



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	9-Jan	13-Feb	6-Mar	10-Apr	8-May	12-Jun	10-Jul	7-Aug	11-Sep	9-Oct	6-Nov	11-Dec
Section Chair	James Johnstone	X	x	x	X								
PAR/Vice Chair	Todd Minnick	X	x	x	X								
Treasurer	Peter Courtois	X	x	x									
Secretary	Melanie Berry	X	x	x	X								
Audit	Antonio Perez												
Arrangements	David Estes	X	x	x									
Certification	Phil Flories	X											
Education	Norma Antunano	x	x		X								
Examining Chair	Forrest Breyfogle												
Internet Liaison	Anthony (AJ) Scotka	X	X		X								
Membership	Maria Vinhais	x		x	X								
Newsletter	Bharat Matta												
Nominations	Eva Esparza				X								
Placement	Megan Oertel												
Program	Surendra Patel	X	x		X								
Publicity	Jack Hartnett	x	x										
Recertification	Robert White												
VOC	Scott Berman												
YQP	Cindi Manning												
Publicity	Shoshana Bokelman				X								

X In Person

* By Telephone

Additional Attendees (this meeting):

Meeting Location: Sap’s Thai Restaurant, 5800 Burnet Rd, Austin, TX 78756

Open and New Action items per this board meeting:

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	Closed
102	01/09	Andrew	Forward Education, Social and YQP event details to Todd, in order to publish the 2017 Calendar on the website.	End of April	Pending YQP event details
103	01/09	Norma, David, Surendra	Spring event	End of March	Closed
104	2/13	Todd, Maria, Andrew	Pending Maria and Andrew's full 2017 schedule for events. Todd to follow up	End of April	Pending schedule
105	2/13	Melanie (now Jim, as of 02-16-17)	Chase bank account update	02-24-17	Closed
106	2/13	Members	Eva and Jim need information of any potential Treasurers	Before Qtr4	Ongoing
107	2/13	Todd	Publicizing ASQ Reliability department with IEEE Fall conference in Austin (Todd to place link on homepage)	ASAP	Closed
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 April's webinar information from Norma	ASAP	Closed
110	2/13	Todd, AJ	Link Todd's new email addresses (both) to his ASQ email	ASAP	Closed
111	2/13	Pete	New venue with subsidized or self-paid dinner	-	Pending
112	2/13	Leadership Members	Suggest a speaker event	-	Pending
113	2/13	Maria	Event place for Cinco de Mayo	-	Closed
114	2/13	Jim	Follow up with Eventbrite, AJ and Jack	-	Pending
115	2/13	Surendra/Shoshana	Todd needs details for May meeting	-	Pending PayPal button, Eventbrite link.
116	2/13	Melanie	Amend the current member list on minutes	ASAP	Closed
117	2/13	Melanie, AJ	Switch admin for Facebook ASQ site	ASAP	Pending
118	2/13	Leadership Members	Suggestions for greater monthly ASQ leadership meeting attendance	-	Ongoing
119	4/11	Jim	Provide Shoshana with a work flowchart	End of April	Pending
120	4/11	Jim, Eva	Provide Shoshana with password access	End of April	Pending
121	4/11	Shoshana	Process outline	-	Pending
122	4/11	Pete	Create a template	-	Pending
123	4/11	AJ	Provide broadcast mechanism	-	Pending

ASQ AUSTIN EXECUTIVE BOARD MEETING

April 11, 2017

124	4/11	Shoshana	Detail outline on account visibility for Meetup, PayPal, Eventbrite	-	Pending
125	4/11	AJ	Research if the publicity process can be automated through WordPress	-	Pending
126	4/11	Todd	Inputs to the template	-	Pending
127	4/11	Maria	To pilot the template	-	Pending
128	4/11	Surendra	Contact Scott regarding LinkedIn posting	End of April	Pending
129	4/11	Surendra	Provide status update on publicity process project	May meeting	Pending
130	4/11	Todd	To hold ASQ Leadership and General meetings for May	May	Closed

Agenda for April 10th, 2017 ASQ Austin Section Leadership Meeting

Item	Description	Owner	Time
1	Call to Order	Jim	6:00
2	Approve March Minutes	Melanie	6:05
3	Calendar of Events for 2017: Social	Maria	6:10
4	Calendar of Events for 2017: General Meeting	Jim	6:25
5	Calendar of Events for 2017: Education	Norma	6:50
6	Treasurers Report	Pete	7:05
6	Brainstorm: how to streamline/coordinate event publicity process	Jim/All Leaders	7:15
7	Action item status review	Melanie, Jim	7:35
8	New Business	Jim	7:45
9	Adjourn Meeting	Jim	8:00

