



Location: Amphora, Vienna

1. Call to Order (1730Hrs)
  - a. **Secretaries pro tem by committee chairs in committee alphabetical order with backup: Arrangements, Education, Lean Six Sigma SIG, Membership**
  - b. Items in **bold** for discussion or action, those in plain type for information only
2. Expected absences: Paul Mills,
3. **Reading & Approval of Minutes** (<http://www.asq0511.org/Minutes/minutes201305draft.pdf>) (thanks to secretary pro tem Rick Wells, our Historian, for the minutes he took in Yvonne's absence)
4. Officer Reports/Announcements
  - a. Chair – Jeff Parnes
    - i. Jeff took notes at this month's Board vision meeting and prepared, with the additional notes taken by Paul, a summary of the discussion and recommendations: (<http://www.asq0511.org/Minutes/BoardVision130608.pdf>)
  - b. Chair Elect – Melissa Butler
  - c. Treasurer – Roberta Pek
    - i. **Review & Acceptance of May report:**
  - d. Secretary – Yvonne Fernandez
5. Old Business -
  - a. Gregg Monaco –
    - i. Education - Gregg is planning a Survey Monkey educational survey linked to our website and LinkedIn. Plan to leverage an earlier, professionally developed survey (in possession of Bill Eastham). Want to administer survey in the Feb/March 2013 timeframe.
    - ii. Website - ASQ Master Calendar – Gregg has populated our online calendar, which is available at [https://www.google.com/calendar/embed?src=4ie12do679sbuigc7hiljnpi0k%40group.calendar.google.com&ctz=America/New\\_York](https://www.google.com/calendar/embed?src=4ie12do679sbuigc7hiljnpi0k%40group.calendar.google.com&ctz=America/New_York)  
Please review it before Jeff links it to our website
  - b. Progress on the 30th anniversary dinner
    - i. See Board 8 June Board vision meeting notes

ii. See Bill Eastham's Report

iii. See Paul Mill's draft letter for Requesting a 30<sup>th</sup> Anniversary Celebration Honor on attachment B

**6. New Business**

- a. National solicited Regional Director Nominations; for our Region, our section's nomination of Bill Eastham was the only one sacrificially offered, and Bill is our new Region 5 Director; all bow in his direction! Congratulations Bill!

**7. Committee Reports/Announcements**

a. Arrangements – Marie Rondot

i. Report for Wed 19 June - Reservations X for dinner, Y for program only

ii. **We need to determine for July where to hold it and the associated topic – suggested – Social meeting for July?**

b. Audit – Paul Mills (Not Present)

c. Certification/Examining – Kathleen Eaves

i. See report on June 2013 exams Attachment A

d. Education – Gregg Monaco

i. Sion Weaver has volunteered to teach Certified Six-Sigma Black Belt in July and August, announcement went out last week

e. Finance – Jeff Parnes/Mike Coleman

f. Historian – Rick Wells

g. Lean Six Sigma SIG Chair – Sion Weaver

h. Membership – Bill Eastham

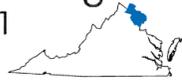
i. Newsletter/Publicity – Christine Kurowski

j. Nominating – Bill Eastham

k. Placements – Sion Weaver

l. Programs – John Mullins

i July meeting topic -See response to invitation to speak attachment C – Do we wish to reimburse the for reasonable travel costs (mileage, Spartan hotel, incidentals)? This is the same basis on which he has spoken to other ASQ sections.



- ii Social meeting for July at Herndon Amphora?
  - m. Recertification – Robert Zimman
  - n. Quality Management Plan – Melissa Butler
  - o. Voice of the Customer – Bob Orkin
  - p. Volunteer Opportunities – Christine Kurowski
  - q. Webmaster/Electronic Media – Jeff Parnes
    - i. Jeff has been tweeting the announcements he adds to the website as asq09511 and then retweeting the tweets in his own account, other board members who tweet are encouraged to do the same
- 8. Adjournment**

**Attachment A - June 1, 2013 Examinations**

Section 0511 proctored certification exams on June 1, 2013. The breakout of the exams taken, the number registered, the number of no-shows and test takers is:

<b>June 1, 2013 Exam</b>	<b>Registered</b>	<b>No-shows</b>	<b>Test takers</b>
Certified Six Sigma Green Belt	28	1	27
Certified Quality Engineer	3	1	2
Certified Software Quality Engineer	6	0	6
Certified Quality Auditor	9	1	8
<b>Totals</b>	46	3	43

Assistant proctors were David Falletti, Abe Przygoda, Stephen Santa Ana, and Muzaffar Zaffar. Registration Assistants were David Falletti, Paul Mills, and Leslie Braun.

