

ASQ SECTION 0511  
BOARD Minutes  
13 September 2017

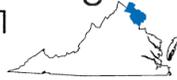
Location: P. J. Skidoos, Fairfax, VA  
Attendees: Attendance Document

Time Slot	What	Who	Decisions / Actions*
5:30 – 5:40	<input type="checkbox"/> Call to Order / Statement of Quorum <input type="checkbox"/> Opening Remarks	<input type="checkbox"/> Chair	
5:40 – 5:50	<input type="checkbox"/> Reading and Approval of Minutes <input type="checkbox"/> Previous Monthly Minutes <input type="checkbox"/> Financial Report and Status	<input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer	
5:50 – 6:15	<input type="checkbox"/> Chair Reports (most frequent are position identified) <input type="checkbox"/> Arrangements – pending venues <input type="checkbox"/> Audit <input type="checkbox"/> Education – planned offerings <input type="checkbox"/> Membership <input type="checkbox"/> Programs – pending speakers/topics <input type="checkbox"/> Re-Certification <input type="checkbox"/> Testing <input type="checkbox"/> VOC <input type="checkbox"/> Webmaster – on-line expense forms <input type="checkbox"/> <b>Others</b> (Historian, SIGs, Past Chair, etc.) <input type="checkbox"/> Chair Elect <input type="checkbox"/> Chair	<input type="checkbox"/> Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>	
6:15 – 6:40	<input type="checkbox"/> October Publicity <input type="checkbox"/> Registration cut-off date <input type="checkbox"/> Registration process overview <input type="checkbox"/> November meeting <input type="checkbox"/> December meeting	<input type="checkbox"/> TBD	
6:40 – 6:44	<input type="checkbox"/> Review of Action Items / Minutes	<input type="checkbox"/> Secretary & Chair	
6:44 – 6:45	<input type="checkbox"/> Adjournment	<input type="checkbox"/> Chair	

\* Actions Detailed below:

Action Plan

What	Who	When
Remind the 4 who have swag to bring it to the meetings.	at least 2 days prior to each meeting find out who will bring it.	



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Cory called the meeting to order at 5:45

All AI's from the August meeting were reviewed and have been accomplished. first initial and last name. AsqNoVa2017 is the default password if you haven't logged in yet.

**Arrangements:**

Carolyn notified us of the following today:

- Houlihans' was solidified for the November meeting with a \$27 buffet per person.
  - December social will be held at Not Your Average Joe's
- There were two variables in the April Quality Inn and Suites. Need to try to get the one Barb originally had gone to at the top of the hill by Michaels and Chipotle. The one we ended up in last time was not the one Barb had gone to see when she looked at the meeting room.  
**AI:** Barb will ask Tim Dalhouse if he can be the speaker for that.

**Secretary:**

The meeting minutes from the last meeting were sent out and everyone approved as read.

**Historian:** Connie brought quotes for more give-aways to have on hand for our next meetings.

- Phone - lanyard holders are 250 for \$677.50 with a \$20 setup fee.
- Tape Measures 1.49 each for 10ft, 2.59 for 6ft tape measure = \$647.50
- KickStand for back of phone is 1.29 each for 250 order \$447.50 includes \$50 setup

More expensive 6ft. tape measure and silicone phone lanyard will be the ones Connie will order. She will get blue with a white logo. Add section number if there is room but it's not necessary if it won't fit. The pens look fine without it.

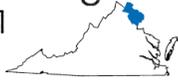
**Treasurer:**

Quarterly report has been sent in. July 25 (early)  
Bank Acct. current total is: \$26,617.84  
No reports are being shown as approved or received by HQ

Jim Kittridge put in a notice to HQ that Region 5 unanimously rejects something that was done by HQ.

**Audit:**

Cindy is trying to get the reports uploaded to the site.  
Once uploaded Leslie and Charlotte will do the audit.  
Cindy found the key fob that Leslie gave her with the 2013 Quickbooks on it.



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Jeff will work with Cindy to get it set up. She did buy the 2016 version and tried to import the files Leslie gave her.

**Education:**

Muzaffar has a pkg. for the scholarship program that he showed everyone that will go up on the website. The only thing he didn't add was the name of the people who the Scholarship is in memory of.

He can send it out to all the High Schools to list for their students to apply. There are two deadlines. One for the app to be in to the school and one to be in to us at the section.

For anyone who wants to be an instructor, Muzaffar has the CDs for the instructors.  
**AI:** He will send out a list to the Board so we all know what courses he has the CDs for. Please let him know if you would be able to be an instructor for any of them.

**Membership:**

Mike sent the report out that said we have 601 members as of the end of July. Eric says we show 750 in the database. That is the number as of today though. Our report shows 135 not paid yet, so that could be some of the difference.

**Programs:**

Cory got some information from the October speaker. For December Social, we just loop the infomercial video. Just recap the year and socialize and eat.

**Recertification:**

Kristine wasn't in attendance, so Eric gave her report. So far this year we've had 34 members recertify. There are 51 certifications that need to be redone by the end of the year. To do this online now you have to enter them line by line on line. If Kristine gets a package, then she checks them and sends them off to HQ. If you haven't done one yet, make sure you need to do it well ahead of time and save often!

**VOC: Jai**

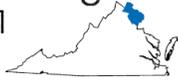
September 21st is the next VOC meeting. Now they give you .1 credit for attending the call. Jai suggested they make the call later in the day. The goal is to really globalize and collect more than 50% of revenue from non-American memberships.

How do we get people to come in and attend meetings?

As he travels, he suggests to all these overseas entities that they join the ASQ and get training from us.

**AI:** Jai says he will do the presentation for November. Send a Bio and topic abstract to Jeff. On VOC - Quality in Pharmaceuticals and how things are done overseas vs here. It appears that only money affects them, not the quality or threats or anything else.

**Webmaster:**



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Jeff made a suggestion that we extend the period of time that people can register for the meeting. Do we want to extend that to Tuesday. Everyone agreed - Yes.

At Costco Jeff found a loudspeaker so that the speaker will be louder. He's getting some feedback though, so he's testing it and trying to get it under control for this meeting.

Can we extend the registration for Maggiano's till October 5? Depends on what Cory finds out.

**AI:** Cory needs to confirm with Maggiano's and find out when they need a head count from us.

**Publicity:**

We have a push on social media for the October meeting.

**AI:** Cory has 3 To Do's for the website and will do a walk-through at an upcoming meeting.

**AI:** Cory will ask Maggiano's to provide us with a cut off date, a podium, and possibly speakers.

**AI:** Connie will need to bring the banner and we will need to have our giveaways there.

**AI:** Cindy will prep for a raffle and bring about 10 of each book to raffle off.

**AI:** Cindy will print name tags and we will give out the giveaways at the check-in table and hand out raffle tickets.

Everyone on the board will also pay \$30.00 for dinner at Magliano's.

Meeting adjourned at 7:06

