



Mail: PO box 64437, Sunnyvale, CA 94088

Elected Officers (start January 1, 2016)	2016	Attendance
Chair	John Latimer	X
Chair elect	Susie Geiss	X
Vice-Chair	Austin Lin	
Secretary	Michael Sarhadi	
Treasurer	Don Mintz / David Pickett	X/o
Membership	Stephen Choy	
Marketing	Marieann Shovlin	X
Social Media Liaison	Roxanna Rohde	
Publicity – e-Newsletter	David Wibbelsmann	X
Programs	Sunil Pandey	
Arrangements	Glenn Hansen	
Voice of Customer	Satinder Bains	
Education Chair	< Marieann Shovlin >	<X>
Education Coordinator	Soly Paterson	X
Chief Proctor	Avinash Gadre	
Recertification	Michele Harms	X
Advancement	Navin Dedhia	X
SSQA (Software)	Doug Hoffman	
Statistics & Reliability Discussion Group	John Flaig	
Biomedical Division Liaison	Open	
Job Board	Patty Roman	
Past Chair/Nomination	Don Mintz	
Audit	Navin Dedhia	
Scholarship & Awards	John Flaig	
Internet Liaison	Kurt Schumacher	
Historian	Open	
Regional Director	Barrie Simpson, San Francisco	
Chris Arboleda	ASQ Intern	

Meeting called to order at 6:38 PM by John Latimer with a quorum of officers present: Latimer, Geiss, Mintz

<b>Agenda for Leadership Meeting</b>	<b>03-Aug-16</b>
6:00-6:30	Dinner
6:30-6:45	Minutes review and financial report
6:45-7:00	Calendar Updates
	Programs (Sunil)
	Meet Up (Roxana)
	Education Programs (Marieann)
7:00-7:15	Committee Reports
7:15-8:00	New Business

### Summary of Motions Approved

	Text of the motion	1 <sup>st</sup>	2 <sup>nd</sup>	Approval
1	Approve the minutes for last month	Navin D	Susie G	Unanimous verbal
2	Special notifications can be made to members with the approval of the section chair, along with either the education or newsletter chair	John L	Navin D.	Unanimous verbal
2	To adjourn (8:14PM)	Marieann S	Navin D	Unanimous verbal

### Chair Reports

Position	Summary
Chair – <b>John Latimer</b>	John reviewed the business plan (see attachment 1) It has been difficult for John L to recruit into our business executives round-table get-together.
Vice Chair - <b>Austin Lin</b>	See Social Media report below.
Chair Elect- <b>Susanne Geiss</b>	
Secretary – <b>Michael Sarhadi</b>	Minutes taken by Don M.
Treasurer - <b>David Pickett</b>	Financial report is presented in Attachments 2 and 3.
Past Chair <b>Don Mintz</b>	Transitioning the treasurer role to David Pickett. The Q2 financial report to ASQ headquarters, was submitted in mid-July, well ahead of the 31 July deadline. Total assets in our two Wells Fargo accounts amounts to \$140,700. There is an additional \$19,000 in our PayPal account, of which \$9,400 can be transferred to savings. We can't pay our course coordinator yet, since we have no written statement of when payments to ITU begin, and whether we will be billed with each class or monthly

<b>Position</b>	<b>Summary</b>
<b>Audit – Advancement Navin Dedhia</b>	One section leader has contacted Navin to inquire about the becoming a fellow.
<b>Programs – Sunil Pandey</b>	The plan is to have Michele Harms speak on Aug 17 on the topic of “Conflict Minerals”, and to have Praveen Gupta speak on Oct 19 on the topic “A Practical Approach to Implementing Process Thinking.”
<b>Arrangements – Glenn Hansen</b>	On July 20, we ordered 20 meals, served 16, and 15 people were there for just the presentation.
<b>Statistics &amp; Reliability – John Flaig</b>	<p>Statistics and Reliability Group Meeting: Aug 10</p> <p>TOPIC: Ice Melting Predictive Model, Google SUV Robot, Powerball Lotto, Warriors’ 73W Predictive Model, Tesla Summon Robot, and JAVA 3-Chips Gaming Simulation</p> <p>SPEAKER: Mr. Mason Chen, Dr. Charles Chen, Dr. Ying Huang, and Mr. Roland Jones</p> <p>Chair and Moderator: Dr. John Flaig</p> <p>Assistant Chair: Dr. Don Mintz</p> <p>Corporate Sponsor: Applied Materials</p> <p>Sponsor: Mr. Ravi Chandra from Applied Materials</p>
<b>SSQA (Software) – Doug Hoffman visit <a href="http://ssqa-sv.org">ssqa-sv.org</a></b>	
<b>Biomedical Discussion Group open</b>	
<b>Marketing – Marieann Shovlin</b>	<p>Marketing and Education Meeting minutes for the July 29 meeting are presented in Attachment 4. The next meeting will be on Aug. 26.</p> <p>Suggestion from Marieann that our eNewsletter be created as “mobile first,” so that one clicks on a link so it is displayed on a larger screen.</p> <p>We need recognitions for passing certification exams and we need to celebrate leadership &amp; membership on both our website and eNews</p> <p>In September, there is an event at ITU to discuss the value of quality. Resulting from the symposium will be a (YouTube) video with a link from the ITU website.</p>
<b>Education – Marieann Shovlin, acting</b>	Rev. N of the education guide has been distributed for inputs from other members of the Education Committee. It features no increase in class charges and recommends a lower threshold for deciding to go with certification prep classes.
<b>Course Coordinator Soly Paterson</b>	There is low registration for the CRE and quality manager prep classes. The CBA prep class will be held with 4 registrants and a possible additional upside of 3 more.
<b>Membership – Stephen Choy</b>	<p>Member report (from last month) is presented in Attachment 5.</p> <p>Chris A did a survey of selected non-renewing members to interview them about their decision.</p>
<b>Voice of Customer – Satinder Bains</b>	No survey of attendants at June 20 dinner forum

