



Location: FIONA's Irish Pub, Springfield, VA

August 2017

Attendees: Document Under Separate Cover

The following Agenda was sent out prior to the meeting. All times are approximate.

| Time Slot   | What  | Who   |
|-------------|---|---|
| 5:30 – 5:40 | <b>Call to Order / Statement of Quorum</b><br><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<br><input type="checkbox"/> Treasurer                    |
| 5:50 – 6:15 | <b>Chair Reports (Alphabetic; most frequent are position identified)</b><br><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<br><i>(Please, let's stay in sequence and topic-focused for time control)</i> |
| 6:15 – 6:40 | <b>New items for consideration</b><br><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> <li><input type="checkbox"/> Testing for National Certification Exams in local area 4 times a year</li> </ul> </li> </ul> | TBD   |

|             |   |                   |
|-------------|---|-------------------|
| 6:40 – 6:44 | <b>Review of Action Items / Minutes</b> | Secretary & Chair |
| 6:44 – 6:45 | <b>Adjournment</b>                      | Chair             |

A quorum of Cory Sherb, Cyndi Reichardt and Barbara McCullough was present. Meeting was called to order at 5:45 by Cory Sherb.

Opening Remarks: The July meeting minutes were read and accepted by the board.

**Financial/Treasurers report** - Cyndi - Our total is approximately: \$26,783. 2nd Quarterly report was sent in July 30th. We were below the 50% membership value on it. We need to expend more on membership value items. This appears to be a cumulative number so we had more memberships renewed this month and that may be why it went down.

We all discussed having the dinner at Maggiano’s (\$40 per person food, beer and wine for 2 hours is \$23 or \$27 for 3 hours per person approx.) that would even that membership value number out some. We could also pay for everyone’s dinner tonight or at the next meeting to add some to that. We could also get a bigger venue by September to have this affect our finances by then.

Some items that were discussed as value add items were to: Budget around \$1000 for some cell phone holders to give out and maybe some messenger bags, etc... Possibly add beer and wine with dinner when we have a nicer venue dinner.

Cindy is not using Quickbooks because she doesn’t know how. Jeff offered to teach her how to use it since he’s not employed at the moment.

**Arrangements-** PJ Skidoos is confirmed on September 13, 2017. Speaker will be Jeff Gallimore, Excella Consulting.

John Bowen is the speaker for October which we need a venue for. Which one of the two topics do we want him to do? Ask him for a little more description on each so we can decide.

Barb will ask Tim Dalhouse to speak in November once we have our venue solid so she can let him know where.

Look at 2941 (French American) in West Falls Church (Fairview Park) as a possible venue. Check other places as well and look around for other “very nice” venues that might work for us.

Charlotte reminded the board that DC SPIN is looking for a meeting place and that might provide us with more speakers and people looking for member PDUs for PMI. They have always had excellent speakers and at least 30 or more people at each of their meetings in Fairfax, so we should follow up on that.

**Historian** - Other duties - Connie purchased a box of very nice ASQ NoVA Section pens and screen cleaners for give-aways for career days etc...

**On Mike Novak's behalf (he is up North for 2 months)** – Cory reminded the board that ASQ will be reminding sections to start their nomination process for 2018. Elections are in November. The board discussed starting the process in September as the list is due to National in December. Make sure this and vacant important positions are announced tonight at the regular meeting.

**UPDATE: Membership report:** Cory reviewed the emailed report provided by Mike Coleman. There were 12 new members (7 full, 2 – student and 3 associate). Associate membership is only \$99 and they are not eligible to be in elected leadership positions and do not get the Quality Progress magazine and no division or forum information.

**Programs: Vacant** –This is an important position that we would really appreciate someone stepping into.

We will divvy up some of the give-aways that Connie bought so that several of the board members can have some to bring to give out to new members etc...

Order some more expensive give-aways to give to speakers that we can have on hand that would be nicer items than pens and things.

**Audit:** Charlotte will pull up the audit report and send to Cindy once she's figured out what can be closed. She will send the open findings to the board.

**Voice of the Customer** - Jai stated that there is a 2<sup>nd</sup> quarter meeting on the 15<sup>th</sup>. They are discussing the need to create a survey. Need to determine what they like and do not like as attendance is down for all chapters.

**Leadership:** Cory reviewed vacant leadership positions:

**Certification:** Kristine sent in a package at the end of July. She sent the postage receipt to Cindy for reimbursement.

**Web Master:** Jeff has a new item for the web. He is using the Blue Yeti for recording the meeting tonight. Jeff suggested that it will help Barbara in transposing the minutes of the meetings because anything anyone is unsure of they will be able to review the recording to find out.

**AI:** Investigate new venues and look into catering options.

**AI:** Jeff will post the link to the Attendance Reports on the Section Management web page so that people can then run their own reports for recertification purposes. Goes back to January 2016.

**Strategic Plan Review** – Ray – not in attendance

**Education Chair** - Muzaffar not in attendance

**Publicity** – vacant

Adjourned at 6:45