

Mail: PO box 64437, Sunnyvale, CA 94088

| Elected Officers (start January 1, 2017) | 2017 | Attendance |
|---|-------------------------------|------------|
| Chair | John Latimer | X |
| Vice-Chair | Sunil Pandey | |
| Secretary | Michael Sarhadi | X |
| Treasurer | David Pickett | X |
| Membership | Stephen Choy | |
| Marketing | Marieann Showlin | X |
| Social Media Liaison | Roxanna Rohde | |
| Publicity – e-Newsletter | David Wibbelsmann | |
| Programs | Praveen Gupta | X |
| Arrangements | Glenn Hansen | X |
| Voice of Customer | Satinder Bains | |
| Education Chair | Susie Geiss | X |
| Education Coordinator | Soly Paterson | X |
| Recertification | Michele Harms | X |
| Advancement | Navin Dedhia | |
| SSQA (Software) | Doug Hoffman | |
| Statistics & Reliability Discussion Group | John Flaig | |
| Biomedical Division Liaison | Open | |
| Job Board | Avi Gadre | |
| Past Chair/Nomination | Don Mintz | X |
| 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 6:30 PM by John Latimer with a quorum of officers present: David Pickett and Michael Sarhadi

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|--------------------------------------|--|
| Agenda for Leadership Meeting | 02-Feb-17 |
| 6:00-6:30 | Dinner |
| 6:30-6:45 | Minutes review and financial report |
| 6:45-7:00 | Calendar Updates |
| | Programs (Praveen) |
| | Education Programs (Susie) |
| 7:00-7:15 | Committee Reports |
| 7:15-8:00 | New Business ITU proposals John Flaig's Proposal to Change the ASQ Certification Process |

Summary of Motions Approved

| | Text of the motion | 1 st | 2 nd | Approval |
|---|--|-----------------|-----------------|----------|
| 1 | Approve the minutes for November 2016 and January 2017 | Don | David | Approved |
| 2 | To adjourn 8:06PM | Marieann | John | Approved |

Chair Reports

| Position | Summary |
|---------------------------------------|---------|
| Chair – John Latimer | |
| Vice Chair - Sunil Pandey | |
| Secretary – Michael Sarhadi | |

| Position | Summary |
|---|---|
| Treasurer - David Pickett | Annual Financial Report is presented in Attachments 2 Below is a summary: Account balances: Checking \$ 32898.58 Savings \$ 10503.16 T Rowe Price \$ 99037.96 (12/31/2016) subtotal \$ 142439.38 Pay Pal \$ 18258.68 Total \$ 160698.38 Accounts Payable \$12441.81 Balance \$ 148256.57 12/31/2016 Balance \$154485.02 (\$ 6228.45 decrease) Decrease is due to several items. Reduction in T Rowe Share price, invoices from Spitfire and Frog Town, invoice from Fred S., and refinement in 2016 Coordinator fee and 2016 Instructor Profit Sharing |
| Past Chair Don Mintz | |
| Audit – Advancement Navin Dedhia | . |
| Programs – Praveen Gupta | 2017 program is presented in Attachment 1 |
| Arrangements – Glenn Hansen | For the dinner forum January 20 (Don Mintz covered for Glenn): At the dinner forum Jan. 20, 22 meals were purchased from the hotel, we comped 1 person (the speaker) and served 18 meals. 15 were there for presentation only. |
| Statistics & Reliability – John Flaig | Statistics and Reliability Group Meeting: Feb 8 TOPIC: MSA Panel Discussion SPEAKERS: Mr. Govind Ramu, Dr. Charles Chen, Dr. John Flaig, TBD Panelist |
| SSQA (Software) – Doug Hoffman visit ssqa-sv.org | |
| Biomedical Discussion Group open | |
| Marketing – Marieann Shovlin | Marketing and Education Meeting minutes for January 27, 2017 meeting are presented in Attachment 3. |
| Course Coordinator Soly Paterson/Susie Geiss | The possibility of having online classes for the other ASQ divisions in the west coast was discussed |
| Membership – Stephen Choy | Member report is presented in Attachment 4. |
| Voice of Customer – Satinder Bains | Voice of customer is shown in Attachment 5 |
| Recertification – Michele Harms | Two application is currently in process |

| Position | Summary |
|---|--|
| Social Media Coordinator Roxana Rohde | Social Media report is shown in Attachment 6 |
| e-Newsletter – David Wibbelsmann | |
| Website Management – Kurt Schumacher | |
| Job Board Avinash | |
| Region 6B Director – Barrie Simpson | |
| Scholarship & Awards – | |

Action Items

| # | Who? | What? | Due Date | Complete? | Status |
|----|---------|---|----------|-------------|--|
| 54 | John L | Re-activate executive roundtable | 4 Nov | In process | Target is August / September |
| 66 | John | Talk to Steven to figure out how to address the membership attrition | Ongoing | 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 | Ongoing | In progress | |
| 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 | |
| 73 | Sunil | Set up a meeting for the section 0613 Website training | TBD | Assigned | John Latimer could help with WebEX |
| 74 | John L | Generate an evidence document (an MSWord or hard-copy certificate or e-mail) to thank them for their service and list the RU’s for leadership year 2016 | 2/1/2017 | Completed | |
| 75 | David P | clarify what is meant by “outstanding” checks in the financial report, whether that means checks-written-not-cleared or accounts payable | 2/1/2017 | Completed | |
| 76 | David P | Find out what is the ASQ target for | TBD | Assigned | |

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| | | member value (% of the total value) | | | |
|--|--|-------------------------------------|--|--|--|

Respectfully submitted:

Michael Sarhadi, Secretary Mike Sarhadi 3/15/17
Signature Date

John Latimer, Chair [Signature] 3/15/17
Signature Date

ASQ Silicon Valley Program 2017

| Month | Speaker | Topic | Status | Notes | Feedback |
|-----------|--|---|-----------|-------|-----------|
| January | Hornos | Lean and ISO 9001:2015 | Completed | | Feedback? |
| February | Jim Adamson | ASQ Certifications and Supplier Quality | Confirmed | | |
| March | Michael Morad | Regulatory Compliance – Understanding and Achieving FDA Objectives | Invited | | |
| April | Neal Kuhn | Quality in Program and Project Management | Inquired | | |
| May | Krithika Swaminatha (VP SW Engineering/Quality, Intuit) | Understanding Software Quality and Trends | Confirmed | | |
| June | Need new and powerful speakers | Basic Data Analysis Tools for Quality Improvement | | | |
| July | Need new and powerful speakers | How to Achieve Breakthrough Improvement with Six Sigma | | | |
| August | Tusha Pavuluri (Manager QA, Hello Sign) | Learning about Software Quality Tools | Confirmed | | |
| September | Contact a registrar(s) for presentation or discussion | Auditing ISO 9001:2015 Systems – A Registrar's Perspective | | | |
| October | Panel Stryker/St Jude/Roche (Dino SJM contacted), others TBD | ISO 9001/13485/AS-9100 Comparison - Panel | | | |
| November | Facilitator (s) - | Un-Conference – Facilitated Members Speak – Q/A/ Rhythms of Quality Musical | | | |
| December | Leader Event | | | | |

Other speakers contacted Chris Pattinson, VP, Global SW Quality, Harmonic
 Look for new speakers to increase the pool of speakers, contact 5-6 for each session, who confirms first is in, others accommodated later.