 Meeting Summary

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| **ASQ Board Meeting** | | | |  |
| **Date: June 14, 2016** | **Time: 5:40-7:53pm** | **Place: Hawaii USA FCU, Main Branch** | | |
| **Summary Prepared By: Jennifer Baba** | | |  | |
| ***Attendees:*** | | | | |
| Corinne Chung, Chair, Joyce Jo, Kaleokalani Kuroda, Jennifer Baba, Frank Appel, Doug Corey, Kishore Erukulapati, Glenn Hamamura, Jenny Son, Renee Watase | | | | |

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| ***Agreements:*** |
| * The March 08, 2016 meeting minutes were read and approved. * Treasurer: okay to withdraw $5,000 from investment & deposit into operative account. * Education Chair: Rich resigned & Renee agreed to serve as Education Chair. * Polo shirt: Will use ASQ 70th anniversary polo shirt instead of designing shirt w/ ASQ-Hi logo. * Membership: Kishore & Corinne will modify/review “New member Welcome” packets & metrics of member retention & growth. |

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| ***Outline of Results:*** |
| 1. **Treasurer’s Report**: $63,104.49 total assets reported as of May 31, 2016. Current issue: post payment of World Conference for Corinne & Joyce, operative account is low in fund; suggested withdraw $5,000 from investment. 2. **Action Items**: a) Section Laptop- waiting for availability of Microsoft software. b) Need to remove Rich from SharePoint. c) SharePoint sub files- SharePoint is temporarily offline, will process when it’s available. 3. **Chair**: a) Corinne, Joyce & Glenn will share highlights of World Conference in October meeting. b) Business plan initiatives: Proposed Action Plan (ASQ Hi) - need to prioritize Short term vs. Long term with shortage of time; review & provide feedback as how best to track progress. c) ASQ PARS Award – Corinne will prepare a presentation to share later; Section has to be in good standing in order to participate; plan in 2016 & implement in 2017. d) 2017-2018 Regional Director: Barrie Simpson (appointed for 2016) is nominated. 4. **Vice Chair:** a) Chamber of Commerce- will send proposal to Pono for review & schedule meeting to discuss possible ideas. b) Communication Plan- Kaleo & Joyce will meet & discuss options. c) Publication- ASQ HR Leadership section will help member with publication; contact Joyce if interested in publication for professional development. 5. **Certification**: Computer based ASQ certification via Prometric (see attachment for details); more flexible with increased testing dates; reservation is required; testing result (except written) available at site. 6. **Education**: a) CQA prep session- Coordinators (Lance & possible Melanie) & CMQ/OE- pending. b) Instructor verification- forward ASQ Learning Institute Instructor application to Renee; need to define qualification/criteria of evaluators for application; Renee will review information from Joyce & develop plan. 7. **Hawaii Award of Excellence**: Frank/Glenn planning examiner training workshop for September; need more material from National examiner. 8. **Membership**: Metric is Monthly section cumulative; suggested to use Monthly section data to chart “Growth & Retention” as metrics for PAR Awards; Corinne will review information from Leadership Meeting & share with Kishore**.** 9. **Program**: July/August/October programs modified to align with Hawaii Award of Excellence workshop & World conference highlights; presented 2017 proposed Program. 10. **Recertification**: 2 options available- Online process or via Section. 11. **Scholarship**: Will contact schools & promote. 12. **Other**: Suggestion- better time management is needed for future meeting |
| **NEXT MEETING: September 14, 2016 @ Hawaii USA FCU** |

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| What Action | **Who** | **When** | **Done** |
| Revise Education Chair to Program, RSVP0623, and Scholarship email aliases post Rich’s resignation | Jennifer |  |  |
| Use of Section’s laptop – install Microsoft office | Jenny | In progress |  |
| Remove Rich from SharePoint | Jennifer |  |  |
| Set up SharePoint sub folders/files. | Jennifer | Pending |  |
| Review “Welcome” packet & metrics to monitor membership growth and retention. | Kishore  Corinne |  |  |
| Send ASQ’s strategic plan | Corinne |  |  |
| Review & feedback- “Proposed Action Plan ASQ- Hi” | All | By 6/30/16 |  |
| Arrange Chamber of Commerce meeting | Joyce |  |  |
| Clarify qualification/criteria of Evaluator of Instructor applications | Renee |  |  |
| Review 2017 proposed program | All |  |  |

Attachment(s): 1) Computer Based ASQ Certification instructions