



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

	2014	01/12	02/09	03/09	4/06
Chair	Cindi Manning	X	X	X	X
Vice Chair/Educ.	Norma Antunano	X	X	X	X
Secretary	Jim Johnstone	X	X	X	X
Treasurer	Francisco Russi		X	X	X
Arrangements	Tracy Nichols				
Audit	Tony Perez				
Certification	Mike Harkins	X	X	X	
Examining	Forrest Breyfogle				
Internet Liaison	A.J. Scotka	X	X	X	X
Membership	David Wight				X
Newsletter	Kevin Byckovski				
Proctor	Andrew Davison				
Programs	Ileana Isern	X	X	X	X
Publ./Nominations	Eva Esparza	X	X	X	
PAR	Todd Minnick	X	X	X	
Recertification	Rob White				X
Placement	Megan Oertel	X	X	X	X
Historian	Pete Courtois	X	X		X
Voice of Customer	Scott Berman	X	X	X	X

Additional Attendees (this meeting): None

Meeting Location: BazaarVoice, Austin, TX.

Minutes from January’s meeting were approved by voice or electronically after modifications.

Action items per January's board meeting:

2015 Action Items					
Item	Date Assigned	Owner	Description	Due Date	Status
17	Feb 2015	Pete/Scott/Francisco	Implementation plan for charging members a fee to offset the cost of food	Aug 01	Changed Fee amount and due date at April Mtg,
21	Feb 2015	Francisco	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
23	Feb 2015	Cindi	Plaque for Bazarrvoice	Mar 09	April 06 Scott Berman Presented Plaque to Megan Oertal
24	Mar 2015	Jim Johnstone	Send Webinar Slides to AJ	Apr 1	Mar 9 Complete
25	Mar 2015	Ileana	Send Jim and Scott the information we need to query members about future events and potential host sites.	Apr 06	Got E mail from Ileana with the questions
26	Mar 2015	Jim Johnstone	Ask ASQ about RU's for community service event	April 1	Mar 9 Yes, we can award, Send description of event to Lisa at ASQ and she will tell us how many units can be awarded
27	Mar 2015	Cindi Manning	Announce that we need leg extensions for the screen to raise it up for visibility	Apr 08	
28	Mar 2015	Mike Harkins	Renew contract with ACC	Apr 1	
29	Mar 2015	David Wight	Welcome package Status	Apr 6	David will include the welcome information in the ASQ Section meeting kit and work with Andrew to hand it out to new members taking exams for the first time
30	Mar 2015	Cindi Manning	Backup for Arrangements Chair	Apr 8	Will ask the person Francisco suggested to volunteer.
31	Apr 2015	All Board Members	Review ASQ member survey data and come up with one or two ideas to increase member value.	May 1	
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.	Open	
33	Apr 2015	Francisco Russi	Invoice APICs for the Nov 2014 Meeting cost	Apr 15	

MEETING MINUTES:

- 1) March meeting minutes were approved by affirmation with no dissenting votes
- 2) **Action Items** – See above table for old and new action items Action items completed for more than one month have been removed
- 3) **Treasury report (Via 3/21/2015 E- mail from Francisco Russi) as of Mar 31, 2015:**

Item	Feb 27,2015	Mar 31, 2015
Beginning balance	\$16342.06	\$15306.67
Last Month's Checks	-\$749.07	-\$ 535.64
ATM Debits	-\$779.19	-\$ 519.27
Last Month's Income	\$492.87	\$ 914.56
Ending Balance	\$15,306.67	\$15166.32

Details:

Deposits and Additions:

Interest this month:	\$0.13
Deposit	\$665.00 (ASQ Renewals and new Memeberships)
Deposit	\$33.00 (food collection box)
PayPal	<u>\$216.43 (Webinar)</u>
Total	\$914.56

Checks:

9283	\$216.43	Donation to Capital Area Food Bank
9284	\$176.21	
9285	\$108.00	
<u>9286</u>	<u>\$35.00</u>	
Total	\$535.64	

Debits (ATM):

\$84.95	U-Haul Storage Locker and Late fees
\$18.48	Books purchased by Cindi?
\$345.89	Scholtzsky's Food for committee
<u>\$69.95</u>	<u>U-Haul Storage locker monthly rental</u>
\$519.27	Total

The quarterly Financial report is due to ASQ HQ. Francisco asked Cindi to provide details of Debit card spending so he could prepare the report. Francisco will then prepare the report and submit it for

review, Secretary, Treasurer and Chair must all sign the report, Francisco wants to have it ready by April 15. It is due to ASQ by April 20.

4) **Historian Report** Peter Curtois

Pete reviewed his plan for collecting the process documentation for our section. We will use the ASQ position descriptions and augment them with the necessary local procedures for accomplishing our required and member facing tasks.

Pete will be sending the people holding the 6 elected and appointed positions required by the ASQ a letter describing the information he needs. Once that has been collected, he can work with those people to identify any gaps or OFI's.



Process
Documentation for Au

5) **2015 Education Plan** – Norma Antunano (via email and phone)

A. Fall Event targeted to be 1.5 days (Thursday and Friday half day).

- I. Fall Education event may be single theme or combination of tracks depending on Speakers
- II. Potential Fall event locations:
 - Holiday Inn Mid town:- Cannot lock on days until 3 months before the event
 - Marie Calendar: Possible depending on the projected attendance.
 - Researching other locations (including hotels).
- III. Potential Speakers who have provided feedback about participating (even when there are no logistics details yet):
 - Forrest : ‘Enhancing Quality’s Role by Resolving Common Executive Management Issues’
 - Zackary Haines: Good Will
 - David Thomsen, Saint Davis Hospital
 - Plan to reach other potential speakers including Mary McDonald and others on ISO;
 - Goal is to find speakers that are near Austin, preferably from Texas as travel expenses will be involved
- IV. Reached Keith P. from Houston to learn about their March ISO revisions events but he did not attend it, he is gathering information from other member who attended.
- IV. Once we know the speakers (based on their available and willingness) and the theme (novel applications of SPC, MBNQA and/or ISO revisions) then we can define the content for publicity (title of the event....)

