

ASQ SECTION 0511
BOARD MINUTES
September 11, 2019

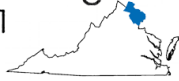
Location: Maggiano's, Tysons Corner, VA

Attendees: See "Officers Present" below

Time Slot	What	Who	Decisions / Actions*
5:15 – 5:20	<ul style="list-style-type: none"> • Call to Order / Statement of Quorum ○ Opening Remarks 	<ul style="list-style-type: none"> • Chair 	
5:20 – 5:30	<ul style="list-style-type: none"> • Reading and Approval of Minutes ○ Previous Monthly Minutes • Financial Report and Status 	<ul style="list-style-type: none"> • Secretary • Treasurer 	
5:30-5:40	<ul style="list-style-type: none"> • Open discussion 	<ul style="list-style-type: none"> • Chair and attendees 	
5:40 – 6:00	<ul style="list-style-type: none"> • Chair Reports (most frequent are position identified) ○ Arrangements – pending venues ○ Audit ○ Database ○ Education – planned offerings ○ Finance ○ Membership ○ Nominations ○ Placements ○ Programs – pending speakers/topics ○ Re-Certification ○ Treasurer ○ VOC ○ Webmaster – on-line expense forms ○ Others (Historian, SIGs, Past Chair, etc.) ○ Chair Elect ○ Chair 	<ul style="list-style-type: none"> • Board Members (<i>Please, let's stay in sequence and topic-focused for time control</i>) 	
6:00 – 6:10	<ul style="list-style-type: none"> ○ Discussion of upcoming October meeting <ul style="list-style-type: none"> ○ Location – TBD ○ Speakers Cyndi and Barbara – Report from Nationals 	<ul style="list-style-type: none"> • Board and chairs 	
6:10-6:15	<ul style="list-style-type: none"> • Review of Action Items / Minutes 	<ul style="list-style-type: none"> • Secretary & Chair 	
6:15	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • Chair 	

* Actions Detailed below:

Meeting was called to order by Chair-elect Barbara McCullough at 5:34; Jeff arrived at 5:48.



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Officers present: Jeffrey Parnes, Barbara McCullough, Ken Rapuano, Connie Broadie, Cyndi Reichardt, Muzaffar Zaffar, Charlotte Wild, Leslie Braun, Sara McAlpine, Corey Sherb

Chair's Remarks: Jeff - 25 registered; per Cyndi 33 registered, 1 cancellation.

Jeff passed out business plan requirements to stay in good standing for 2020 (Attachment 1); discussion of details for 2020 tabled for October meeting.

Per Luis Morales (regional director) – will be new director in new year (Michael Kirchner), serving a 3-year term. (Attachment 2)

Jeff – another organization (Blue Ridge Section) is working to incorporate their own not-for-profit entity and is using contact information gained through ASQ to send communications in violation of ASQ's Member Unit Operating Agreement. (Attachment 3)

Meeting minutes from August finalized and approved.

Action Items from September Meeting:

Jeff – need to update website for meetings Oct-Dec in coordination with Carolyn.
Status: New Item

Jeff – Send a doodle for finance committee meeting for onboarding finances with national.
Status: New Item

Older Action Items:

Ken – send a blurb in minutes that if anyone wants to verify attendance, send email to DBA19 prior to recert date to get information and verify if correct.
Status: **Cleared**

Cyndi – update badges.
Status: **Cleared**

Jeff - Add Arrangements chair to the Section Bill Highway.
Status: In Progress.

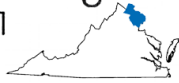
Connie – Continue to tweak surveys.
Status: In progress

Action Item: Jeff. Check to ensure jobs placement page updated.
Status: In progress

Action Item: Jeff. Migrate old site to new site.
Status: In progress

Action Item: Jeff – Update VOC link on website.
Status: In progress

Action: Sara – Cancel uncashed \$200 check (for PO box) in the database with explanation.



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Status: Couldn't do it; may need to go to bank to have canceled.

Action: Muzaffar – Will email ASQ educational resources handout to board and also post on Education location on site.

Status: In progress. PDF was sent; not posted on website yet.

Action: Jeff – Update bank signature cards for current authorized officers.

Status: Sara has arranged for TD Bank to contact Corey and Barbara to finalize new signature cards for bank account.

Action Item: Board verify that their login status is up to date.

Status: In progress; see Regina's transmitted comments on how to do it.

Chair Reports

Carolyn (Arrangements): Not Present. Per Barbara: Finalized list for remainder of year sent by Carolyn to Board. Redundant reservations were cancelled. Jeff has finalized. Oct – Houlihan's; Nov – Harbor House (PW Co.); Dec – PJ Skidoo's.

Charlotte (Audit): Present. Will complete next audit in Feb.

Cyndi (Database): Present. Database is fine. Registration and payment process is clumsy, but hopefully will be eliminated by new system. Connie – is plan for pay at door not taking cash? Ken thought he recalled Jeff saying to eliminate cash. Connie – in app perhaps can indicate name if cash provided and a third party (treasurer) pays by card.

Muzaffar (Education): Present. No new information.

Leslie (Finance): Present. See Treasurer's report below.

Matthew (Membership): Not present. No report.

Corey (Nominations): Present. No new information.

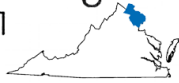
Jeff, for Programs: October program will be the report from Nationals rescheduled from July. Mike will do November presentation. New slate of presentations needed starting January. Mike – present; will need as much in place before end of this year; not able to be active on programs next year.

Seema (Placements): Not present.

Eric (Recertification): Not present.

