

**Attachment1: Slides presented in the meeting by John Latimer**

No Slides were presented at this meeting

**Attachment2: Balance sheet as of end-of-April report**

Balance Sheet, ASQ Silicon Valley Section						
Period ending 4/30/2016						
			checking	savings	PayPal	
account balances	4/30/2016		133505.95	3,501.80	27,723.74	
outstanding checks						
#	payee	amount				
		total	-			
	net balance		133,505.95	3,501.80	27,723.74	
						137648.36
audited balance, 31Dec2015			137,146.77	501.59	4,022.64	
expenses to 30Apr2016			(8,294.57)		(3,000.00)	(transfer)
income to 30Apr2016			4,653.75	3,000.21	16,701.10	
balance as of 30Apr2016			133,505.95	3,501.80	17,723.74	
		starting position		141,671.00		
		change in accounts		13,060.49		
		ending position		154,731.49		
QB 4/30/16			133,505.95	3,501.80		

**Attachment3: Income vs. Expense, end-April report**

	Jan - Apr 16	SG budget 2016
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Administrative Revenue		
001.4000 - Membership Dues	4,653.75	18,000.00
001.4871 - Interest	0.21	
<b>Total Administrative Revenue</b>	<b>4,653.96</b>	<b>18,500.00</b>
Conference Revenue		
003.4300 Registration	1,730.51	4,500.00
<b>Total Conference Revenue</b>	<b>1,730.51</b>	<b>4,500.00</b>
Education Course Revenue	1,219.49	22,000.00
<b>Total Income</b>	<b>7,603.96</b>	<b>45,000.00</b>
<b>Expense</b>		
Administrative Expense		
510 Printing and Production		
001.5101 Printing	29.59	
<b>Total 510 Printing and Production</b>	<b>29.59</b>	
530 Committee		
001.5360 Committeee Expense	1,233.75	2,500.00
<b>Total 530 Committee</b>	<b>1,233.75</b>	
550 Contract and Professional		
001.5567 Web Server Fees	930.00	
<b>Total 550 Contract and Professional</b>	<b>930.00</b>	<b>2,500.00</b>
560 Equipment		
001.5660 Purchases	336.56	
<b>Total 560 Equipment</b>	<b>336.56</b>	
580 Meetings and Meals		
001.5803 Dinners	1,988.10	
<b>Total 580 Meetings and Meals</b>	<b>1,988.10</b>	<b>1,700.00</b>
<b>Total Administrative Expense</b>	<b>4,518.00</b>	<b>16,400.00</b>
Conference Expense		
580 Meeting and Meals		
003.5803 Dinner	3,179.77	
<b>Total 580 Meeting and Meals</b>	<b>3,179.77</b>	<b>6,000.00</b>
<b>Total Conference Expense</b>	<b>3,179.77</b>	<b>350.00</b>
Course Expense		
510 Printing and Production		
004.5101 Printing	46.80	
<b>Total 510 Printing and Production</b>	<b>46.80</b>	<b>600.00</b>
550 Contract and Professional		
004.5551 Spkr/Instructor Fees		
Instruct Fees-Biomed Course	500.00	
<b>Total 004.5551 Spkr/Instructor Fees</b>	<b>500.00</b>	
<b>Total 550 Contract and Professional</b>	<b>500.00</b>	<b>12,000.00</b>
<b>Total Course Expense</b>	<b>546.80</b>	<b>19,200.00</b>
<b>Total Expense</b>	<b>8,244.57</b>	<b>35,950.00</b>
<b>Net Ordinary Income</b>	<b>-640.61</b>	<b>9,050.00</b>

## Meeting Summary April 29, 2016

**Participants:** Christopher Arboleda, Vidhi Doshi, John Latimer, Austin Lin, David Pickett, Marieann Shovlin

### Meeting Summary

#### 1) Our new Intern, Christopher Arboleda – Welcome to the team!

His duties include:

- Promote ASQ activities through social media including LinkedIn, Meet-up, and Twitter.
- Membership outreach, satisfaction, data collection and analysis.
- New member engagement & follow-up.
- Assist with in person event registration, meeting management, & ASQSV website updates.

#### 2) ITU Partnership

- Potential ITU Presentation at ASQ SV dinner meeting – ITU is resetting its staff to address
- Invitations going out for ASQ SV ITU Presents Panel for Sept. 15; Barry Craner will moderate.

#### 3) Marketing Activities

- Social networks – Roxana is on holiday
- Facebook Page – Vidhi has built it
  - Austin to activate account & post on Twitter Link: <https://www.facebook.com/ASQsiliconvalley/>
  - Need group photo for Facebook page – will take one at LC meeting on May 4.
  - Marketing presentation – Vidhi has updated & will send to all
  - Corporate Program – John is – contacting group a group for a July lunch
  - Decision to update Section newsletter to make it more attractive & interesting; John to write Chair letter piece; Marieann & John to work on new format
  - Website update – Kurt working on suggestions; Marketing team to review site and send suggestions
- What other postings and groups can we contact? Colleges, Universities, Professional organizations – need contact information – Need volunteers to work on this as a project

#### 4) Class registration & schedule status –

C102 CQE Prep – in process; 5 Students  
B102 Intro to Biomedical Industry – held; 5 students  
B108 Complaints – held; 7 students  
B107 CAPA – 5 registrants

B120 Software Risk, June 3 – 2 registrants  
B105 – Internal audits, June 10 – 3 registrants  
No other registrants as of April 29.

#### 5) Education Program Guide Updates – Marieann to send out for comments & feedback.

**Attachment 4: ASQ Silicon Valley Education & Marketing Committee Meeting Friday April 1, 2016**

**6) Marketing Goal** - What is the one big thing we want to achieve for marketing? John to re-send Plan for review and team to articulate goal.

**Next meeting:** Fridays prior to LC meeting at noon: **May 27, 2016:**

**Current conference call Info: 712.775.7031; access code 946685**

## Attachment 5 Membership Report

No report for this meeting

## **Attachment 6 – Social Media Report**

No report for this meeting