

**ASQ SECTION 0511
BOARD MEETING NOTES
December 14, 2016**

Location: PJ Skidoos, Fairfax, VA

Attendees: Attendance Document

Time Slot		Who
6:05	Call to Order / Statement of Quorum <input type="checkbox"/> Opening Remarks <ul style="list-style-type: none"> ○ The Secretary was late due to traffic, and the Chair was not in attendance, so the board waited till 6:05 to convene when the Secretary arrived 	Chair
6:10	<input type="checkbox"/> Reading and Approval of Minutes <ul style="list-style-type: none"> ○ Previous Monthly Minutes – approved as read per the board <input type="checkbox"/> Financial Report and Status <ul style="list-style-type: none"> ○ Treasurer was not in attendance 	<input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer
5:50 – 6:15	Chair Reports (Alphabetic; most frequent are position identified) *See below	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 <ul style="list-style-type: none"> ● Christine K – send Jeff a note for mass email ● Christine K. Ask membership chair about her membership questions. 	Secretary & Chair
7:00	Adjournment	Jeff Parnes

Meeting Minutes/Notes:

Call to Order: 6:05 P.M.

By: Webmaster

In attendance: **Connie Broadie, Barb McCullough, Paul Mills, Jai Singh, Seema Garg, Melissa Cicotello, Muzaffar Zaffar, Christine Kurowski, Michelle Badgley (new Section member)**

- Because the Chair and the Treasurer were not at the meeting, until the Secretary arrived there was not a quorum. Meeting was called to order by Jeff Parnes. Gregg Monaco had

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become ill sometime Monday and did not attend. We later found out that Gregg had actually passed away in the early hours of December 14. He will be sorely missed.

Officer and Chair Reports:

Secretary – previous month meeting minutes were sent out via email and the board approved them with no corrections.

Treasurer

- The treasurer was not in attendance

Arrangements

- The next few venues are reserved and we just need to get the list of speakers and request one. January's meeting will be at Fiona's in Springfield and the speaker is set already.

Audit

- Charlotte was not in attendance, but will plan to start the audit in January.
- Need a 3rd audit committee person at the end of this year. We can make an announcement to find a helper for this.

DBA

- DBA was not in attendance. No Report

Education

- Muzzaffar has taken over the duties of Education Chair.
- Paul asked for a copy of the latest Section 509 MOU so he could get it posted before the next exam period.
- We now have to have 4 people signed up prior to doing a training.
- He also let us know that ASQ raised the price of retaking an exam to \$70.

Membership

- 589 Total Members (as of November 30)
- 31 New members and ___ renewed memberships
- 4 Associate, 3 Students and 24 Full memberships

Placements

- There were no new opportunities posted. No placements to date.

Programs

- Jim was not in attendance. No Report.

Re-Certification

- Christine says re-certification season is in full swing. There are two continuing issues.
 1. People are using the certification form from their journals and because ASQ raised the rates, the payments are all wrong.
 2. On the site it says that you can enter you recert there, so she is wondering why we should actually maintain a Re-Certification board position.
- Christine is also wondering why there are people who have been coming to the meetings for years, but they do not show up on the membership list?

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Testing

- Eric Jensen is now our active Testing/Proctor Chair.
- Jeff posted the write-up on the process a few months ago.

VOC

- Jai was in attendance, but had No Report
- We should keep thinking about doing our own member survey.

Webmaster

- The first Saturday in January Jeff will hold a Web class either at his house or another place nearby. A snow date is set for the 21st.
- Jeff showed everyone the new audio video equipment.

Special Interest Groups (SIG)

Historian

- Barbara found the ASQ Section 0511 banners and turned them over to Connie to be the custodian from now on.
- No Report

Lean Six Sigma (LSS)

- Kristine was not present. No Report

Software (SW)

- No report

Past Chair

- None

Chair-Elect

- None

Chair

- Gregg was not present.
- We will need to find out if he had finished the plan that they worked on at the Vision Meeting. It was due to ASQ National tonight. National has given us an extension due to the circumstances.

NEW ITEMS

- None
- All action items from the last meeting have been taken care of.

Adjourned: 7:00 P.M.

Action Items:

- Jeff will send out a mass email to tell everyone to download the latest re-certification form which will have the correct fees on them.

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- Christine send Jeff a note for the mass email and ask the membership chair about the membership question.

Memorial Note:

To our shock and dismay, our Chairman – Gregg Monaco, passed away suddenly on December 14th. We will be posting a notice for a special election of a new Chair to take place at our January meeting. For anyone who knew and served with Gregg, this is a real blow to our section. Please consider who you might nominate for this position or consider volunteering yourself as a nominee. Your section needs you! There are several open positions on our board and for those of us who serve, it is a pleasure and an honor to do so. We would love to have more of our membership join us. Please consider it and come with your nominations in hand in January or send them to one of our board members. Nomination forms can be obtained from the Section Management page:

<http://www.asq0511.org/Forms/Section0511MemberUnitNominationPetitionForm2011.pdf>

The board email address is: board16@asq0511.org

If you have questions as to specific tasks performed by any position on the board, please email the board and one of us can answer your questions and send you a position description.

We will also be adding Gregg to our memorial scholarship fund which was founded in memory of Larry Wilkins who, like Gregg, also served our section in many different capacities. We are thankful for their service and they will both be greatly missed.