From Eva:

Nominating Committee Timeline

Date	Description
30-Apr	Id committee members.
30-Apr	Email Blast of Officer nomination process and call for volunteers (responses directed to Secretary)
April & May General Meetings	Call for Officers and Volunteers for Chairing committees 2018
15-May	Identify Current Officers willing to serve another term or rotate to a different Office
15-May	Identify Current Board Members willing to serve in an office
1-Jun	Email Blast: Call for Volunteers - Committees and Officers
June-Aug	Nominating Committee Meets
1-Aug	Email Blast: Call for Nomination Petitions
31-Aug	Nominating Committee nominates at least one eligible candidate per office.
1-Sep	Review petitions submitted
Sep Meeting	If there is one candidate for any position, they can be declared elected at the next meeting. If multiple candidates are nominated or petitions received for any position, an election is required. (see detail above) * Allow enough time for election to meet the submission deadline.
Oct Meeting	Hold Election / Declare Officers
1-Nov	Submit elected officers and appointed committee chairs to ASQ

From Norma:

The webinar scheduled for 4/8 was cancelled (after ongoing reviews with Speaker from 3/31 to 4/7, Speaker informed she won't be able to make on 4/6 late night as did she not feel well).

There is always risk with speakers or other factors to execute the events, and we may not know this with enough notice

Some of think that the registered persons should be informed about the cancellation via Meet up on 4/7.

The list of registrations for paid events appear to reside only with Treasurer, and for no paid events for the Everbrite owner.

We need to find a smooth process to have access to contact information of registers without either risking the role of the Treasurer and the required controls.

A registered expressed concern about communication from the section on cancelled event. It appears is the same register usually expressing something with webinar events

ACTION: We expect to review the communication process for the situations when events need to be cancelled (who and how to inform registers; refund policy for paid events),

After the action is identified, a brief disclosure in the Section web page about how the section handles cancellation of events (due to no predictive risk factors) is recommended.

Upcoming Planned Webinar events:

4/17: Healthcare Improvement Opportunities, facilitated by Norma Antunano

5/15: Assessing Your Reliability Program by Fred Schenkelberg

The above events are already posted in ASQ Web page and are set at no charge.

Also other Webinar event is to be posted (date and time to be updated):

Statistics for non-Statisticians by Jim Johnstone (time and date under review).

We will confirm in Monday if we may charge for this event or let it be also free of charge

From Maria:

**SECTION 1414 MEMBERSHIP
April 2017**

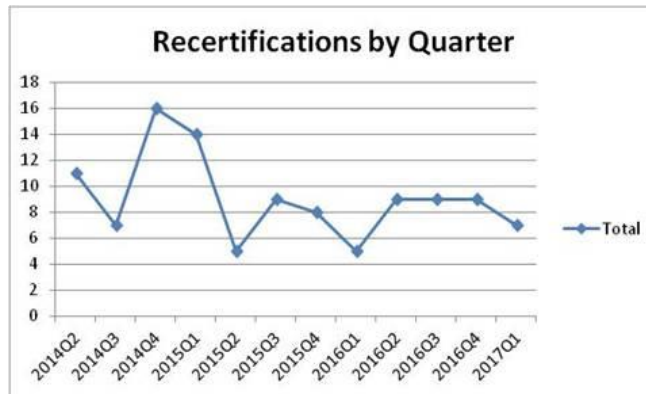
Section 1414
 Current Month Retention 68.09%
 Previous Month Retention 67.42%
 Goal: 76.00%

Member Type	Current Count	New Count	Renew Count	12 Month Prior Count	Growth %	Retention %
ASSOCIATE	84	60	25	23	265.22	104.35
FELLOW	4		3	4	0.00	100.00
FULL	213	81	131	223	-4.48	59.19
ORGANIZATION				1	-100.00	0.00
ORGMEMBER	3	1	1	2	50.00	100.00
SENIOR	144	5	138	151	-4.64	92.05
SITE				1	-100.00	0.00
STUDENT	38	19	18	66	-42.42	28.79
TOTAL	487	166	316	470	3.40	68.09

