



EXECUTIVE BOARD MEETING MINUTES
 ASQ Section 1414, Austin, Texas
 February 13, 2017
 Published March 14, 2017

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

	2017	01/09	02/13	03/06	04/10	05/08	06/12	07/10	08/07	09/11	10/09	11/06	12/11
Section Chair	James Johnstone	X	x										
Vice Chair	Todd Minnick	X	x										
Treasurer	Peter Courtois	X	x										
Secretary	Melanie Berry	X	x										
Audit	Antonio Perez												
Arrangements	David Estes	X	x										
Certification	Phil Flories	X											
Chief Proctor	Andrew Davidson												
Good Works	Curtis Ford												
Education	Norma Antunano	X	x										
Examining Chair	Forrest Breyfogle												
Historian	Francisco Russi												
Internet Liaison	Anthony Scotka	X	x										
Membership	Maria Vinhais	X											
Newsletter	Bharat Matta												
Nominations	Eva Esparza												
PAR/Vice Chair	Todd Minnick	X	x										
Placement	Megan Oertel												
Program	Surendra Patel	X	x										
Publicity	Jack Hartnett	X	x										
Recertification	Robert White												
VOC	Scott Berman												
Past Chair	Mike Harkins	X											

X In Person
 * By Telephone
 Additional Attendees
 (this meeting): N/A

2017 Action					
Item	Date Assigned	Owner	Description	Due Date	Status
101	12/12	Todd and Scott	Provide budget and expenses for annual dinner event for 2017	12/15	Completed
102	01/09	Todd	Forward Education, Social and YQP event details to Todd, in order to publish the 2017 Calendar on the website.	ASAP	Pending
103	01/09	Norma, David, Surendra	Spring event	End of March	Closed
104	2/13	Todd	Pending Maria and Cindy's schedule for events. Todd to follow up	02-27-17	Pending
105	2/13	Melanie (now Jim, as of 02-16-17)	Chase bank account update	02-24-17	Pending
106	2/13	Members	Eva and Jim need information of any potential Treasurers	Before Qtr4	Pending
107	2/13	Norma	Reliability ASQ department with IEEE publicizing Fall conference in Austin	ASAP	Pending
108	2/13	Jim	Send Melanie, Jack and Pete the Power point slides from the COA training for SharePoint information.	ASAP	Closed
109	2/13	Todd, Norma	February's webinar information from Norma	ASAP	Pending
110	2/13	Todd, AJ	Link Todd's new email addresses (both) to his ASQ email	ASAP	Pending

Agenda for February 13, 2017 ASQ Austin Section Leadership Meeting

Item	Description	Owner	Time
1	Call to order	Jim/Todd	1815
2	Approve January's meeting minutes	Jim/Melanie	1820
3	Treasurer's report (annual), audit results due to HQ 02-15-17	Pete Courtois	1825-1835
4	Discuss 2 nd tour event in Feb	Norma Antunano	1835-1840
5	Education events	Norma Antunano	1840-1845
6	March speaker	Surendra Patel	1845-1850
7	Membership report/social events	Maria Vinhais	1850-1900
8	Wednesday general meeting	Ileana and David	1900-1910
9	VoC report	Jim/Scott Berman (will be absent, sent info)	1910-1920
10	Open action item status review	Action Owners	1920-1925

11	Discuss SharePoint, navigating ASQ site, online officer training	Jim	1925-1945
12	Adjourn	Jim/Todd	2000

1. Meeting started at 6:18 PM Monday, February 13, 2017. Quorum was present.
2. Pete and Norma approved minutes.
3. Review of items pending. Adding board meetings through May and Aug through Dec. Add general meetings Sept through Dec. PayPal buttons pending for websites. Webinars: Feb and March and April planned. Adding October webinar from Jim. Pending Maria and Cindy's schedule for events. Todd to follow up. Action item open. Due in 2 weeks.
4. Spring event action item closed by David.
5. Pete reviewed budget summary and audit. % spending on member values: 43%. Goal is to spend 70% on member value. The total percentage difference was reconciled due to revenue received; therefore less % was spent on member value.
6. Action item: send letter to Chase bank to elected officers for 2017. Scan the letter and copy Jim and Pete. Get contact and do before Thursday.
7. Action item: This year is Pete's last year as treasurer. The ASQ Austin chapter will need to have a new Treasurer. Eva and Jim need information of any potential Treasurers. Potential member will need in session training for approving expenses, summarizing expenses for reports, etc...
8. Norma described her lined up events for Education, one of them is the peer review references for quality topics. She is exploring another avenue to attract speakers. Norma stated speakers are not willing to commit more than a month in advance. Norma would like to have IT or software type speakers for the future. Jim recommended Jack White as a software connection, as well as Sharon Smith, president of APICS, also an ASQ member. Jim created an Eventbrite portal on the ASQ website. With the Eventbrite app, you can adjust the cap for attendees. Josh has been assigned to take care of the meetup set up for the events. Each event will have its own link. Jim talked about highlighting the benefit for the speaker to attend events for ASQ. Norma proposed to post an event of the Reliability ASQ department with IEEE publicizing their division Fall conference in Austin. Norma has agreed to resend the information.
9. Surendra discussed the March event speaker. Jim asked about the audience in mind; developers and product certifiers. Todd stated there is standard template for the scheduled events. The template is on the ASQ website. The March event will be held at ACC. AJ will be posting the pay pal events. Jack asked about RSVP capability for the event at ACC. Eventbrite will be used, due to pay at the door option. Meetup with also be needed. It was discussed the PayPal app can be inserted into the Eventbrite app, and the max cap can also be adjusted on pay pal. Charges are applied to each different app service used.
10. No Wednesday general meeting, due to the scheduled tour event. David handed out certificates and notified available gift cards for the event. Jim stated he has speaker gifts of briefcases. Jim suggested giving the gifts to current officers. Jim received approval from the members to give out suitcases to both speakers and current members.
11. No concerns with Scotts already email shared VoC report.

12. Jim requested impressions of the live COTA power-point training. David reviewed and summarized the training event and stated it was worthwhile. Jim is willing to do the training again if members are willing to attend, otherwise, PowerPoint slides will be posted on the ASQ. Surendra stated budget, new membership and the structure of ASQ and governance of ASQ were presented as main topics during the training. Jim will send Jack, Pete and Melanie the power point slides with a direct link to the SharePoint; open action item. Jim stated navigation of the leadership website was covered.
13. Jim asked of any new business. Todd asked about correctly populating his events on the ASQ website. Todd and Pete discussed the options of posting the Eventbrite and pay-pal buttons on the March event. Jack, Norma and Jim will clarify this issue later. AJ stated he is working on securing the website and working with outside resources, AJ is working on a replacing Eventbrite, but keeping pay-pal. AJ stated he is working on a type e commerce. Jim stated Norma has had some security issue with her phone number and requested to have her phone number to be taken off the ASQ site.
14. Jim stated the world conference on quality and improvement is coming up. 2 free tickets are available for the first week of May. Board members need to register for this event soon. David and Todd and Pete may be interested.
15. Todd requested February's webinar information from Norma, an open action item. Todd needs to have both his home and work email attached to the ASQ email, an open action item.
16. Jim adjourned the meeting. Motion to adjourn was favored.