

**ASQ SECTION 0511  
DRAFT BOARD MINUTES  
8 March 2017**

**Location: PJ Skidoos**

**Attendees: Attendance Document Under Separate Cover**

Time Slot	What	Who
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5:30 – 5:40	<b>Call to Order / Statement of Quorum</b> <ul style="list-style-type: none"> <li>○ Opening Remarks - Chair</li> <li>○ .</li> </ul>	Chair
5:40 – 5:50	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reading and Approval of Minutes               <ul style="list-style-type: none"> <li>○ Previous Monthly Minutes</li> </ul> </li> <li><input type="checkbox"/> Financial Report and Status               <ul style="list-style-type: none"> <li>○ Status of Annual Financial Statement</li> <li>○ Monthly Report</li> </ul> </li> </ul>	<input type="checkbox"/> Secretary  <input type="checkbox"/> Treasurer
5:50 – 6:15	<b>Chair Reports (Alphabetic; most frequent are position identified)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrangements –</li> <li><input type="checkbox"/> Audit –</li> <li><input type="checkbox"/> Education –</li> <li><input type="checkbox"/> Membership –</li> <li><input type="checkbox"/> Programs –</li> <li><input type="checkbox"/> Re-Certification –</li> <li><input type="checkbox"/> Testing –</li> <li><input type="checkbox"/> VOC –</li> <li><input type="checkbox"/> Webmaster –</li> <li><input type="checkbox"/> <b>Others</b> <ul style="list-style-type: none"> <li>○ Historian –</li> <li>○ Lean Six Sigma SIG –</li> <li>○ Software SIG –</li> </ul> </li> <li><input type="checkbox"/> Past Chair – N/A</li> <li><input type="checkbox"/> Chair Elect – N/A</li> <li><input type="checkbox"/> Chair –</li> </ul>	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>
6:15 – 6:40	<b>New items for consideration</b> <ul style="list-style-type: none"> <li>○ Anyone with suggestions or known rising issues?</li> <li>○ Any Good News reports</li> <li>○ Selecting a Program Chair</li> <li>○ Proactively advertise and promote direct membership and meeting benefits:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Recertification Units (RU)</li> <li><input type="checkbox"/> Professional Networking</li> <li><input type="checkbox"/> Job Leads / Candidate Leads</li> <li><input type="checkbox"/> Lessons learned forums</li> <li><input type="checkbox"/> Leading edge speakers and topics impacting quality today</li> <li><input type="checkbox"/> Certification exam preparation training</li> </ul> </li> </ul>	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	<b>Review of Action Items / Minutes</b>	Secretary & Chair
6:44 – 6:45	<b>Adjournment</b>	Chair

**Treasurer’s Report** Cyndi - \$24,340.29 in bank currently

Forrest Breyfogle II offered us 60 books to give out for the Section

Jim Kittridge stepped in to help with getting money from HQ.

Ray needs Cyndi to send him the copy of the budget that was supposed to be in the Strategic Plan.

TD Bank - Jeff and Leslie Braun are the only ones on the account. Cyndi can do things online only. Still need to issue credit cards to people but haven’t had much luck with them.

Cyndi did submit the Audit Report. They will check to see that it was accepted.

Meeting Minutes are still not posted on the site. Every time Barb logs on she gets kicked off.

Ray and Cyndi and Barb are going to World Conf. Can use that as plan B for speakers at May meeting.

**Education:** Muzzaffer; Jointly arranged a refresher course for Section 509 and 511. CQA Everything is published online.

**Chair Elect:** Geoff said he will step in and commit to filling the Programs position for the moment. Start with July programs. Cyndi will reach out to Jim - but Jeff thinks he has the list from Jim so ask him first.

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**Programs:** Jeff has a speaker for June. Barb has Rebecca for April Meeting. Maybe do the World Conf. recap for May.

**Testing:** Eric gave everyone a copy of the email from ASQ telling them that the Proctor / testing position was going away, so the Certification Chair will be the one that we should keep. The data being collected isn't really telling us who has what certifications and when, since combining them skews the reports. It was agreed that Eric will become the Certification Chair.

**Webmaster:** Trying to get the software working to layer the camera shots from the meetings. He also has the PO Box 1867 invoice. In Herndon, was due in end of February. Need to get that done asap.

We no longer have any Alfresco account. Will need to figure out what is kicking Connie and Barb off the FTP site when they try to log in.

Ray doesn't get the email being sent out from the webmaster.

**Geoff:** He is working on the new course - Supply Chain Practitioner Certification he's working on with ASQ HQ. He'll be taking it soon and helping to write the course, so he would like teach the course once he's passed the exam.

**Chair:** Cory is working to convert the membership database to MySQL so we can post to the web. The goal will be to bring in PayPal notifications and things to get things more condensed and working better. He would like to get a small working group together to work on the workflows. Cyndi and Sara should be involved for sure. Also Bob can help. This is all part of the package from A+ Net that Jeff is using for the website.

**Strategic Business Plan: Ray** - Gave out the revised plan  
Review the plan and let Ray know if there are any changes needed.  
Barb recommended that we add these metrics to our monthly meeting agenda for the "owner" to report on each month.

Have the person in charge of each area make arrangements and others can pitch in as needed or wanted.

Motion to adjourn by Eric, Seconded by Cyndi. All agreed.  
We adjourned at 6:50