



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
Chair	Cindi Manning	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
Treasurer	Francisco Russi		X	X	X					X	X
Arrangements	Tracy Nichols					X					
Audit	Tony Perez										
Certification	Mike Harkins	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				
Membership	David Wight				X	X		X		X	X
Newsletter	Kevin Byckovski										
Nominations	Eva Esparza	X	X	X		X	X	X	X		X
Proctor	Andrew Davison										
Programs	Ileana Isern	X	X	X	X			X	X	X	X
Publicity	Eva Esparza	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
Historian	Pete Courtois	X	X	X		X			X	X	X
Voice of Customer	Scott Berman	X	X	X	X	X	X	X	X	X	X

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
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	8/31 This is linked to Francisco's SSN, We will get an ASQ EIN and to that for 2016 - Deferred
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.	Sep 1	Will complete at September meeting . Completed
41	Aug 3 2015	Todd Minnick	Publish the mid year report on line	Aug 31	Approved to publish on line at Aug31 meeting. Published
42	Aug 3 2015	Jim Johnstone	Follow up with ASQ on our standing	Aug 31	Not in good standing, the account did not balance. Francisco must correct the 2014 balance. Fixed 10/12
43	Aug 3 2015	Tony Perez	It is time for the Mid year audit	Aug 31	Francisco will schedule. Jim J reviewed all expenses and bank statements through Q2 Which was accepted by board. Closed
44	Aug 3 2015	Todd Minnick	Form a committee for "Testimonial Award"	AUG 31	Formed committee and award candidate was identified. Nomination approved by board. Cost is \$60 for the award. Will be mailed to Todd Minnick = Closed
45	Aug 31	Francisco	Set up charge system for meeting attendance	Oct 12	Will accept Cash or Paypal or credit card at door. Paypal or credit card on line. Closed Oct 12
46	Aug 31	Todd Minnick	Publicize meeting charges to begin	Sept 4	Publicised in last 2 months e mail newsletters. Closed Oct 12.
48	Aug 31	Francisco	Volunteered to video the Sept Meeting	Sept 9	Done need to edit, will post in October.
49	Aug 31	Francisco	Schedule Mid Year Audit with Tony Perez	Sept 9	Jim & Francisco reviewed all details prior to submitting Q2 reports – Closed 10/12
50	Aug 31	Francisco	Close issue with ASQ HQ on 2014 report	Sept 15	Closed
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	
55	Oct 12	Todd	Are we OK to reimburse members who certified after taking ACC course?	Nov 1	

1. Meeting started at 6: PM Monday, Oct. 12, 2015. Quorum was present,
2. Aug 31 meeting minutes were approved
3. Action items were reviewed and updated. All issues were closed.
4. Treasurers' report
 - a. Sep-30-2015 bank statement: Beginning balance: \$11,700.30
 - b. Deposits: \$0.09
 - c. Checks paid: \$330.88
 - d. Debit Card Withdrawals: \$919.14
 - e. Ending balance: \$10,450.37
 - f. NOTE: the 2014 treasure Audit report and the Q1/Q2 2015 treasure Reports have been reconsolidated and 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.
 - g. Our bank balance 10/12/2015: \$15,187.93
 - h. Should we use Event Brite to collect funds for future events, it is about 2 x the cost of PayPal? For rest of 2015 Francisco says we will use pay pal for on line paying only. Event Brite will be registration only.
 - i. Mid Year Audit: Jim and Francisco reviewed all expenses and income through mid year. Finding: We do not get timely explanations for debit card purchase where purpose is not clear from where purchase was made. Reviewed process with board and information need. The primary uses of the Debit card have been for meeting expenses, storage unit rental and gift cards or giveaways for the meetings/events.
5. Elections for 2016 officers:
 - a. We have a slate of officers, they have been presented to the membership, we will ask for nominations. If there are no nominations, the vote will be by affirmation. If there are no contested positions the slate of officers chairs can be announced and we are done. Contested positions nominations must have been submitted by the deadline. We have no contested positions at this time. See attachment for list of officers and chair positions. If you are not able to serve in your chair position, please let Eva know immediately .



