

Mail: PO BOX 1005 Felton, CA 95018

Elected Officers (start January 1, 2016)	2016	Attendance
Chair	John Latimer	X
Chair elect	Susie Geiss	X
Vice-Chair	Austin Lin	
Secretary	Michael Sarhadi	X
Treasurer	Don Mintz / David Pickett	X/X
Membership	Stephen Choy	X
Marketing	Marieann Shovlin	X
Social Media Liaison	Roxanna Rohde	
Publicity – e-Newsletter	David Wibbelsmann	
Programs	Sunil Pandey	X
Arrangements	Glenn Hansen	X
Voice of Customer	Satinder Bains	X
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	X
Biomedical Division Liaison	Open	
Job Board	Patty Roman	X
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	X

Meeting called to order at 6:00 PM by John Latimer with a quorum of officers present: Latimer, Mintz, Geiss, Sarhadi, David Pickett

Agenda for Leadership Meeting	06-Apr-16
6:00-6:15	<ul style="list-style-type: none"> • Minutes Review
6:15-6:30	<ul style="list-style-type: none"> • Openings
6:30-6:45	<ul style="list-style-type: none"> • Financials / Audit
6:45-7:00	<ul style="list-style-type: none"> • Calendar Updates
	<ul style="list-style-type: none"> • Programs (Sunil)
	<ul style="list-style-type: none"> • Meet Up (Roxana)
	<ul style="list-style-type: none"> • Education Programs (Marieann)
7:00-7:15	<ul style="list-style-type: none"> • Committee Reports
7:15-8:00	<ul style="list-style-type: none"> • New Business

Summary of Motions Approved

	Text of the motion	1 st	2 nd	Approval
1	Approve the minutes for last month with the addendum of Patty's report	John L	Navin	All (show of hands)
2	Approval of deposit the funds into the T.Row Price fund by Don	Don	Glenn	All (show of hands)
3	Adjourn	Navin	Don	All (show of hands)

Chair Reports

Position	Summary
Chair – John Latimer	Slides presented in the meeting are shown in Attachment 1
Vice Chair - Austin Lin	
Chair Elect- Susanne Geiss	
Secretary – Michael Sarhadi	
Treasurer - Don Mintz	Financial report is presented in Attachments 2 and 3. Quarterly report for Q1 (ending 31 March, 2016) is now ready for sign-off by treasurer, section chair, and secretary.
Past Chair Don Mintz	

Position	Summary
Audit – Navin Dedhia	Audit report is presented in Attachment 8
Programs – Sunil Pandey	For the month of May speaker Stephen Goveia, topic: “Entrepreneurship Quality“
Arrangements – Glenn Hansen	16 people ordered on line, 2 paid, 20 meals ordered
Statistics & Reliability – John Flaig	Statistics and Reliability Group Meeting: May 11 TOPIC: “Taking practical steps towards Designing-for-Reliability” SPEAKERS: Mr. Georgios Sarakakis from TESLA Reliability Engineering
SSQA (Software) – Doug Hoffman visit ssqa-sv.org	
Biomedical Discussion Group open	
Education – Marieann Shovlin, acting	
Course Coordinator open	
Membership – Stephen Choy	Member report is presented in Attachments 5
Voice of Customer – Satinder Bains	Voice of customer is shown in Attachment 7 -many have requested to have slides before the meeting
Chief Certification Proctor – Avinash Gadre	
Recertification – Michele Harms	
Marketing/Publicity Marieann Shovlin	Meeting minutes for April is presented in Attachment 4
Social Media Coordinator Roxana Rohde	Social Media report is shown in Attachment 6
e-Newsletter – David Wibbelsmann	
Website Management – Kurt Schumacher	
Job Board Patty Roman	Numbers for Job board. •Jobs – 6 •Resumes - 1 (manual method by job board manager) •No inquiries with respect to the ASQ Marketing / Membership Intern.
Historian – open	
Region 6B Director – Barrie Simpson	

Position	Summary
Past Chair (2011-2012) - Keith McDavit	
Scholarship & Awards – John Flaig	No activity.

Action Items

#	Who?	What?	Due Date	Complete?	Status
12	Susie	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	Meet with interim education chair (Mariane)– do on-line prep classes. Roxana is putting together software apps Being explored with ITU.	5 Aug		Online cert prep classes will be done using Webex – Interim Ed Chair
51	Austin	Report on live-streaming of the dinner forum	6 Jan		
53	Roxana	Provide a direct link on our website for people to learn about joining ASQ and sign up to be a member	4 Nov		
54	John L	Report on plans to re-activate the business leadership team	4 Nov		John L collaboration with I. Desai
61	Don	Offer free 6 month membership at 11/18 dinner forum	11/18		One taker at 11/18
62	Don	Send out RU forms for the November and December section leadership meetings	12/31		Requested
63	Soly	Talk to the speaker regarding dinner program	TBD		
65	Don	Plan leadership training (Soly spoke with a potential speaker on HR and Quality)	TBD		
66	John	Talk to Steven to figure out how to address the membership attrition (Don; “hard to stop the trend.)	TBD		
67	Dave	Come up with a plan to increase E-newsletter “open” or “click” rate (Don; “hard to stop the trend.)	TBD		
68	Sunil	Talk to Sridhar Krishna as a future speaker	TBD		
70	John	Contact Austin to arrange a leadership training on social media			

Respectfully submitted:

Michael Sarhadi, Secretary

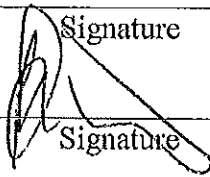
Mike Sarhadi

7/8/16

Signature

Date

John Latimer, Chair



Signature

7/8/16

Date