

ASQ SECTION 0511 MARCH 2016 FINAL BOARD MEETING NOTES

Call to Order / Statement of Quorum

Date: 3/9/2016 - Venue: Not Your Average Joe's, in Reston

- Opening Remarks (copy sent via email; Summarize)
- Paul Mills let everyone know that Charlotte Wild, our Auditing Chair had her little girl named Eve on February 25th. She was 8 lb. 11oz, Mom and baby are doing well.
- Present: Kristine Hejna, Paul Mills, Gregg Monaco, Jai Singh, Muzzaffar Zaffar, Melissa Butler, Leslie Braun, Cyndi Reichardt, Barb McCullough. The sign in sheet is under separate cover.

Chair

- Membership and renewals are a concern to ASQ. What we can do:
 - Need to get the website under control and up-to-date
 - Continue to rotate venues to draw in more members
 - Stabilize speakers
- Business Plan – Continues what we did in 2015 and we didn't use their new template. ASQ Headquarters wanted us to use their wording and global language whereas we turned it more local to our 5 counties.

Secretary:

- A big Thank You to Leslie for taking notes at the last meeting. The meeting notes were sent out to the board by email for review. Paul moved to approve them, Gregg seconded and everyone approved the minutes as read from last month.

Treasurer: Financial Report and Status

- Cyndi gave Barb a copy of the Treasurer's report to include with the notes when they are uploaded.
- Cyndi still hasn't gotten a bank card and can't sign a check yet. Everything else she can do as Treasurer.
- There was a double payment on a class and one had to be refunded.
- Total Balance is now \$24,396.66. We incurred a \$50-53 fee for sending that payment back to Section 509 because there was a time limit as to how long you could send it back without being charged.
- Leslie sent the quarterly report to HQ and as we were meeting she received an email announcing acceptance.
- Carolyn has a debit card to give venues a deposit if needed, but nobody else – outside of Chair, Chair-Elect and Treasurer – should really need a bank card that doesn't already have one.

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Chair Reports: (Alphabetic; most frequent are position identified) Board Members *(Please, let's stay in sequence and topic-focused for time control. For any not present, list N/A)*

Arrangements:

- Not Present

Audit:

- Paul let everyone know that the Audit went well and as Leslie stated we would be hearing back from National soon.

Education:

- CMQ/OE course 4 students took the test last Saturday. He did record the sessions.
- 6 people are doing the CQA course.
- Paul would like to record better classes and maybe have them pay and listen to the courses on line instead of having to have a live instructor.
- End of April – May will be the next cycle for the June test.
- We need members to find a place for the June 4 exam.
- Most people taking the LSS GB are NOT members, but they end up joining later for the recertification credits.
- Scholarship – see separate sheet.
- The Baltimore Section and Boston Sections would love to join us in holding some events.
- The Philadelphia Section has a You Tube library of certification courses they've been developing and Gregg will put Paul in touch with them.
- Training pushes will go on once – twice per year.

Membership:

- Mike informed everyone that venues and topics are important parts of membership and we need to have these stable and set up well ahead of time if we want to keep our membership up.

Programs:

- Paul Meyers was out of town.

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Recertification / Testing - Proctor:

- Muzzaffar said that the PPC building was locked when they got there for the test. We need to make sure that if Paul is not going to be there, a second contact is in place to let people into the building.

Treasurer Elect:

- This position is currently vacant and really needs to be filled as soon as possible so the person can train under Cyndi.

VOC:

- Jai said that National is setting up quarterly meetings for VOC. March 22nd is the first one. We need to post info on our website.

Webmaster:

- Jeff was in an accident and was unable to be at the meeting tonight.

Others: (No Report)

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Historian:

- Not Present

Lean Six Sigma SIG:

- Kris will initiate an activity. Gregg told her to contact Rhonda Farrell of Section 0509. He will introduce them via email.

Software SIG:

- Not Present

Past Chair:

- Not Present

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Chair Elect:

- Melissa was present, but had no new information to add.

New items for consideration:

- Training – Jim Kittridge will do Leadership training any time in April. This covers Regional and what goes on in the background of the sections.
- The Inspection Division has members close to all of the Sections and they will make available a speaker if we ask them. Robert Kraus in Milwaukee, Region 5 can also provide us with a speaker if we ask ahead of time. Cancelling our meeting should never happen and we have to make sure that we have speakers from now on well ahead of time.
- What is our position on World Conference on Quality for a board member? If the Chair Elect can't go, are we willing to pay to send another board member?
 - Mike made a motion to approve, Leslie seconded the motion and it was agreed by everyone present that we will pay for the Treasurer to go in the place of the Chair Elect. This means covering her Registration Fee, Room, Airline, meals and taxis.
 - Cyndi will begin making her preparations. Barbara is also going to the conference, but earned a free ticket by helping on the Technical Review Committee for the conference.
- A Speaker in Southwest Connecticut would like us to pay him \$500 to come here to speak.
 - We do not want to set a precedent and pay any speakers. Everyone who speaks only gets a free dinner and this is the norm we will stick with.
- Paul thinks we should give each speaker a thank you gift from ASQ such as a mug or something that has the ASQ logo on it.
- Ed Meese would be willing to come speak but we would want to get a nice thank-you gift for him and we would want a larger crowd at one of our bigger, more well-advertised meetings.
- Paul Mills has catalogued all his books in his home office. He proposes listing this as a lending library on our site. He will be happy to bring a book to a meeting and lend to anyone who is a member and wants to study for an exam or just learn something new. If we post the lending library on the site, we could all add any books we also might be willing to lend out. Everyone really liked this idea.
 - The University of Michigan (Google infrastructure) has a huge electronic library on-line and we should see if anything is on there that our people could use and if it can be accessed. (Barb tried and couldn't access it, but maybe others who have kids there or have gone there could.)



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- The University of Virginia (UVA) also has a great digital library:
<http://www.library.virginia.edu/>
- Brigham Young University also has extensive libraries. <http://lib.byu.edu/>
- As we post books in our lending library, we will also try to post links to other online libraries that you may find useful.

ACTION ITEMS

1. Gregg will discuss the Website refresh with Jeff.
2. Gregg will talk with PPC about building availability and making sure there is a second point of contact if one isn't there to let us in the building.
3. Gregg will send Jai Singh a copy of the VOC paper that Jim Kittredge sent him.
4. Barb will ask her new QA Director if she might be interested in serving as Marie's replacement as DBA. Barb is also asking within her company and worksite for speakers.
5. Gregg will tell Jim K. that the Section is available on April 9 and see if he could do it then.
6. Paul M. – Try to get a list of speakers from each of the nearby sections that we can tap.
7. Barb will look on the ASQ site to see what we can order to have on hand.
8. Between now and Friday each of us should think of 1 person we could invite as a speaker and send that information to Gregg.