- b. Election and Chairs_2016_full (2).i

6. Fall Education Event – Norma Antunano

- Current registrations = 35 + 4 officers planning to attend + 4 volunteers. Total seating capacity is 60-63 depending on how many presenters are there at once. Target attendance is 50.

Yet to do :

- Collecting the Speaker notes now – Mike and Norma

- Todd is preparing the Certificates
 - Select The Menu Items and confirm AV needs Jim & Norma by Oct 23
 - Recruitment of sponsors/patrons any help is appreciated!
 - Announce at October Meeting - Cindi
 - Scott would like a blurb for the linked in page. Jim
 - Gifts / Honorarium for speakers - Norma
 - Recruit 4 or volunteers to help run the event. Jobs we need to have staffed on the day of the event : Norma
 1. Master of Ceremonies / Time Keeper
 2. Registration/Attendance taker/ RU distribution
 3. Survey distribution & retrieval tabulation/ Door Monitor/ Food coordination
 4. Room Set up/ Take down / Technical support
7. Webinar status Norma Antunano – We held it for free, 16 attendees. No Survey on speaker.
8. Future meeting plans:- Ileana Isern for Tracy Nichols
- Oct 14:
 - This will be the first meeting with pay to attend
 - We need a receipt with the RU's on it. Cindi will forward RU form to Pete, who will create the combined receipt/RU credit
 - Cindi will Make announcements for Education event
 - Eva will run the officer elections.
 - Francisco will give Pete a list of the prepaid attendees.
 - Crowne Plaza knows we are coming.
 - Cindi will bring the screen, Projector, and the red meeting bag.
 - Door Prizes – Need 2 at \$10 and 1 and \$20 Ileana
 - Survey will be administered by Francisco and Ileana – Also need 2 \$10 gift cards.
 - Nov 5 : Tour of Austin Reliability Labs
 - There will be a \$10 charge
 - Need to post it online and correct On line calendar – send info to Eva.
9. Certification courses as of October 11, 2015. – Mike Harkins by E mail
- a. Courses made:
- | | |
|--------------------|--------------------|
| CSSGB (spring): | 11 Students |
| CQA (spring): | 8 students |
| CSSBB (summer): | 4 students |
| CQE (fall): | 5 students |
| <u>CQA (fall):</u> | <u>17 students</u> |

total: 45 students enrolled

Goal: >20 students

Note: This will be the last report on enrollment for 2015 since we will not start any more courses until Dec. – Jan.

- b. We do not yet have candidates for the rebate program. I will need input from instructors as to their class rosters from March, 2015 forward in order to send them information about the rebates. I should have more information at our next board meeting.

10. Membership update:

- a. David has made the presentation to the September meeting about the value of senior membership.
- b. Total membership 457. Avg tenure 3.5 Yr, 79 % retention
- c. David has a new membership dashboard under construction
- d. Members must change their own membership information (telephone number, e mail preference, address, etc) by going on line to ASQ.org

11. 2016 Planning

- a. All officers and chairs fill out supplied form (in the attachment below) and send to Jim by Dec 1 for rollup into the section business plan, if you are more comfortable with the ASQ format, you can use that. See ASQ strategy documents on line in the Member Leader Section. @ ASQ.org.



Oct 12, 2015
Agenda ASQ Section

b.

12. New Business

- a. Christmas Dinner Committee
 - i. Francisco, Cindi, and Scott will plan it.
 - ii. Where do we want to have it?
 - iii. Target is \$35 per plate, Subsidy is 50% plus or minus. Plan on 40 to 60 people.
 - iv. Testimonial award will be given
 - v. When to have it? Add to Calendar

13. Meeting Adjourned: 7:55 PM

Next Meeting will be scheduled for November 2 (one week earlier than usual)

Submitted by,

Jim Johnstone, Secretary, ASQ Austin Section 1414.