



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	8/03
Chair	Cindi Manning	X	X	X	X	X	X	X	
Vice Chair	Norma Antunano	X	X	X	X	X	X	X	X
Secretary	Jim Johnstone	X	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	X
Education	Norma Antunano	X	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	X
Proctor	Andrew Davison								
Programs	Ileana Isern	X	X	X	X			X	X
Publicity	Eva Esparza	X	X	X		X	X	X	X
PAR	Todd Minnick	X	X	X		X	X		X
Recertification	Rob White				X				
Placement	Megan Oertel	X	X	X	X	X	X	X	X
Historian	Pete Courtois	X	X	X		X			X
Voice of Customer	Scott Berman	X	X	X	X	X	X	X	X

Additional Attendees (this meeting): None

Meeting Location: Sparefoot, 720 Brazos, Austin, TX

Open and New Action items per this 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	Presented a proposal at August 3 meeting see the minutes
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	Past Due
28	Mar 2015	Mike Harkins	Renew contract with ACC	July 16	Contract Signed August 3, 20125
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	Closed see 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	Will complete at September meeting if it happens
34	May 2015	Mike Harkins	Mike will propose a process to provide an incentive for those passing the cert test to remain members of the section.		Closed Aug 3,. Mike reviewed the process, Will follow up aith ASQ HQ on whether it has to be part of by laws. See Minutes
38	Jun	Eva,	Call the Nominating committee meeting	Jul 31	Has met
39	Jun	Eva, Scott, Todd	Publicize the open positions for 2015	July 1	Closed – Email went out Next step is to invite self nominations
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. Aug 3 it was revised to reflect coming events
41	Aug 2015	Todd Minnick	Publish the mid year report on line	Aug 31	
42	Aug 2015	Jim Johnstone	Follow up with ASQ on our standing	Aug 31	
43	Aug 2015	Tony Perez	It is time for the Mid year audit	AUG 31	
44	Aug 2015	Todd Minnick	Form a committee for "Testimonial Award"	AUG 31	

1. Meeting was held at 720 Brazos Austin, TX. Started at 6:12 PM on Monday Aug , 2015. Quorum was not present, Meeting started at 6:25 PM
2. July meeting minutes were approved.
3. Action items were reviewed and updated.
4. Action items Coming up – Todd Minnick
 - a. 2nd quarter financial report is due
 - b. Nominations for 2016 officers coming up
 - c. Testimonial award application is due – one per section, Todd will form a committee to nominate someone
5. Treasurers' report
 - a. No Report treasurer not present
 - b. We are not getting the deposits into our bank account, Francisco is investigating
 - c. We have not properly submitted the quarterly reports so we may not be in good standing. Jim to follow up with ASQ HQ
 - d. It is time for a mid-year audit – see actions
6. Charging for meeting attendance – Pete Curtois
Pete reviewed the following proposal:
 - a. Charge members \$10 and Non-members \$15 per meeting to cover facility costs, food, presenter gifts and raffle prizes.
 - a. All Attendees will pay even if they don't want to eat. The money pays for more than food.
 - b. Only ASQ member attendees who pay get an RU credit coupon.
 - We keep a sign-in log to track this.
 - You get the RU coupon when you pay.
 - c. New members can attend their first meeting free. New members will receive RU credit during the free meeting.
 - d. Announce the decision during the next meeting and implement at the September meeting. (there is no August meeting so may need to slide out)
 - e. For the future, we can set up a pay in advance system for members to pay once at the beginning of the year with a slight discount. No refunds though - keep it simple.

Discussion ensued and the following ideas were shared:

- Same price for all to keep it simple?
- Give everyone 2 free meeting tickets at the beginning of the year?
- The impact/Impression if we ran out of food ?

- We spend about \$ 800 per meeting and have 40 attendees. If attendance dropped to 30 paying attendees we would offset our cost by \$300 per meeting.
- Receipts should be given (could be included on RU document)
- Would be good in the announcement to include what other Professional societies are doing:
 - Dallas ASQ
 - American Chemical Society \$10 -\$15
 - PMI Society \$15 to meet, \$25 for meeting and dinner
- To Do: Present final plan at September Board meeting include the announcement communication strategy and starting date.

7. September meeting plans:- Ileana Isern for Tracy Nichols

Ileana reported the September speaker had cancelled, she will go to a backup speaker or cancel the meeting if necessary. Austin Reliability had asked to speak at a meeting so maybe they will be available.

