

**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
Chair	Cindi Manning	X	X	X
Vice Chair	Norma Antunano	X	X	
Secretary	Jim Johnstone	X	X	X
Treasurer	Francisco Russi		X	X
Arrangements	Tracy Nichols			
Audit	Tony Perez			
Certification	Mike Harkins	X	X	X
Education	Norma Antunano	X	X	X
Examining	Forrest Breyfogle			
Internet Liaison	A.J. Scotka	X	X	X
Membership	David Wight			
Newsletter	Kevin Byckovski			
Nominations	Eva Esparza	X	X	X
Proctor	Andrew Davison			
Programs	Ileana Isern	X	X	X
Publicity	Eva Esparza	X	X	X
PAR	Todd Minnick	X	X	X
Recertification	Rob White			
Placement	Megan Oertel	X	X	X
Historian	Pete Courtois	X	X	
Voice of Customer	Scott Berman	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
14	Jan 2015	Johnstone/Oertal	Complete Innovation Award Template for SW seminar	Mar 9,2015	Complete
15	Feb 2015	AJ Scotka	Change Website to Show Feb Webinar proceeds donated to Charity	Feb 10	Complete
16	Feb 2015	Jim Johnstone	Bring Webinar Flyer to Wed Section Meeting	Feb 11	Complete
17	Feb 2015	Pete/Scott/Francisco	Implementation plan for charging members a flat \$5.00 fee to offset the cost of food	Mar 09	
18	Feb 2015	Francisco	Will put a donation container out at Mar Section meeting to offset food costs	Feb 11	Complete - collected \$34
19	Feb 2015	All Leaders	Member Leaders may submit up to 2 nominations of any section member for ASQ award to Todd Minnick. Submit by E-mail with a brief description of why you think they should be recognized by Feb 25.	Feb 25	6 nominations for 5 individuals, 2 will go to HQ
20	Feb 2015	Cindi, Eva, Francisco, Jim	Submit a bullet list of process steps for :preparing the annual budget and business plan, Planning a monthly Section Meeting, Planning a board meeting to	Mar 09	<ul style="list-style-type: none"> <li>Board mtg submitted</li> <li>Budget process draft submitted</li> </ul>
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
22	Feb 2015	All Leaders	Respond to Scott Berman regarding having your phone number published to the other leaders in our section	APR 09	Scott has received 5 responses, will publish what he has.
23	Feb 2015	Cindi	Plaque for Bazarvoice	Mar 09	Delegated to Scott Berman
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.		
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	Mar 11	
28	Mar 2015	Mike Harkins	Renew contract with ACC	Apr 1	
29	Mar 2015	David Wight	Welcome package Status	Apr 1	
30	Mar 2015	Cindi Manning	Backup for Arrangements Chair	Apr 1	

**MEETING MINUTES:**

- 1) January meeting minutes approved after correcting Education notes and Action item 14
- 2) **Action Items** – See above table for old and new action items Action items completed for more than one month have been removed
- 3) **Off the cuff Treasury report (Francisco Russi) as of Feb 28, 2015:**

Beginning balance	<b>\$16342.06</b>
Last Month's Expenses	216+207+131+202+ 20 + 35
Last Month's Income	216+ 665 + 33
Ending Balance	\$16445.06

Francisco to e-mail actual report

- 4) WCOQ plans

Planning to attend: Cindi, Eva, Megan

Staff Travel Budget: \$ 2000

Amount Spent: \$ Approx \$250

Remaining \$ Approx \$1750

Allocation to WCOQ Travel = \$1500

Scott Berman moved and Mike Harins seconded that we reimburse each leader \$500 Per Person:to offset their travel costs to this event . Motion passed unanimously. Travelers will submit their travel expense reports and check requests after the event

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

Webinar Executive Presence

- 2/28 Event : total of 22 attendees (including attendees from California and North Carolina), positive feedback was received in the webinar and afterwards (via email).
- Feedback is to continue hosting these events (an observation is that members that may not attend the regular meetings attend the event; perhaps because it is Saturday).
- The recording link will be sent to Eva, Todd (it needs to be edited to remove the initial/set up part); the Education Committee will review if it is posted for opened access, an access donation will be required ( perhaps less than the \$10.00 donated for the live event).
- (Abbreviated version is here: [https://www.youtube.com/watch?v=xylEZ\\_OPSv4](https://www.youtube.com/watch?v=xylEZ_OPSv4))

Planning Status of other larger educational events:

- We may not change the ISO 9001 theme considered for a potential event because the Annual ISO 9000 World Conference in Houston is scheduled for next week. Unless we still foresee interest in Central Texas and other neighbor areas suggesting that a Fall educational event in Austin with this theme has a positive outlook.

- The board agreed that there will be interest in Austin on the topic of ISO in the fall. Mary McDonald was suggested as a speaker.
- Francisco offered that the ISO 26262 is now mandatory for automotive industry suppliers including both SW and HW and would be a good topic.
- Ileana stated there is a summit hearing for ISO software security standard in Austin in second week of May.
- Francisco can get an expert on Hardware security for a one hour webinar.
- We have ongoing overlap of themes or events with Houston (so far 3 webinars have coincided on the time and date of events hosted in Houston). To be discussed in next Education Committee meeting.
- Norma is approaching potential Executive speakers from MBNQA award winning organizations,
  - St David's VP of Quality agrees to support the event, as well as
  - Zachary Haines from Good Will,
  - Will contact Hill Country Memorial Hospital Executive and
  - Searching for others (likely from out of town).
  - This could be a good potential theme, especially if ISO 9001 is not feasible this year in Austin.
  