Sara (Treasurer): Present. Behind on ASQ onboarding. Barb has assisted and the first two items were completed on time; most recent bank statements and complete questionnaire. Onboarding checklist is attached. In 30 days stop using TD Bank. Goal to finish onboarding by end of October. Jeff proposed a finance committee meeting to himself, Barb, Leslie, Cyndi, Sara, Corey. In November. Per Sara – MyASQ will not handle cash; if needed, there is a workaround.

Connie (VOC): Present. Still working on surveys.



ASQ SECTION 0511
BOARD MINUTES
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Webmaster (Jeff): Per Jeff, Muzaffar has had training to be the webmaster.

Open meeting:

No additional new business.

Adjourned at 6:30

From: Luis Morales luisgmor02@gmail.com

Subject: Fwd: Minimum Requirements for 2019

Date: 16 August 2019 at 13:22

To: luisgmor2@gmail.com

Cc: Clay W. Hodges ch01ch@cs.com, Tyrone Crossland tcrossland@carolina.rr.com, Michael Kirchner michael.r.kirchner@gmail.com, Eileen Serrano ASQ CQE, CSSBB eileen.serrano@roche.com, Ron Kelley, DRD ron.kelley@greengaps.com, Idzikowski, Steven sidzikowski@asq.org, Huebner, Regina rhuebner@asq.org

Hello South Atlantic Region Member Leaders,

This set of operational guidance from the ASQ Performance Excellence Committee will help continue that operational rhythm we all have been seeking and needing. Let's be sure to keep our focus on these PAR-like KPIs as we conduct our reviews of the Section Business Plans and Budgets during the Quarterly Section Leadership Meetings.

In summary:

1. Business Plan and Budget
 - a. Defined as having the 2019 business plan and budget on file at ASQ headquarters on or before Dec. 31, 2018 (if not yet submitted, those who provide no later than Sept. 30, 2019, may be considered for honorable mention). **All but 1 section in this region has met this requirement. I will be contact with that Section Chair about this opportunity for improvement.**
2. Online Presence
 - a. Defined as having published the member unit's myASQ community or have an approved exemption. **Currently, 12 sections have not published the member unit's myASQ community. Please contact Regina Huebner at rhuebner@asq.org for assistance.**
 - b. Publication dates will be provided by ASQ headquarter staff. Member units must publish their community by Dec. 31, 2019 to be considered in good standing for 2019.
3. Annual Review of MUOA
 - a. Defined for 2019 as having the MUOA signed and on file at ASQ headquarters prior to Jul. 31, 2019 (if not yet submitted, those who provide no later than Sept. 30, 2019, may be considered for honorable mention). **Currently all Sections within South Atlantic Region are in compliance; thank you. Newly elected Section Chairs should review and sign the MUOA upon assuming office.**
4. Officer and Committee Lists
 - a. Defined as having all required officers and Committee Chairs, per GCC and TCC requirements (see S 02.00 Section Maintenance Revision A and Technical Communities Structure 20190522), current and on file at ASQ headquarters. **Usually by Dec 1st via the automated tool provided by Component Relations in November. Notify your DRD and RD upon completion, and provide a listing of new officers as a back up. Date to be provided via email.**

These are all doable as evidenced by the outstanding performance of 7 Bronze, 4 Silver, and 3 Gold award recipients last year in our region! And the outstanding day-to-day volunteer member servant leadership you provide to our members each and everyday, thank you!

Please send me your any questions you have on the above.

At your service,
Luis

Luis G. Morales, MA CMQ/OE CSSGB CQIA

Director, ASQ South Atlantic Region

Geographic Community Council Vice Chair

Member of the ASQ Board of Directors

Director Emeritus, Region 11B

Chair Emeritus, Richmond Section (#1104)

Vice-Chair Emeritus, Richmond Section (#1104)

Member Greater Atlanta Section (#502)

cell: 804-615-7713)

----- Forwarded message -----

From: ASQ Component Relations <bounceback@asq.org>

Date: Fri, Aug 16, 2019 at 12:06 PM

Subject: Minimum Requirements for 2019

To: <LuisGMor02@gmail.com>

View mobile version [here](#).

This message contains graphics. If you do not see the graphics, [click here](#) to view.

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This message is sent to all member leaders.

Hello Member Leaders,

As you know, the ASQ Performance and Recognition (PAR) program was suspended for 2019 and a new program for 2020 is in development, reflecting the changes in membership models, organizational structures, and leader responsibilities introduced as part of ASQ's transformation initiative. More details on that development will come later this year.

In the meantime, member units continue to operate under their operating agreements, which define certain minimum requirements for maintaining member unit status, also known as being in 'Good Standing'. In 2019, these minimum requirements changed under the updated Member Unit Operating Agreement (MUOA), as did some of the mechanisms for tracking and reporting the requirements.

To recognize the intense efforts of the member leader community to understand and adapt to the updated MUOA and revised minimum requirements, Member Units in Good Standing will be recognized at the 2020 World Conference for Quality and Improvement. Minimum requirements that will be measured for 2019 recognition are:

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 - b. Publication dates will be provided by ASQ headquarter staff. Member units must publish their community by Dec. 31, 2019 to be considered in good standing for 2019.
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Financial Reporting: while good financial stewardship remains an important responsibility for member units under the MOUA, given the phased implementation and evolving reporting capabilities of myASQ Finance in 2019, financial reporting will not be considered for 2019 recognition.

Please work to ensure your unit meets these minimum requirements per your MUOA. For questions and suggestions, please contact PAR@ASQ.org.

Thank you for your leadership and support for ASQ,

ASQ Performance Excellence Committee



ASQ

Excellence Through Quality®

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CONNECT With Quality Leaders and Peers:

