

**ASQ SECTION 0511
DRAFT BOARD MEETING MINUTES
8 February 2017**

Location: Olive Garden, Tysons Corner, 8133 Leesburg Pike, Vienna, VA 22182

Attendees: Attendance Document Under Separate Cover

Time Slot	What	Who
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5:30 – 5:40	Call to Order / Statement of Quorum <ul style="list-style-type: none"> ○ Opening Remarks - Chair ○ . 	Temp Chair
5:40 – 5:50	<ul style="list-style-type: none"> <input type="checkbox"/> Reading and Approval of Minutes <ul style="list-style-type: none"> ○ Previous Monthly Minutes <input type="checkbox"/> Financial Report and Status <ul style="list-style-type: none"> ○ Status of Annual Financial Statement ○ Monthly Report 	<input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer
5:50 – 6:15	Chair Reports (Alphabetic; most frequent are position identified) <ul style="list-style-type: none"> <input type="checkbox"/> Arrangements – <input type="checkbox"/> Audit – <input type="checkbox"/> Education – <input type="checkbox"/> Membership – <input type="checkbox"/> Programs – <input type="checkbox"/> Re-Certification – <input type="checkbox"/> Testing – <input type="checkbox"/> VOC – <input type="checkbox"/> Webmaster – <input type="checkbox"/> Others <ul style="list-style-type: none"> ○ Historian – ○ Lean Six Sigma SIG – ○ Software SIG – <input type="checkbox"/> Past Chair – N/A <input type="checkbox"/> Chair Elect – N/A <input type="checkbox"/> Chair – 	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>
6:15 – 6:40	New items for consideration <ul style="list-style-type: none"> ○ Anyone with suggestions or known rising issues? ○ Any Good News reports ○ Selecting a Program Chair ○ Proactively advertise and promote direct membership and meeting benefits: <ul style="list-style-type: none"> <input type="checkbox"/> Recertification Units (RU) <input type="checkbox"/> Professional Networking <input type="checkbox"/> Job Leads / Candidate Leads <input type="checkbox"/> Lessons learned forums <input type="checkbox"/> Leading edge speakers and topics impacting quality today <input type="checkbox"/> Certification exam preparation training 	TBD

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	<input type="checkbox"/> Testing for National Certification Exams in local area 4 times a year	
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6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair

Meeting was called to order at 5:48 by our new Chair Cory Sherb. A quorum was present.

Introductions:

Intro to our Section by Cory Sherb Originally from Michigan.

Mike Novak intro. Our speaker tonight and now our new Nominations Chair. From Michigan Moshe Rogoff - from Detroit Michigan also, now our new Newsletter Chair

Geoffrey Withnell intro.

Ray Crawford who was on ASQ Board for last 4 years, volunteered for the Strategic Plan Chair tonight as he's now off the other board and we have a need.

Went around the table to intro everyone on the board.

Barbara read the meeting minutes from last meeting. Geoff motioned to accept as amended with the list of voted in new board members that was attached later, Leslie seconded the motion and the membership approved.

Audit committee met over the weekend on the 4th and reviewed all 2016 finances. Charlotte sent out their report to Cyndi today and the Audit Committee for comment by the 12th. There are some fixes and recommendations to be done before it goes to ASQ. The biggest issue was that 0511's database has not been used. A question was put forward as to where the database key fob has gone and why wasn't Cyndi using it and was using a spreadsheet instead? Also need to know if the 1099's have gone out. Cyndi is out of town on work and can't reply till the 11th.



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Jeff received the invoice for the PO Box in Herndon which needs to be paid. Nothing else seems to go to the PO Box. Have to have it for the bank account information and any business that has to happen, but it is rarely used.

Arrangements: Carolyn was not present. She has provided us with locations for the next year. We still need to look at some in Prince William County for the April meeting. Eric and Barbara can look at Ornerly Beer Company and a couple other places to see if they could host the April Meeting. Maybe there is a place in the Potomac Town Center.

Education:

Muzzafar advertised for classes, but got no response. We have no teachers available at the moment. Request for Jeff to send out an advertisement. A new attendee to our meeting - Mr. Matt Lowy who recently got his CQA certification said he would be glad to teach a course coming up.

Membership: Mike sent in a report that was a duplicate of the last one. Nothing new has been posted to the ASQ site.

Testing \ Proctor: Eric told everyone that ASQ is doing away with this position. He would like to offer to be the Certification Chair if we are interested or there is a need. There is no way to get accurate data for that though. We will need to discuss it. We don't get any additional data from the testing centers. If the Cert Chair and Recert Chair are the same, then we do also need a Publicity Chair which might be a place Eric could volunteer. We also need a replacement for Membership as Mike Coleman is moving to Aberdeen and will want to give it up at some point.

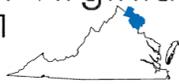
Treasurer Elect - Sara McAlpine brought up that she would also like us to consider having two Treasurer Elects. Need to iron out some things, but it would be good to have a backup to the backup in case someone goes away.

WebMaster: As of now the web is up to date. Hasn't finished editing last months video.

Historian: Nothing to add.

Newsletter: Moshe wanted to know what we really want to do with the newsletter and if we really think we need one or it will serve the members. If not, he may want to move to another committee position. In the meantime we pointed him to the last ones that were done several years ago so he could get an idea of what was out there.

Chair: Cory would like us to take a look at all our information flows and see how we need to combine them and get them leaner and see how we can do a better job with the available resources we have. How can we serve our members better?



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We had the waitress take a picture of the whole board for Jeff to post to the website.

Action Items:

- Eric and Barbara can look at Ornerly Beer Company and a couple others to see if they could host the April Meeting.
- Request that Headquarters update all our positions. Cory will send to Barbara to fill in the last few membership numbers and send out with the meeting minutes and once everyone has reviewed, he will send it to ASQ HQ.
- Barb will send Ray the most recent Strategic Plans that she received from Cyndi so that he can finish it and we can get it to ASQ HQ.
- Barb will talk to the two speakers she had lined up to see which one could speak at our March meeting at PJ Skidoos. She will send their info to Jeff to post on the web when she knows.
- Triangulate with Jeff to make sure the final list of officers matches the email list for the board.
- Ellen Quinn would like to know soon if we are going to sponsor a table for say \$500 at the Quality Mgmt. breakfast at the ASQ World Conference. It would give us good exposure.
- The Program Chair is an urgent need for the board to fill. We will send out an email and have Jeff post to website. Need to get the list of Program speakers from Jim Pastorick.

Adjourned at 6:50