

Date: January 11, 2017 ASQ Section 0511 Board Meeting

Location: Fiona's Irish Pub, Springfield VA

Attendees: Attendance Sign In Sheet scanned and uploaded under separate cover.

Time Slot		Who
5:30 – 5:40	Call to Order / Statement of Quorum <input type="checkbox"/> This meeting will be for a special election to replace our Chair - Gregg Monaco who recently passed away. <input type="checkbox"/> Cyndi Reichardt stepped in to run the meeting as the next elected board member.	Chair
5:40 – 5:50	<input type="checkbox"/> Reading and Approval of Minutes o Previous Monthly Minutes were sent out via email for review. <input type="checkbox"/> Financial Report and Status	<input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer
5:50 – 6:15	Chair Reports (Alphabetic; most frequent are position identified)	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</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

Meeting Minutes/Notes:

Call to Order: A quorum was in attendance so the Chair called the meeting to order at: 5:40

In attendance: See attendance sign-in sheet under separate cover. Will be scanned and sent to DBA by the Acting Chair this week.

Officer and Chair Reports:

Secretary – Barbara McCullough

The last minutes were sent out via email. Only one comment from Connie was received on them. The minutes were approved as sent out.

Barbara will update the website this month with all the past approved minutes since Jeff showed her how to do that last weekend.

Treasurer - Cyndi Reichardt

- Key thing tonight is the election of a Chair and filling the mandatory positions.
- We ended up the year with approx. \$25k in the treasury, that equals a 69% member value which we should do better on. We will vote on what we need to do to make that better. We also discussed lowering the price of dinners and doing more of the college career fairs with some give-aways.
- We need to do some instructions as to what to do with money that comes in from training that goes to HQ.

Arrangements

The next few meetings are scheduled for:

- Fiona's – Springfield for January, 2017
- Olive Garden – Tyson's Corner for February, 2017
- P.J. Skidoos – Fairfax for March, 2017 (This may change)
- Carolyn sent a list of venues below via email.
- January, February, and March are confirmed. The remainder of the year displays target locations.

1/11/2017	Fiona's	Alexandria
2/8/2017	Olive Garden	Tysons
3/8/2017	PJ Skidoos	Fairfax
4/12/2017		
5/10/2017	Houlihan's	Springfield
6/16/2017	On the Border	Reston
7/12/2017	Olive Garden	Tysons
8/9/2017	Fiona's	Alexandria
9/13/2017	PJ Skidoos	Fairfax
10/11/2017	Maggiano's (TBD)	Tysons
11/8/2017	Houlihan's	Springfield
12/13/2017	Not Your Average Joe's	Reston

A few suggestions were provided and vetted (Il Fornaio/Reston, Blu1681/Occoquan, Madigans/Occoquan, Uncle Julios/Loudoun and Woodbridge, Theismans/Alexandria) and resulted in Carolyn crossing them off the list of practical contenders. Reasons included pricing that would exceed the ASQ budget, costly fees to rent a private room, and "private" rooms that were not actually

private. Other suggestions include Glory Days/Burke, Ornerly Beer Co/Woodbridge, and one or two others. She may be able to put one of those into April, otherwise, she'll use one of our current venues.

Audit

- Charlotte set up a Drop Box. The Audit is due the 15th of February. Leslie will participate on the audit.
- We are behind on reports to HQ. Cyndi developed the 2017 plan based on the 2016 one but she doesn't have the front part. We have an extension on the business plan. Ask Ray Crawford if he has it. (Asked Ray when he arrived for dinner and he had not received it.) We don't have the last one Gregg updated after the Vision Meeting. Cyndi will see if she can speak to Gregg's son's mother and see if she can get it from his computer.

DBA - Bob Orkin

- Sent out one person's requested records.

Education - Muzzaffar Zaffar

- Announce to ASQ section that we will do a training but which ones are they interested in and who would be interested in teaching a training.

Membership - Mike Coleman - sent report via email.

This month we have nine (9) new members:

- 3 Full ASQ Trial
- 4 Associates
- 1 Student
- 1 Full

Placements

- Nothing to report

Programs

- James Pastorick - Jeff Parnes will help him out while his wife is in the hospital. He has the list of speakers we can draw from.

Testing

- Eric was not present.

VOC

- Jai was not present

Webmaster - Jeff Parnes

- Held the class last Saturday for Webmaster Support Training and 3 people attended at Jeff's house. Connie, Barb, and Christine all attended the class from 10 - 2:30.

Special Interest Groups (SIG)

- Nothing to report

Historian - Connie Broadie - nothing to report

Recertification - Christine Kurowski

Christine says people are recertifying on line and some people don't know they can do that. She got several packages that she had to send in that were very late and they didn't appear on the section membership list. She had to call them and tell them to go on the website and recertify.

Everyone who recertified on line complained about the amount of scanning that entails. She asked HQ and they will eventually phase out the recertification chair since she doesn't have a lot of the people on the membership list or people are paying the wrong amounts. Online it automatically pre-populates any conferences or ASQ trainings you attended.

Lean Six Sigma (LSS)

- None

Software (SW)

- None

Past Chair

- None

Chair-Elect

- None

Acting Chair - Cyndi Reichardt - We will follow the following agenda tonight:

- Review the nominations and accept any new nominations from the membership.
- Vote by acclamation if we have several people for Chair nominated.
- Need to confirm membership of those nominated and their qualifications.
- Then we vote
- Then she will share updates with the membership
- Then we will introduce our speaker and have our program.
- A speaker was set for February that Jeff will post to site for our Olive Garden meeting on February 8th.

NEW ITEMS

- Lowering the monthly meal payment. \$25 in advance and \$30 at the door. Barb made a motion to change it and Connie 2nd it. Everyone voted to approve that. We will start it in February. Hopefully this provides more value to members.
- Jim Kittredge sent out notice of Leadership meetings that we are allowed to attend in D.C. @ Lowe's Madison Hotel. Limited seating, so please register. Section will pay for travel to and from. Ray can give us more information tonight.
- Carolyn sent out the list of venues and Barb offered to go see any in PWC that we might want to use if Carolyn doesn't have time to get to them.

Adjourned: 6:40

Action Items:

- Add list of board members that are voted in tonight at the regular program meeting.