<b>Position</b>	<b>Summary</b>																																																											
Chief Certification Proctor – <b>Avinash Gadre</b>	No future section operated certification exams after 4 June. Avinash was requested to post the pass lists for the March and June exams.																																																											
Recertification – <b>Michele Harms</b>	2 of the previously-received packages are being reworked for corrective action. One new package came in during August.																																																											
Social Media Coordinator <b>Roxana Rohde</b>	On Monday, 1 August, Austin L gave a hands-on class in the use of Twitter. The participants, Patty R, Marieann S., and Don M. each established their Twitter accounts.																																																											
e-Newsletter – <b>David Wibbelsmann</b>	David presented open-click-bounce statistics for the eNewsletter and some of its components, as shown in Attachment 6. The total list includes 3000 names, and because of the increasing bounce-rate, we need to weed out names producing bounces.																																																											
Website Management – <b>Kurt Schumacher</b>	Not present / no report																																																											
Job Board <b>Patty Roman</b>	<table border="1"> <thead> <tr> <th rowspan="2">Month year</th> <th colspan="3">Job Openings</th> </tr> <tr> <th>15</th> <th>16</th> <th>ASQ Ntl 16</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>8</td><td>3</td><td>-</td></tr> <tr><td>Feb</td><td>3</td><td>9</td><td>-</td></tr> <tr><td>Mar</td><td></td><td>4</td><td>-</td></tr> <tr><td>Apr</td><td>3</td><td>6</td><td>-</td></tr> <tr><td>May</td><td>2</td><td>6</td><td>138</td></tr> <tr><td>Jun</td><td>2</td><td>5</td><td>135</td></tr> <tr><td>Jul</td><td>0</td><td>1</td><td>146</td></tr> <tr><td>Aug</td><td>2</td><td></td><td></td></tr> <tr><td>Sept</td><td>4</td><td></td><td></td></tr> <tr><td>Oct</td><td>2</td><td></td><td></td></tr> <tr><td>Nov</td><td></td><td></td><td></td></tr> <tr><td>Dec</td><td>5</td><td></td><td></td></tr> <tr> <td><b>Total</b></td> <td><b>31</b></td> <td><b>34</b></td> <td><b>419</b></td> </tr> </tbody> </table> <p>only 1 new posting in July</p>	Month year	Job Openings			15	16	ASQ Ntl 16	Jan	8	3	-	Feb	3	9	-	Mar		4	-	Apr	3	6	-	May	2	6	138	Jun	2	5	135	Jul	0	1	146	Aug	2			Sept	4			Oct	2			Nov				Dec	5			<b>Total</b>	<b>31</b>	<b>34</b>	<b>419</b>
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Scholarship & Awards –	No activity.																																																											

**Action Items**

#	Who?	What?	Due Date	Complete?	Status
12	Don	Provide feedback on fund choices in one of the ASQ-sponsored funds for our reserves. Move \$100K to a new account and leave the rest in checking.	1 Oct	Under Discussion	In process
42	Roxana	Roxana is putting together software apps and being explored with ITU.	5 Aug		Did several online classes
54	John L	Re-activate executive roundtable	4 Nov	In process	Target is August / September
62	Don	Send out RU forms for the November and December section leadership meetings	12/31	Resend	Complete
65	Don	Plan leadership training	TBD	Open	Closed
66	John	Talk to Steven to figure out how to address the membership attrition	TBD	Started	Met several times with Stephen, Susie, and Chris. Approaching old members.
67	Dave W	Come up with a plan to increase E-newsletter "open" or "click" rate	TBD	In progress	complete
68	Sunil	Talk to Sridhar Krishna as a future speaker	TBD	Open	
70	John	Contact Austin to arrange a leadership training on Twitter	Aug. 1	Open	complete
71	Dave W	Update on pruning address lists to reduce bounce rates	Sept 7	assigned	
72	Avinash	Request to post pass lists from March, June '16	Sept 7	assigned	

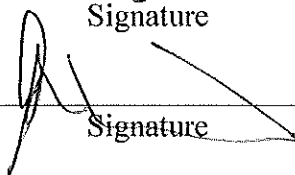
Respectfully submitted:

Michael Sarhadi, Secretary

  
Signature

9-21-2016  
Date

John Latimer, Chair

  
Signature

9/21/16  
Date