

Meeting Agenda and Minute

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Tysons Corner – Olive Garden				
Date	January 8, 2020	Time	5:30 – 6:30 pm	Duration	1 hour

Attendance [X indicates the invited person attended]

Invited	X	Invited	X	Invited	X
Barbara McCullough – Chair	X	Kenneth Rapuano – Secretary	X	Constance Broadie – VOC	X
Devon Engleman – Chair Elect	X	Eric Jensen – Certification	X	Jeff Parnes – Nominating Committee Chair	X
Mike Coleman – Treasurer	X	Carolyn Miller – Arrangements	X*	Charlotte Wild – Auditing	X
Seema Garg – Placements	X	Cyndi Reichardt – DBA	--	Leslie Braun – Finance Committee Chair	X
Sara McAlpine – Finance Committee	X	Muzaffar Zaffar – Education	X	Cory Sherb – Finance Committee	--
Drew Allison - ?		? - Membership		? - Programs	
Kyu Jang – Treasurer-elect	X				

* By phone

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	<p>Jeff – consider budget. In past, we paid for chair or chair-elect to attend world congress. Need to budget for a member of the board to go; Barb – per Lewis, each section has budgeted \$500 for each of two board members to go. Jeff – traditionally, we paid the difference.</p> <p>Barb – need date for vision meeting to go over whole budget.</p> <p>Mike – needs to know when quarterly reviews need to be to put in budget. Financials due Feb 10.</p> <p>Jeff – committee chairs are allowed to expense up to \$50/month. Should budget for \$150/mo for committee chairs to spend on a discretionary basis. Barb – don't see where to add to budget as currently structured. Jeff – Defer to vision meeting.</p> <p>Barb – current budget shows ~\$4.5k annual deficit</p> <p>Sarah – TD balance ~10k. Could not check BillHighway but believes around 10-15k there.</p> <p><i>Vision meeting: Saturday, 25 Jan 1-4 at Connie's office 3110 Fairview Park Dr., Falls Church 22042</i></p>
2	Reading of minutes from last meeting – Approval by Board	Approved
3	Information from Component Relations for Chair to share with the SLC	Barb – new VOC training. It's on MyASQ.
4	Action items – Secretary will review those from last meeting in AI Section below	Will follow up with carryover action items from 2019 (Attachment A).
	Committee Chair Reports	If there is no report just enter N/A
5	Arrangements	<p>Jeff will include Carolyn's forwarded information about parking at O'Connell's. The room is upstairs.</p> <p>Agenda item for VM – what is the “Big Program” for the meeting, like Maggiano's last year. Jeff has updated webpage with meeting locations through June. Barb – also look for a conference room setup for a meeting, with catered (like with Manassas suites location). Maybe NoVa?</p>
6	Audit	Audit needs to get started; committee includes Leslie and Connie. Cyndi may have been listed as the third member, but it's Connie.
7	Database	Per Cyndi email – it appears DB was hacked. Action item for Jeff to contact Corey.
8	Education	Our education page has links to training available on HQ website. Barb – way to find out number of student branches in area to promote quality field. See AI
9	Finance	N/A
10	Membership	Need a membership chair.
11	Nominations	Need to finalize board composition for 2020, including for finance committee; who is chair? Jeff will pursue inquiries received for filling programs and membership position.
12	Placements	Jeff – request to post a link to article about ways to increase chances of getting employed. On a legal employment web page.
13	Re-Certification	How do we want to handle the attendance reports? Something more official? Agenda item for vision meeting.
14	Treasurer	See above

ASQ Section 0511 Leadership Committee Meeting Minutes – January 2020

Item	Agenda and items for discussion	Minutes and decisions
15	VOC	Sent an email and Muzaffar to update web pages. Jeff – recommends chairs look at their pages and initiate updates. Two surveys, but only 1 link. Recertification training survey created, but not sent out. Issue – is it duplicative and do we have resources to address?
16	Web Master	Just got identified and got link to login for new SP site; had not been able to address. Has completed reassigning 2020 Board to group email address. Corey will need to be consulted about the potential hack; how did it happen, what happened? Jeff will include a link to the group that is dissatisfied with the current direction of ASQ in the “What’s New,” section of the bulletin, but will indicate Section does not take any position on what they are trying to do.
17	Others (Historian, SIGs, Past Chair, &c.)	Treasurer-elect (Kyu) introduced himself
18	Chair Elect	Devon verified with Jeff that contact information received.
19	Roundtable – Go around the table for any last comments	Additional comments listed under Chair topics as they came up.
20	Secretary - Review decisions and action items from the meeting	Confirmed agenda items for vision meeting and current action items.
21	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 6:58