8. Fall Education Event – Norma Antunano

Actions/Decisions to be made or delegated:

- The number of speakers and the order of speakers
 - Now have all speaker Bios and MOU's except one
 - Will hold with 9 until Aug 14 , then go to 8 if no reply from St David's (David is out of the country but his admin is aware of this event in David's agenda per his assistance; Norma will find status as he is back)
 - Proposed Speaker order
 1. Adil - Leadership
 2. David from St David's – journey for winning 2014 MBNQA award
 3. Teri Sena – ISO 9001
 4. Forrest – Quality and Executive Decisions
- Lunch intermission
- 5. Zach Haines – MBNQ journey
- 6. Ann Wilson – FDA Inspection and testing
- 7. Cliff Norman – Transformational Leadership in Health care organizations
- 8. Mary MacDONald – ISO 9001/2015
- 9. David Hughen – New rules for job searches
- The room configuration
 - No change to room config, One room Class room style with tables
- Set up 7:00 AM end by 5:45 PM out by 6:00 PM, Half hour lunch intermission
- The minute by minute agenda
 - 50 min each spkr, 10 min break, 30 min lunch break, % min extra at start, AM and PM breaks
- The prices and registration periods have been posted
 - See info on ASQ web site
- Will board members/Committee members be charged? How Much?
 - Volunteers of at least (12 hours) hrs. get free admission, Volunteers of at least 6 hr. get half price

- The contents of the handouts
 - Mike Harkins will take care of this. Need 70 copies. Agenda, Speaker Bio and synopsis, ASQ stuff, Note Pad.
 - Will not print speaker notes but encourage them to post on line
- The registration process
 - Pre register on line
 - Check in at door, pay if not yet paid
 - Take attendance for each session, 0.1 RU per hour of attendance

Yet to do :

- Select The Menu Items
- Get Tax Certificate to Crowne Plaza (Jim)
- Deposit to Crowne Plaza (Jim with Fernando or Cindi's help)
- Identify what to publicize and where (will need input from Eva and other members)
 - Will be posted on Linked in and ASQ Sites is on the Master ASQ HQ calendar)
- Recruitment of sponsors/patrons
 - Mini Tab has declined (Jim)
 - Asked SAI to sponsor (Jim)
 - Put notice on Website we are looking for sponsors (Eva)
 - Announce at September and October Meetings
- Gifts / Honorarium for speakers
- Recruit 4 or 5 volunteers to help run the event. Jobs we need to have staffed on the day of the event :
 1. Master of Ceremonies / Time Keeper
 2. Registration/Attendance taker/ RU distribution
 3. Survey distribution & retrieval tabulation/ Door Monitor/ Food coordination
 4. Room Set up/ Take down / Technical support

9. Nominating committee report.

- a. Eva is the Chairperson. The section chair has appointed the nominating committee and serves as a member of it. The committee has met.
- b. Nominations by petition will be announced
- c. Nominations close Sept 30. Election to be held in October

10.

As of August 3, 2015, 35 students have registered for certification courses this year. Here is the breakout:

CSQE	Spring 2015:	1 student (did not make)
CSSGB	Spring 2015:	11 students
CQA	Spring 2015:	8 students
CQIA	Spring 2015:	1 student (did not make)
CMQ/OE	Summer 2015:	1 student (did not make)

CSSBB	Summer 2015:	4 students
CQE	Fall 2015:	3 students (likely to make)
CQA	Fall 2015:	7 students (will make)
CSSGB	Fall 2015:	2 students
CQIA	Fall 2015:	not scheduled
CSQE	Summer 2015:	not scheduled

Total students registered with classes currently completed: 19

Total students registered with classes underway: 4

Total students registered in classes that will make (but not underway yet): 7

Total students registered with classes that are likely to make: 3

Total students registered with classes that may make: 2

Registration goal for this year is 30.

Mike reported on the new procedure for rebates to students who enroll in ASQ classes at ACC, this would replace the "Flores Scholarship" plan which is not being used.

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 Presented the procedure 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.

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.

Recertification status from Rob White:

Row Labels	Count of Year/Qtr forwarded to ASQ
2014Q2	11
2014Q3	7
2014Q4	16
2015Q1	14
2015Q2	5
2015Q3	8
Grand Total	61

11. New Business

- a. Todd Minnick presented the status update for the Annual plan. We are behind in two areas: Member growth and financial reporting. Todd will post the results on the we b site along with a summary of the actions being taken to address the areas where we are behind.
- b. Next Meeting will be scheduled for August 31, to avoid holding it on Labor Day

Meeting Adjourned: 7:58 pm

Submitted by,

Jim Johnstone, Secretary, ASQ Austin Section 1414.