B. Webinar Topics: We have contacted Mini-tab about hosting a Webinar

6) **Program Plans** Apr - Dec (Iliana Isern)

Below is the schedule for the remaining of the year:

May- Dinner

June/July Vacation Break

August- possible get together/charity event

September- The Lenovo Way

October – Elections and speaker –two volunteers available

Jeanné Mensingh : [Getting ROI out of your quality system](#)

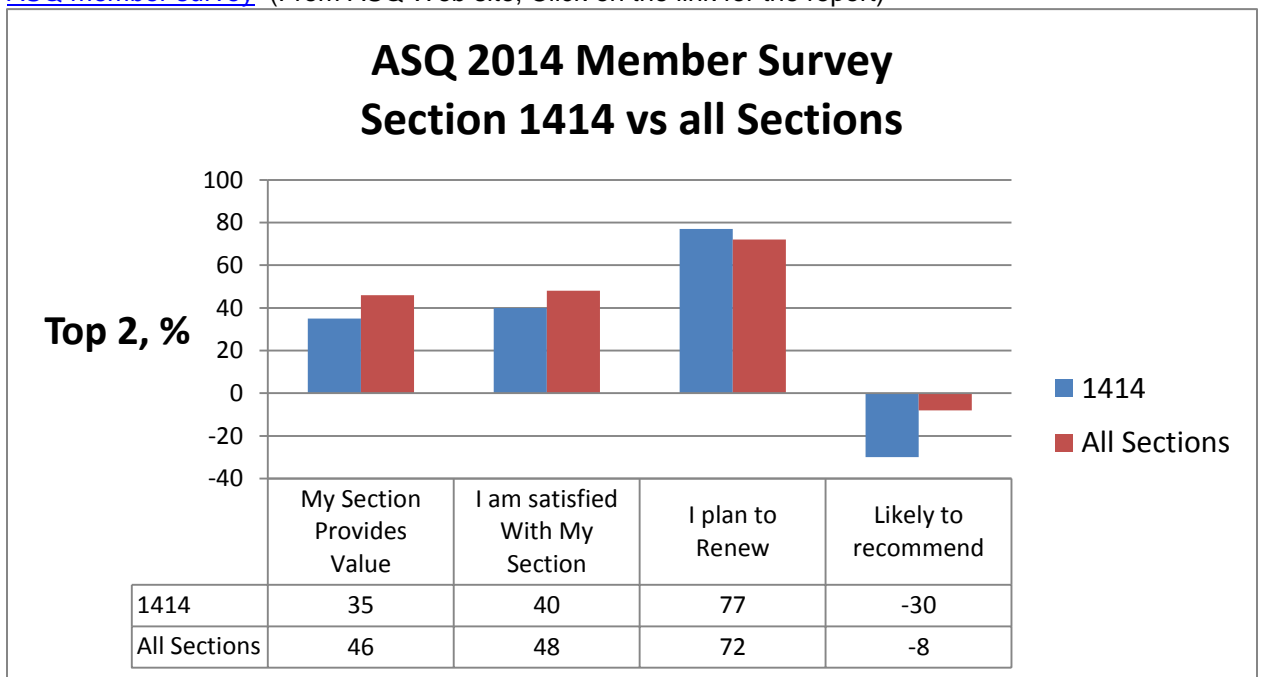
Conrad Soltero: The 7 Kata (based on his 2013 Shingo Prize Research ward winning book) ---TMAC (Texas Manufacturing Assistance Center), the local NIST-MEP affiliate funded by the US Department of Commerce.

November- Tour-Flextronics – need to confirm and need back up plan.

December- Dinner

7) **Voice of the Customer (Scott Berman)**

- A. There was no survey data form prior meeting which was a tour.
- B. [ASQ member survey](#) (From ASQ Web site, Click on the link for the report)



We are not doing as well as the other sections in providing value to our members. What can we do to improve the delivery of member value?

8) **Certification** status update (Mike Harkins): No Update.

9) **Membership Report** – Jim Johnstone from ASQ report

Item	March 1	April 1	12 mo prior
Total members	476	482	441
Dues Paying	472	478	436
Fellow	4	4	3
Senior	164	161	174
Full	228	235	214
Associate	28	27	28
Student	48	51	21
Unpaid	56	61	
Retention	72.34%	70.7%	
Growth	107.94	106.8%	

Short discussion on Welcoming new members, Interacting with them at meetings and value of being a senior member of ASQ vs cost.

10) **Recertification Report (Rob White)**

Row Labels	Count of Month/Year forwarded to ASQ
5/1/2014	4
6/1/2014	7
7/1/2014	5
8/1/2014	1
9/1/2014	1
10/1/2014	1
11/1/2014	7
12/1/2014	8
1/1/2015	7
2/1/2015	5
3/1/2015	2
(blank)	
Grand Total	48

11) New Business:

- A. Reviewed the plans for the Wednesday Meeting
- B. Agreed to split the cost of the Nov 2014 meeting with APICS

12) Meeting Adjourned at 8:07 Our **Next meeting** is scheduled for May 11 Monday. Feel free to bring a guest.

Submitted by: Jim Johnstone

Secretary, ASQ Austin Section 1414,