ASQ Section 0511 Leadership Committee Meeting Minutes – January 2020

Issues

Item	Description	Disposition
1	Vision Meeting – Agenda (Attachment B)	January 25, 2020

Action Items

Location:	Action Items will be tracked in the previous meeting minutes and marked as cleared at the next meeting if they have been taken care of.
------------------	---

Item	Action	Assigned to	Date Due	Date Done
1	Obtain prepay cards for at least Chair and Treasurer for BillHighway account	Barb and Mike C	2/5/20	
2	Send instructions for prepay cards to Arrangements for BillHighway account	Barb	2/5/20	
3	Refer potential hack issue to Corey	Jeff	1/10/20	
4	Check for local student branches	Muzaffar	2/12/20	
5	Response to inquiries about serving as officer	Barb	1/24/20	
6	Follow up email to clear as many old action items as possible	Ken	1/20/20	1/21/20
7	Fill out 1099 Form and submit to HQ	Mike C	1/10/20	1/10/20
8	Provide bio info for speaker	Mike C	2/7/20	

Next Meeting

Location	Daniel O’Connell’s - Alexandria				
Date	02/12/2020	Time	5:30 – 6:30	Duration	1 Hour
Items for Discussion [deferred from today’s meeting]				Speaker	

Error! Reference source not found.

Attachment B_Agenda for ASQ Section 0511 Vision Meeting_Draft

Attachment A_2019 Holdover Action Items_Draft

New Action Items (from December 2019 ASQ Section 0511 Meeting):

Muzaffar – send Jeff updated email with training removing expired training courses
Status: **Cleared?**

Mike C. – enter the budget into MyASQ Finance
Status: Partially cleared; 2020 budget to be finalized at Vision Meeting

Action Items from November 2019 Meeting:

Jeff: Information for Parking for O’Connell’s distributed to the membership in January.
Status: **Cleared**

Action: Sara – Arrange handoff of treasury portfolio to Mike C.
Status: **Cleared**

Action: Jeff – Update bank signature cards for 2020 authorized officers (Barbara, Mike C), remove Corey.
Status: **Cleared?**

Secretary: Update board information in ASQ database to include Mike Coleman as treasurer.
Status: **Cleared**

Webmaster: Delete expiring training from the education page as identified by Muzaffar.
Status: **Cleared?**

Board: Institute practice of standing up and introducing themselves to each general meeting.
Status: **Cleared – performed at start of Jan 2020 general meeting**

Older Action Items:

Webmaster – indicate on site for members to verify their attendance in advance of certifications coming due in December.
Status:

Jeff - Add Arrangements chair to the Section Bill Highway.
Status: **Cleared?**

Connie – Continue to tweak surveys.
Status: **Cleared**

Action Item: Jeff. Migrate old site to new site.
Status: In progress - Coordinating with Component Relations, also requested WebEx account from Component Relations

Action Item: Board verify that their login status is up to date.
Status: Needs to be instituted for 2020 Board members

Attachment B_Agenda for ASQ Section 0511 Vision Meeting_Draft

ASQ Section 0511 Vision Meeting Agenda

January 25, 2020

110 Fairview Park Drive, #250

Falls Church, VA 22042

1:00 pm – 4:00 pm

1. Finalize annual budget for CY 2020
 - a. Budget for board members to attend national meeting
 - b. Budget for committee chair monthly expenditures
 - c. Any additions to current budgeted expenditures (including item 2c below)
2. Planning for our “Special Event” program for a meeting in the fall
 - a. Venue
 - b. Topic/participants
 - c. Budget
3. Attendance report formatting (for member recertification)
4. Go over and resolve outstanding action items from 2019
5. Open forum (as time allows)