakers and two have agreed.
 - Tim Dalhouse, MBA, PMP – Project Manager @ Accenture
 - Rebecca McKaughan (pronounced “McCoin”) – Agile Coach / Consultant – SPG, CSPO, CSM
 - Another two potential speakers are in abeyance (until they can be assured of a preferred venue choice).

Re-Certification

- No report.

Testing

- Eric Jensen is now our active Testing/Proctor Chair.

VOC

- Jai Singh – Some activities are now being coordinated by Milwaukee HQ, to include Section information sharing, common themes, and best practices. They will have a meeting next month.

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Webmaster

- We need to determine policy, have discussion, and set our rules accordingly relative to re-certification points, finance charges and reimbursements, meal selection options, and all other member concerns that impact Section resources.
- We need a Webmaster backup so that materials can be posted without missing a step. The meeting notice for this month didn't get posted until the last minute. Possibly switching our website to another provider or requesting one from ASQ HQ may alleviate the issue with people being able to upload their own documents and information. We need to get this settled.
- Jeff met with Incoso (sp?) and reviewed the equipment that they use to record meetings. They can do live broadcasting from a conference room, or web meetings with micro-phones on each table. We don't have a current need for this kind of a system, but it provides a benchmark comparison.
- As of January 2017, there will be "dummy pages" for the next six months. Board members will be able update and edit these pages. Interested members will receive an account and training.
 - Given all the pending holidays, we might be able to get together and knock this out in one fell-swoop.
 - Jeff will send out a Doodle to find a date when we can all get together to do this.

Special Interest Groups (SIG)

- Software – no reports.
- Lean Six Sigma (LSS)
 - She's having trouble deciphering how they were splitting the bill. Cyndi has been doing it right down the middle.
 - Kristine was getting calls from people wanting to get paid, but that's not her position. Gregg will speak with Ron Kelly (Section 0509 Chair) to resolve.

Historian

- All materials accounted for, including our two banners.
- Continues looking for promotional items online.
- She can now access the member\leader store.
- She uses "Four Imprint" (vendor) to order logo items for her daytime job work. This might be a Section preferred vendor option, with lower prices once our logos are scanned, so we can get economy of scale savings.
 - There is a one-time set-up fee, so we should stick with a company once we decide what presents the most value to our members and is easy for the Historian to manage.

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Past Chair

- None

Chair-Elect

- None

Chair

- We are on track to get the Budget and Plan done and to HQ for 2017. Everything is in the Milwaukee preferred format.
- Section Leadership Council meets on the 18th. There is an 800 number for this and you are welcome to dial in. Gregg can send it to you.
- We've been recognized for a "best practice" by having a list of speaker names and topics (over a year of candidates) for upcoming meetings. Now, we only need to replace 1 speaker at a time as we use a presenter. This also gives us "fault tolerance" in the event a designated speaker has a last moment emergency.
- Still need to get the Section 509 training money issues taken care of.

NEW ITEMS

- None

Adjourned: 6:50 PM

Action Items:

- Barb will bring (needs to unpack moving boxes) the Section 0511 banners to Connie.



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| Section Monthly Growth and Retention - August 2016 End of Month | | | | | | |
|--|---------------|-----------|-------------|----------------------|----------|-------------|
| Member Type | Current Count | New Count | Renew Count | 12 Month Prior Count | Growth % | Retention % |
| ASSOCIATE | 56 | 32 | 9 | | 29 | 93.10% |
| DISTRICT | | | 1 | | | |
| FELLOW | 1 | | 1 | | | 0.00% |
| FULL | 268 | 41 | 76 | | 299 | -10.37% |
| ORGANIZATION | 4 | 1 | 1 | | 3 | 33.33% |
| ORGMEMBER | 6 | 1 | 4 | | 4 | 50.00% |
| SENIOR | 183 | 1 | 132 | | 199 | -8.04% |
| SITE | | | 3 | | | |
| STUDENT | 52 | 17 | 6 | | 37 | 40.54% |
| TOTAL | 571 | 94 | 228 | 576 | -0.87% | 70.14% |