



Vision: To be the Austin area’s leader, advocate, and visionary source of quality and progress towards excellence

Mission: To sustain and contribute our resources to the membership and community by promoting and providing professional learning, mentoring, networking and supporting quality efforts.

To seek supporters and achievers of quality endeavors and recognize their accomplishments.

To demonstrate our beliefs, we practice what we preach through internal quality initiatives aimed at continual improvement.

Attendance

	2015	01/11	02/10	03/10	04/07	5/11	6/08	7/06
Chair	Cindi Manning	X	X	X	X	X	X	X
Vice Chair	Norma Antunano	X	X	X	X	X	X	X
Secretary	Jim Johnstone	X	X	X	X		X	X
Treasurer	Francisco Russi		X	X	X			
Arrangements	Tracy Nichols					X		
Audit	Tony Perez							
Certification	Mike Harkins	X	X	X		X		X
Education	Norma Antunano	X	X	X	X		X	X
Examining	Forrest Breyfogle							
Internet Liaison	A.J. Scotka	X	X	X	X	X	X	
Membership	David Wight				X	X		X
Newsletter	Kevin Byckovski							
Nominations	Eva Esparza	X	X	X		X	X	X
Proctor	Andrew Davison							
Programs	Ileana Isern	X	X	X	X			X
Publicity	Eva Esparza	X	X	X		X	X	X
PAR	Todd Minnick	X	X	X		X	X	
Recertification	Rob White				X			
Placement	Megan Oertel	X	X	X	X	X	X	X
Historian	Pete Courtois	X	X	X		X		
Voice of Customer	Scott Berman	X	X	X	X	X	X	X

Additional Attendees (this meeting): None

Meeting Location: Sparefoot, 720 Brazos, Austin, TX

Open Action items per May's board meeting:

2015 Action Items					
Item	Date Assigned	Owner	Description	Due Date	Status
17	Feb 2015	Pete/Scott/ Francisco/Traci	Implementation plan for charging members a fee to offset the cost of food	Aug 01	Not met yet.
21	Feb 2015	Francisco Russi	Set up a PayPal or other account which can receive funds for the section so we do not have to link to Francisco's account. Note physical address to AJ Scotka	Jul 09	Need to wait until we have a slack period, financially speaking Due this month!
28	Mar 2015	Mike Harkins	Renew contract with ACC	July 16	Open – (background: contract ends July 16 at one point we had a five year contract, now want a two year contract) Jim or Cindi to sign the contract.
29	Mar 2015	David Wight	Welcome package Status We need to get the website updated, What are the benefits coming up ? Why Join? Check Calendar.	Jun 1 for cert exam, Aug 15 for Sep meeting	David has asked for more information some of which will be in item 40.
32	Apr 2015	David Wight	At a future meeting, describe the benefits of upgrading to Senior Member and Show how easy it is to do.	Sep 1	Open
34	May 2015		Mike will propose a process to provide an incentive for those passing the cert test to remain members of the section.		Closed July 6. Mike proposed a process to give a rebate to members who take the class then renew the following year. See Minutes
37	June	Cindi Manning	Appoint the nominating committee	June 15	Closed
38	Jun	Eva,	Call the Nominating committee meeting	Jul 31	
39	Jun	Eva, Scott, Todd	Publicize the open positions for 2015	July 1	Closed – Email went out
40	Jun 2015	Jim Johnstone	Collect the information on status of the annual plan and update it. See item 29 for what needs to be in there.	July 1	Jim created first draft and sent to board July 6 for comments. Eva to edit further

1. Meeting was held at 720 Brazos Austin, TX. Started at 6:12 PM on Monday, June 8, 2015.
2. June meeting minutes were approved.
3. Action items were reviewed and updated.
4. Treasurers' report

Item	Amount	Notes
Beginning Balance	\$12,242.76	
Deposits & adds	\$0.11	INTEREST
Checks paid	none	
ATM debits	-\$69.95	U-Haul monthly recurrent charges for storage
Ending Balance	\$12,172.92	

Note1: four checks outstanding for July

Check #9277 \$104.50 made to Cindi in January not clear **[Check has been lost, void and reissue]**

Note2: Q1 and Q2 reports submitted, waiting for ASQ HQ feedback, may have issues with check #9277. **[Reports do not have signature of Chair and Secretary]**

Note3: Deposits coming in July:

Transfer from PayPal \$452.69 from May Dinner Receipts

APICs \$700 finally got paid

Some miscellaneous cash

Cindi to give Francisco food-collection box money from the last members meeting, and all her ATM debit forms from the beginning of the year for audit purposes.

