

ASQ Section 0511 Leadership Committee Meeting Minutes – March 2020

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Reston, VA – On the Border				
Date	March 11, 2020	Time	5:45 – 7:05 pm	Duration	1 hour 20 min

Leadership Committee Attendance [X indicates the invited person attended]

Invited		Invited		Invited	
Barbara McCullough – Chair	X	Ken Rapuano – Secretary	X	Connie Broadie – VOC	X
Devon Engleman – Chair Elect	X*	Eric Jensen – Certification	--	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	X*	Leslie Braun – Finance Committee Chair	--
Sara McAlpine – Finance Committee	X	Muzaffar Zaffar – Education	X	Diana Metzger - Programs	X*
Kyu Jang – Treasurer-elect	X	Bill Eastham – Membership	X	--	--

* By phone

** Attended leadership meeting by phone; attended presentation in person.

Wayne Champion (member) also attended the leadership committee meeting.

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	Bill – Minutes linked in announcement are January.
2	Reading of minutes from last meeting – Approval by Board	Approved
3	Information from Component Relations for Chair to share with the SLC	Barb: Need to log into myASQ and section site. Several board members have logged into myASQ, but not section site. Need to choose pictures for logo (see action item).
4	Action items – Secretary will review those from last meeting in AI Section below	See below
	Committee Chair Reports	If there is no report just enter N/A
5	Arrangements	Next meeting: April 8 - Houlihan’s (Springfield); May 13 - Skidoo’s (Fairfax); and June 10 - Olive Garden (Tyson’s). WiFi is a necessity so OTB is no longer a desirable site. Fiona’s is still empty, so not an option. Have other options for following months. Barb – anyone can check to see if we can get a suite, price range ~\$250. Jeff – need to verify if we can charge for meal for meetings in libraries.
6	Audit	Not performed yet. Items needed not on SP yet, so not ready to start. Sara has emailed audit evidence files to the finance committee. Will finish emailing tomorrow. Will also forward to the

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		audit committee. Not sure what new due date is. Sara – audit due date is changed. Financial reported submitted does not need audit at same time. But doesn't know when in audit is due.
7	Database	No current problems – still owes Herbert Singletary his report.
8	Education	Contacted several groups around area, and sent scholarship form. One student is requesting 3x \$500 scholarships. Do we want 2 x \$1000 or 4 x \$500. Need to make decision as to how to format. Do that next vision meeting? Bill – scholarship based on field? MZ – yes; not based on need, just being in quality field. Needs an ASQ sponsor. Seema – recip needs to be member too; Bill – not original intent.
9	Finance	Not present. Per Jeff – committee is Leslie, Cyndi, Jeff, Mike, Diana, Sara
10	Membership	691 members, ~120 not paid. Will provide a breakdown to be attached to minutes. ~24 student minutes; several at GMU. Our student group there is no more; maybe be able to re-form that. Passed out a geospatial breakdown of membership; most list home address (will also attach to minutes). Several large clusters; largest component is Alexandria, but that includes Fairfax county mailing addresses outside Alexandria City. Fluctuate to 550-700 members historically (last 30 years). ASQ no longer accepts auto payment, and doesn't let people know that they stopped. Of 691 members, have email addresses for 584.
11	Nominations	All required positions filled for year
12	Placements	One position posted to website.
13	Programs	Had to drop; Barb - any additional info on speakers? Mike checked ASQ – offered speakers, linked to canned presentations. Need 5 months notice. Can make a list of available topics. Bill – have we reached out to Deming institute? Deming's grandson speaks in area. Ken – maybe book him for our 'big event'. WQI of London has reps in DC. They might be able to speak.
14	Re-Certification	Not present
15	Treasurer	Sent report (attached); balance \$13,145; \$100 deposit; fee of 4% for use of Clover. Now has access to TD Bank. Needs receipt for dinner (Feb) and tripod.
16	VOC	Only 12 responses for restaurant survey. Is linked on website.
17	Web Master	Logged off; on way to venue
18	Others (Historian, SIGs, Past Chair, &c.)	--
19	Chair Elect	Had to log off due to background noise
20	Roundtable – Go around the table for any last comments	Carolyn – needs a person designated as official payer to give to venues. Will be Barb, Mike as alternate.
21	Secretary - Review decisions and action items from the meeting	Confirmed action items.
22	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 7:00

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Issues

Item	Description	Disposition

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.
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February Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Will add this request to website for conference facilities on website.	Jeff	2/26/20	In progress (see below)
2	Contact Corey to get DBA backup	Jeff	2/19/20	In progress (see below)
3	Send estimated costs to Barb/Mike	Connie, Carolyn, Diana, Laura Daly	2/19/20	Cleared
4	Guide for MS Teams	Devon	2/19/20	2/12/20
5	Guide for Sharepoint	Devon	2/19/20	2/12/20
6				
7				
8				

March Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Log into myASQ and answer survey on logo	Leadership	3/13/20	Ongoing
2	Will add this request to website for conference facilities on website.	Jeff	Before next meeting	In progress, some sites already Weds. Will continue looking
3	Backup DBA – 4-way meeting with Cyndi, Jeff, Barb, and Corey to transition over DB	Jeff	4/8/20	
4	Will send email with SP link so people can login	Barb or Devon	3/12/20	3/11/20
5	Conference call for scholarship; 7:30 pm, 3/17/20	Leadership	3/17/20	3/17/20
6	Read and follow <u>required</u> data privacy training email from ASQ component relations (3.5.20)	Leadership	4/25/20	Ongoing
7				
8				

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Next Meeting

Location	Houlihan's - Reston, VA				
Date	04/08/2020	Time	5:30 – 6:30	Duration	1 Hour
Items for Discussion [deferred from today's meeting]					Speaker
					TBA

Treasurer's Report for March 2020

In February

We began with \$13,145.00 in our BillHighway Account

Our current fund balance is \$13,240.84

See attached Operating Fund Account Report for February 2020

We have \$??? in our TD Bank Account. I don't have access to this account currently.

I have been entering the Budget into BillHighway.

Mike Coleman

Treasurer ASQ Section 0511



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Balance Sheet

The balance sheet summarizes your organization's assets, equity and liabilities during the selected month.

[Click here to open the report in a new window.](#)

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 Year Month

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Group: Northern Virginia Section **Year:** Calendar Year 2020
Month: March

Category #	Category Description	Beginning Balance	Year-To-Date	Ending Balance
Assets				
1010	Cash - Operating Fund	\$14,060.75	-\$819.91	\$13,240.84
1040	Prepaid Card Funds	\$0.00	\$1,500.00	\$1,500.00
Assets		\$14,060.75	\$680.09	\$14,740.84
Fund Balance				
3000	Fund Balance	\$14,060.75	\$0.00	\$14,060.75
Fund Balance		\$14,060.75	\$0.00	\$14,060.75
	YTD Income	\$0.00	\$680.09	\$680.09
Total Liabilities and Owners Equity		\$14,060.75	\$680.09	\$14,740.84