- Summer Webinar Planning under way
  - Reaching potential speakers on Software Quality, and potential hosting locations assuming on site Educational event can take place in Fall (September or October).
  - Next Education committee meeting session: Mar 14, 10:00 AM (soliciting input from committee members).

#### 6) **Program Plans** Mar – May (Iliana Isern)

- A. Mar – Flextronics Tour Cancelled. Substituting a tour of Dell WW Command center. It is sold out at 40.
- B. Apr – Joint Meeting with Apics who is providing the Speaker from GoodWill arranged by Sharon Smith. .
- C. May – Dinner Meeting – Need a plan (One Idea from Ileana is “adopt a cause”, IE work at a charity and then eat.)
- D. Ileana will ask members for potential speakers and tours. Scott will include this on survey, Jim can also send an e-mail to all members. Also need a host company for a one year span.

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

A. Reviewed feedback form February meeting .

Total Response = 31 Members = 29					
	<b>SA</b>	<b>A</b>	<b>Neutral</b>	<b>D</b>	<b>SD</b>
<b>Would recommend attend</b>	56%	41%	3%		
<b>Increased Prof Skills</b>	39%	48%	12%		
<b>Subject valuable</b>	55%	39%	6%		
<b>Expanded my Network</b>	21%	61%	18%		
<b>Speaker Knowledgeable</b>	78%	22%			
<b>Food Good</b>	21%	55%	21%		
<b>Reason for attending</b>	Net Wrk 47%	RU 59%	Knwlg 50%	Job 0 %	Other 0%

B. Dell Employee suggested Central Austin location for meeting and Saturday meetings

8) **Certification** status update (Mike Harkins):

Course	Signed up	Status
CSQE Feb	1	Did not make
CQIA	1	Did Not Make
CSSGB Feb 7 On line	11	Made
CQA March 7	8	Made
CQIA March 7	1	Did Not Make
CMQ/OE		Starts Aug 6
CSSBB On Line		Starts July 7
Fall Classes	CQE, CQA, CSSGB, CQIA CSQE, CSSYB	6 potential. Due 3/25
<b>Total (target = 30)</b>	Signed Up 22	Signed up and class held 19

9) **Update on Spring Examination – Andrew Davison via e-mail**

Spring Exams were Saturday Mar 7

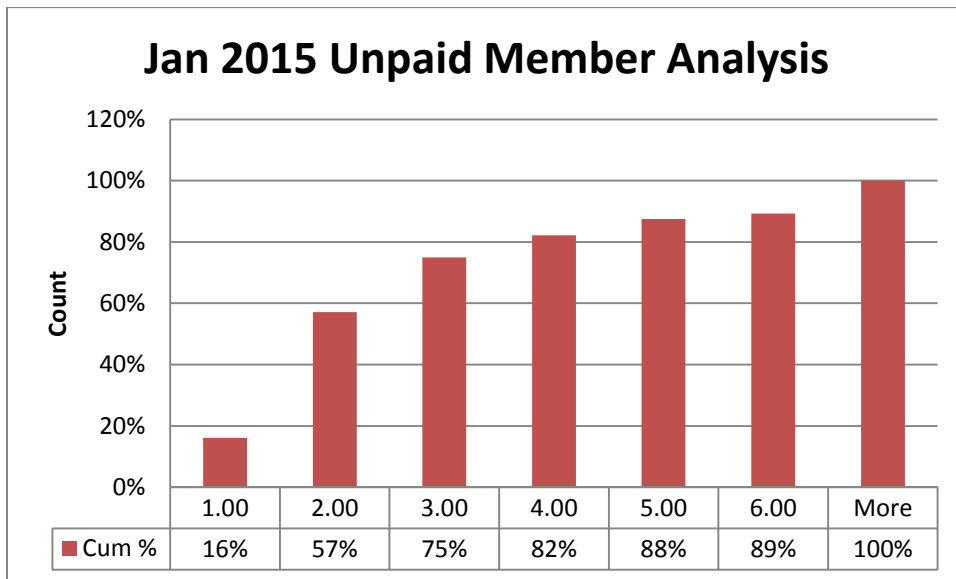
Exam	Candidates
CQI	2
CQM /OE	2
CRE	1
CSSBB	6
QDM this is a FedEx exam that ASQ is administering.	1

10) Membership Report – Jim Johnstone form ASQ report

Item	March 1	12 mo prior
Total members	476	441
Dues Paying	472	436
Fellow	4	3
Senior	164	174
Full	228	210
Associate	28	28
Student	48	21
Unpaid	56	
<b>Retention</b>	<b>72.34%</b>	
<b>Growth</b>	<b>107.94</b>	

We grow because people join when they certify.

We lose members who do not renew after they certify



Ideas:

- Get Mentors for new members IE Senior Members. Scott says Dallas had a good program for this, he will find out more
- Encourage full members to become Senior members

- Add volunteer sign up to survey or registration desk. RU's can be given!
- Welcome packet for new members?
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11) New Business:

- A. Meeting day alternatives to Wednesday?
- B. Need backup for Arrangements chair )
- C. Todd to Research old minutes for meeting prep checklist
  - i. Speaker
  - ii. Projector/Screen
  - iii. Refreshments
  - iv. Announcements
  - v. etc

12) Meeting Adjourned at 8:06 PM. Our **Next meeting** is scheduled for April 13, Monday. Feel free to bring a guest.

Submitted by: Jim Johnstone

Secretary, ASQ Austin Section 1414,