



**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	8/31	10/12	11/02
Chair	Cindi Manning	X	X	X	X	X	X	X		X	X	X
Vice Chair	Norma Antunano	X	X	X	X	X	X	X	X	X	X	*
Secretary	Jim Johnstone	X	X	X	X		X	X	X	X	X	X
Treasurer	Francisco Russi		X	X	X					X	X	X
Arrangements	Tracy Nichols					X						
Audit	Tony Perez											
Certification	Mike Harkins	X	X	X		X		X	X	X		X
Education	Norma Antunano	X	X	X	X		X	X	X	X	X	*
Examining	Forrest Breyfogle											
Internet Liaison	A.J. Scotka	X	X	X	X	X	X					X
Membership	David Wight				X	X		X		X	X	X
Newsletter	Kevin Byckovski											
Nominations	Eva Esparza	X	X	X		X	X	X	X		X	X
Proctor	Andrew Davison											
Programs	Ileana Isern	X	X	X	X			X	X	X	X	X
Publicity	Eva Esparza	X	X	X		X	X	X	X		X	X
PAR	Todd Minnick	X	X	X		X	X		X	X	X	
Recertification	Rob White				X					X		
Placement	Megan Oertel	X	X	X	X	X	X	X	X	X	X	X
Historian	Pete Courtois	X	X	X		X			X	X	X	X
Voice of Customer	Scott Berman	X	X	X	X	X	X	X	X	X	X	X

- By Telephone

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
51	Aug 31	Francisco	PayPal /Credit/Prepay system for meetings	Nov 1	Let stand until end of year.
52	Oct 12	Francisco	Where to put the video	Dec 1	
53	Oct 12	Eva	Research best way for us to register and collect funds for events.	Dec 1	
54	Oct 12	Jim	Blurb for Linked-In page	Oct 12	Did not arrive in time, Closed
55	Oct 12	Todd/Mike	Are we OK to reimburse members who certified after taking ACC course?	Nov 1	Rebate is OK with ASQ since it is a refund of their fee and not membership dues. Mike revised the procedure to allow us to revoke tis procedure at any time

1. Meeting started at 6: 20PM Monday, Nov. 2, 2015. Quorum was present,
2. Oct meeting minutes were approved as submitted
3. Action items were reviewed and updated. Mike Harkins reviewed rebate program with ASQ HQ and it is approved as a rebate of education fees.
  - a. Discussion on Rebate program. Clarified Timing of ASQ section join vs rebate, must be current member at time of course . Added a clause to allow us to withdraw the offer at any time. Motion made by Mike, seconded by Jim and approved without dissent to accept these changes to the rebate process..
4. Treasurer's report
  - a. Current Balance \$15,492.57 as of Oct 31-2015 bank statement:
  - b. The 2014 treasurer's report and the Q1/Q2 2015 treasurer Reports have been submitted nd were approved by ASQ HQ, as a result we got our funds of \$5,708.50 released and deposited to our October Monthly bank statements.
  - c. Working on Q3 ASQ treasurers report.
5. VOC Scott Berman
  - a. Has created the survey for education event. Color coded by Speaker.
  - b. Needs help of four people inputting the survey for the 8 speakers
  - c. Scott will bring to the event on Friday
6. Fall Education Event – Norma Antunano
  - Current registrations = 55 plus 4 volunteers and 8 speakers. Total seating capacity is 72 depending on how many presenters are there at once. Special Meal requests are in, 70 lunches will be ordered.

**Yet to do :**

- Collecting the Speaker notes now – Mike a needs help creating the folders. May be able to get printed for free at ACC. Needs Copy right approval. Norma Thinks this is covered under MOU.
- Certificates are ready.
- Update The Menu Items for quantity - Jim by Nov 3
- Gifts / Honorarium for speakers - Norma
- Francisco will be there to take cash at the door.

## 7. Nov. 5 meeting plans:- Ileana Isern

- Nov 5:
  - We need to order the food. Cindi, Ileana and David Estes will arrange.
  - Francisco will give Pete/ Ileana a list of the prepaid attendees. Need to reconcile Eventbrite and PayPal registrations.
  - Door Prizes and honorariums– Ileana

## 8. 2016 Planning: Jim Johnstone discussed the ASQ strategy, how it relates to the section plan and presented a preliminary budget. Draft plan was Due Nov 1 and Final budget is due Dec 15.

- a. The Preliminary budget does not balance. We need to cut costs further or increase revenues. We will set up a December Saturday brunch meeting to discuss 2016 plans and balance the budget.



2016 Annual Plan.pptx



2016-business-plan- deployment-presenta



2016-asq-business-pl anning-and-budget-t

b.

## 9. New Business - None

## 10. Meeting Adjourned: 8:05 PM

Next Meeting will be scheduled for either December 5 or 12, a Saturday morning so we can spend time on our 2016 plan.

Submitted by,

Jim Johnstone, Secretary, ASQ Austin Section 1414.