5. Certification

ASQ section collects a \$50 Fee from each student that enrolls in an ACC class for certification prep. Certification committee has proposed to give them \$50 back on the second year registration so that they will renew. We could also use this as an outreach opportunity to get them engaged with our section. Mike wants to start this beginning with any one enrolled in classes from March 2015.

The member would apply for the rebate by filling out a request form to be developed.

A question arose whether or not they should have to pass the exam. It was agreed to allow them to apply for the rebate whether or not they pass the exam because we still want to retain them as a member. Mike will clarify what member status is required to be eligible IE full, student, Site, Corporate, Associate, etc. It was suggested a reference to the Code of ethics be included not to accept money as a rebate that a person did not actually spend, for example if they were reimbursed by their company for the cost of membership.

Eligibility would begin commencing with the classes that started in March 2015. The budget for any renewals in 2015 would be covered by the “scholarship” budget item.

Mike Harkins moved to proceed with the plan and modified as discussed. Second by AJ Scotka and motion carried.

The fall On Line Six Sigma BB class will make with 4 signed up. Mike is leaving registration open 2 more weeks. This class has been advertised to adjacent regions.

We are currently 29 students registered against a goal for 30 for the year.

6. Fall Education Event – Norma Antunano

- a. Our Fall event on Nov 6 has room for 8 speakers of the 9 who have been contacted. One speaker who tentatively said yes has not formally replied.
- b. Crowne Plaza looks like the most viable location. It has been reserved. Total cost ~ \$2700 with AV equipment and service charges.
- c. MOU has been approved by ASQ and sent out to all the Speakers (8) who have RSVP'd.
- d. Still to do:
 - i. Lay out the agenda ,
 - ii. Pricing scheme, Discount for Committee members, \$100 for early birds, higher for later? Norma responded later via e-mail with a proposed pricing scheme of

• Early registration: by no later than September 10	\$109.00
• Normal Registration (from September 11 up to October 28 :	\$125.00
• Late registration (from 10/29 to 11/2):	\$139.00

The hotel requires us to have the final count 72 hours in advance; the count must not be reduced. The hotel will prepare an extra 5% of food over the guaranteed number.

The above price structure can support additional hosting expenses (speakers and volunteers). Location can host 70 plus, and we need to consider seats for speakers and volunteers.

- iii. Publicity – Need a 100 word synopsis for marketing . Also need something appropriate for Twitter. Send Bios and synopsis to Eva and she will condense that down. Can we get on the web sites of adjacent regions? Eva says we can and have a reciprocal agreement with them to publicize each other’s events.
 - iv. Want strong opening speaker and strong closer with another strong speaker after lunch.
 - v. Looking for sponsors – What do we offer them? What is that worth? Can we get some give away items? Please contact Norma if you can help.
 - vi. Need to create E- brochure and hand out materials. List the benefits of attending so employees can convince their boss to pay. Also benefits of visiting Austin.
 - vii. Should we integrate the planned November tour to happen the night before? Ileana to consider/investigate
- e. Norma requested approval to renew the online services (from Join me) at a cost of \$216.00/year (2014-2015 service expired in June Join-me PRO option: <https://www.join.me/pricing>). This service is for hosting webinars but can also be used for ASQ board and committee meetings , conference calls (via phone or VOIP) where screens can be shared. It also has the capability of recording sessions. General agreement to renew this service.

7. Nominating committee report.

- a. Eva is the Chairperson. The section chair has appointed the nominating committee and serves as a member of it.
- b. Jim has received two member names for the open positions and verified them against the roster.
- c. Eva will schedule the committee meeting in July. Nominations: Treasurer and Chair cannot serve again. Plan is to have all identified positions by September meeting.
- d. Nominations close Sept 30. Election to be held in October

8. New Business

- a. Location of meetings will be at 720 Brazos on Downtown Austin at the Sparefoot facility.
- b. We will start the next meeting at 6:15 and still end at 8:00 PM This will allow us to take advantage of free parking downtown. Megan will set up a join me meeting for those who cannot attend in person. Remember for those who live north, there are several of you and carpooling may be a better option or take the light rail from Howard Lane and Carpool back.

Meeting Adjourned: 7:50 pm

Submitted by,

Jim Johnstone, Secretary, ASQ Austin Section 1414.