Event:
 May 5th: Cinco de Mayo & Margaritas
 Where:
 Lupe Tortilla
 10515 N. Mopac Expressway NB
 Austin, Texas 78759
 The Shops at Arbor Walk
 Time: 5:30 – 7:30pm
 Contact:
 Maria Vinhais 512-619-3198

MARCH 2017	
Member Type	Unpaid
Associate	1
Full	47
Senior	5
Student	16
Site	0
Grand Total	69
Prior Month: 74	

From Rob:



Row Labels	Count of Year/Qtr forwarded to ASQ
2014Q2	11
2014Q3	7
2014Q4	16
2015Q1	14
2015Q2	5
2015Q3	9
2015Q4	8
2016Q1	5
2016Q2	9
2016Q3	9
2016Q4	9
2017Q1	7
Grand Total	109

Row Labels	Count of Month/Year forwarded to ASQ
4/1/2016	0
5/1/2016	3
6/1/2016	6
7/1/2016	3
8/1/2016	3
9/1/2016	3
10/1/2016	1
11/1/2016	1
12/1/2016	7
1/1/2017	6
2/1/2017	1
3/1/2017	0
Grand Total	34

From Pete:

Treasurer Report for April 2017

• Checking Beginning Balance (3/1)	\$22,431.22
• Deposits (<u>Mtg</u> funds and 0.19 interest)	\$90.19
• Checks (Food for <u>Mtg</u> , <u>Mtg</u> Gift Cards)	\$295.11
• Debits (Storage, Saps, ACC)	\$138.06
• Checking Ending Balance (3/31)	<u>\$22,088.24</u>
• Currently = \$22,302.81	
• PayPal Beginning Balance (3/1)	\$0.00
• Deposits	\$280.00
• Charges	\$16.43
• Transfer	\$0.00
• PayPal Ending Balance (3/31)	<u>\$263.57</u>
• Currently = \$122.33	

EXECUTIVE BOARD MEETING MINUTES

1. Meeting started at 0601 PM Monday, April 10th, 2017.
2. Meeting minutes approved.
3. Reviewed and discussed open action items.
4. Reviewed Maria's agenda schedule. Jim requested Maria to complete a full 2017 schedule. Jim reviewed the budget process.
5. Jim reviewed general meeting schedule agenda. May 10th is scheduled. Jim suggested fall meeting for election meeting. This was discussed with Eva. Eva suggested an email blast. September is the next planned meeting according to Surendra. June, July, Aug are open for social events.
6. Reviewed Norma's schedule for 2017. Norma is in the process of working on a summer event. Norma suggested improved process for publicity and speakers. Some speakers have backed out due to illness.
7. Reviewed Pete's Treasurers Report.
8. Discussed how to streamline / coordinate event publicity process. Jim reviewed the process for communication regarding the event scheduling. Jim requested a 3 step process to streamline the event process. Jim suggested creating a template / checklist that can be launched to applicable members by email. Then, the publicity and treasurer section can complete their action items according to the template. Shoshana suggested a workflow chart. Jim stressed standardization of the event process. Feedback is required from the organizers with status updates on the event. The 4th step can be to check in at the event. Jim suggested creating a process outline in SharePoint. Shoshana volunteered to create the process outline after Jim provides a flowchart. Jim also requested visibility to all members at any time. Pete volunteered to create the template. AJ can provide broadcast mechanism. Meet up and Eventbrite and PayPal account activity needs to be shared with applicable members. Shoshana volunteered to detail these out. Shoshana requested password access and notes from Jim and Eva. Surendra has volunteered to take this process outline as his black belt project. AJ has volunteered to research automating the process, and has suggested WordPress as an automated system. Pete has volunteered to create the template. Norma suggested an improved process to share LinkedIn posts without approval. Surendra has volunteered to contact Scott regarding LinkedIn posts. Todd has volunteered for inputs to the template. Maria has volunteered to pilot the template.

9. Maria reviewed her data report. It was mentioned Andrew Davison manages the UT student's members.
10. Jim reviewed Rob's recertification data report. Jim questioned revenue for recertification.
11. Jim announced the Silver level PAR award was received for our 1414 ASQ section from ASQ HQ.
12. Jim also announced Norma and David will be our reps at the World Quality Conference.
13. Jim requested Todd to hold the ASQ meetings next month, Jim will be out of town.
14. Surendra agreed to give a status report update on the publicity process project. The publicity process project due date was estimated to be completed by the end of 2017.
15. Jim requested any new business from the members. No new business items.
16. Jim adjourned the meeting at 730 PM, 04-10-17.