



EXECUTIVE BOARD MEETING MINUTES

ASQ Section 1414, Austin, Texas

May 11, 2015

Published May 12, 2015

Revised: June 4, 2015

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

Additional Attendees (this meeting): None

Meeting Location: BazaarVoice, Austin, TX

Open Action items per April'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
25	Mar 2015	Ileana Isern	Send Jim and Scott the information we need to query members about future events and potential host sites.	Apr 06	Complete
27	Mar 2015	Cindi Manning	Announce that we need leg extensions for the screen to raise it up for visibility	Apr 08	Complete
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)
29	Mar 2015	David Wight	Welcome package Status	Jun 1 for cert exam, Aug 15 for Sep meeting	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 and full blown one for Sept meeting
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	Open -
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	Open
33	Apr 2015	Francisco Russi	Invoice APICs for the Nov 2014 Meeting cost	Apr 15	Complete

1. Meeting was started at 6: 15 PM on Monday, May 11, 2015.
2. April meeting minutes were approved.
3. Action items were reviewed and updated.
10. Wednesday's Dinner Meeting was discussed.

Tracy Nichols provided an update and details for the May Dinner Meeting

Cost (to the section) = \$20/plate

Menu:

Roasted Chicken or Salmon

Green Beans and Mash Potatoes

Desert (trio tray)

AI: Todd will take care of leadership recognition and welcome at May Dinner Meeting

Francisco will at the dinner to accept payment

19 paid so far. There were 3-4 people at the meeting who were planning to attend and had not paid.

4. No treasurers' report
5. Section procedures - Pete Curtois

Emails were sent to those in required positions containing the position description and key tasks to collect process information and identify areas where Austin deviates from ASQ headquarters.

For example, is the meeting minute template customized or from ASQ? Also plan to collect artifacts to store on the website. Next step is to send email query to remaining offices.

For each required position (chair, treasurer, secretary, audit, nominations, and membership):

Look at what you do.

Look at what resources

Are there things that you are doing that are not in the description?

What is Austin specific?

High level process: Run ASQ Austin

When and how does the chair have to interact with others to get things done?

Integration at a high level ex: chair calls a meeting, secretary records... etc.

6. WCQI Feedback – Cindi Manning/ Megan Oertel/Eva Esparza

Member Leader Event

Provided the strategic plan

Talked about projects that are planned

Trying to increase 'workforce' engagement (which included member leaders)

One section prints a preformatted form generated from Eventbrite registration for RUs

Portland section webcasted meeting to members using GOTO Meeting

One section provided networking stations at the beginning of meeting to collect voice of the customer data, engage membership

Instant certification – the recertification chair is at the meeting to review and approve documents so that members can become re-certified. (Could perform an informal review to let members what is missing to avoid conflict)

Mike Harkins moved to give an incentive to those who renew their membership for the year following taking a certification class and, pass the test. The incentive would come from the scholarship fund that has not been used for years.

Mike withdrew the motion after a discussion of the funding – how to make it work and fund it.

AI: Mike will propose a process to provide an incentive for those passing the cert test to remain members of the section.

7. Voice of the Customer Scott Berman

ASQ Member Survey

Board members have not completed reviewing results of the survey that went out to all members

About 40 responses

April Meeting Feedback

Why people come to the meeting: RUs, Networking, and Improve knowledge

Not a lot of actionable items

Great speaker (Goodwill)

8. Member Recruiting/ Retention

David plans to complete a flyer tailored to those who complete the certification test in June to provide them with information on the section resources, how to get RUs through meeting and education attendance, etc.

In addition David plans to create a new member packet for the fall.

9. Fall Education Event – Norma Antunano

Looking at October 2015 (or last week of Sep / 1st week of Nov)

Right now speakers are not charging

Still need to determine pricing

1) Continue researching potential Fall event locations:

- Reaching out Top Golf location, awaiting feedback
- Will reach ACC and Concordia University for location
- Marie Calander's (possible if there is no other option).

2) 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'. Path: Applied Statistics
- Zackary Haines: Good Will (Journey towards MBNQA)
- David Thomsen, Saint Davis Hospital. Path MBNQA
- Cliff Norman (will need to tune the topic) but he is willing to support the event. Path: TBD

- Potentially Minitab representative (if he can accommodate logistics for the date). [Path: Applied Statistics](#)
 - NQA (www.nga-usa.com); will need to identify who can be the speaker (representative at WW ASQ conference indicated they can send a speaker without cost; we will need to understand the details). [Path: ISO Revisions](#)
 - Potentially Mary McDonald. [Path ISO Revisions](#)
 - Potentially a speaker on Software Quality/Agile (TBD, there are several speakers that can be approached).
 - Reviewing ASQ Conference themes, speakers to identify if there may be other potential speaker(s); if needed
- 3) A committee meeting targeted for 5/19 (invitation will be sent)
AI: Norma will add Cindi and David Wight to invite list
- 4) Drafting content and theme (to be ready by the end of the month)
- 5) Confirm date per feedback to be received from targeted location(s); if possible start drafting the Operations Agreement(s) with each of the speakers.
- 6) Aside of planning the above educational event, raising awareness to our membership and community about other learning venues (Minitab Webinars and self served Reliability Division webinar); these also support earning RU units accordingly.

11. New Business

Certification Prep Classes:

19 students signed up for the spring classes

Fall courses – not 100% updated

Qualified to teach Certified Software Quality: A.J., Megan and David

These are the tentative courses and instructors for summer and fall:

Course	Instructor	Day	Time	Dates	Exam
Certified Six Sigma Black belt CSSBB (QTC-1000) Link to ACC	Brian D. Mitchell	ONLINE		July 7th – Sep 17th	10/3/2015
Manager of Quality/ Organizational Excellence CMQ/OE (BMGT-2031) Link to ACC	Megan J. Oertel	TTH	6:00 PM – 9:00 PM	Aug 6th – Sep 29th	10/3/2015
Certified Six Sigma Green Belt CSSGB	Brian D. Mitchell	ONLINE		Sep 5th – Dec 4th	12/5/2015

(QCTC 1005) Link to ACC					
Certified Quality Auditor CQA (QCTC 1041) Link to ACC	Doug Schifflett	SAT	8:30AM – 12:30PM	Sep 5th – Nov 21st	12/5/2015
Certified Quality Engineer CQE (QCTC 1043) Link to ACC	Michael G. Harkins	TTH	6:00 PM – 9:00 PM	Sep 22nd – Dec 1st	12/5/2015

Nominations: Treasurer and Chair cannot server again. Plan is to have all identified positions by September meeting.

Meeting Adjourned: 8:15pm

Submitted by,

Eva Esparza, Acting Section Secretary, ASQ Austin Section 1414.