A poll of the test takers at check-in showed that 35 of them are ASQ members, indicating that their status was incorrectly reported on the proctor check-off sheet.

Kathy Eaves

Chief Proctor

**Attachment B – Draft letter requesting 30<sup>th</sup> Anniversary Celebration Honor**

Date

Name and Title  
Organization  
Address

Salutation

The Northern Virginia Section of the American Society for Quality is celebrating its 30<sup>th</sup> anniversary on September xx, 2013. We invite you to help commemorate this occasion by sending a letter or certificate of recognition for Section 0511, congratulating us for providing 30 years of continuous service and support for quality in all levels of government, industry, and academia.

[Insert history of founding, litany of accomplishments, etc.]

X of the original founding members will attend, and you may wish to recognize them separately for their dedication and years of service.

We will host the celebration with a dinner at \_\_\_\_\_ on September xx.

A guest panel of \_\_\_\_\_ will speak on the subject of \_\_\_\_\_.

The registration fee will be \$\_\_\_\_. If you are interested in attending, please RSVP to

\_\_\_\_\_.

If you plan to send a letter or certificate, please send an email to \_\_\_\_\_ to advise us of the form of recognition and when we might expect it to be delivered to the following address

\_\_\_\_\_.

Sincerely,  
Jeff Parnes, Chairman  
ASQ Section 0511  
XXXXXXXXXX

## Attachment C – Soliciting a Steam Engine Speaker

**From:** John Laurence Busch  
**Sent:** Monday, June 17, 2013 6:09 PM  
**To:** Mullins, John  
**Subject:** [MARKETING] STEAM COFFIN presented as an Exponential Technological Leap

I take the liberty of informing you that last week, I made a presentation at the "From Enemies to Allies Conference," which is part of the State of Maryland's War of 1812 celebrations. My presentation at the Conference, which was held at the United States Naval Academy in Annapolis, Maryland, was entitled:

*"Rubbing it in with a 'Steam Coffin': The Exponential Amplification of American Technological Superiority at Sea After the War"*

In this presentation, I described how at the end of the Second War with Britain (in early 1815), the results of the fighting at sea felt like victory to the Americans, and to the British, it felt like defeat.

Then I showed how the early U.S. lead in steam-powered vessels gave Captain Moses Rogers and the Steamship *Savannah* the ability to make the great leap in 1819, and prove to the world that an entire ocean could be crossed safely using the artificial power of steam.

Finally, I illustrated how the British government reacted to the *Savannah's* crossing, by initiating a three-pronged effort to catch up to the Americans. (The description of this coordinated response is but one small part of the new scholarship contained in STEAM COFFIN.)

I'm gratified to report that the presentation generated numerous questions and compliments.

Please feel free to share this news with anyone you know who recognizes that for every great action, there are often equally great reactions.

All the best,  
John Laurence Busch

For more information, including a list of upcoming events, go to [www.steamcoffin.com](http://www.steamcoffin.com). STEAM COFFIN is distributed in North America by [Independent Publishers Group](#), and also is available from [Ingram](#) and [Baker & Taylor](#). STEAM COFFIN is distributed in Europe by [Gazelle Book Services](#).

----- Original Message -----

Subject: RE: STEAM COFFIN presented as an Exponential Technological Leap  
From: "Mullins, John" <[John.Mullins@serco-na.com](mailto:John.Mullins@serco-na.com)>  
Date: Mon, June 17, 2013 6:02 pm  
To: "[jlb@steamcoffin.com](mailto:jlb@steamcoffin.com)" <[jlb@steamcoffin.com](mailto:jlb@steamcoffin.com)>

Cc: [chair13@ASQ0511.org](mailto:chair13@ASQ0511.org), [easthamw@cox.net](mailto:easthamw@cox.net)

John,

It would be great to have you speak to our Chapter, ASQ 511. Are you available for July 17?

John

From: <[jlb@steamcoffin.com](mailto:jlb@steamcoffin.com)>  
To: Mullins, John <[John.Mullins@serco-na.com](mailto:John.Mullins@serco-na.com)>  
Subject: RE: STEAM COFFIN presented as an Exponential Technological Leap  
Date: Tue, 18 Jun 2013 08:27:00 -0700  
CC: [chair13@ASQ0511.org](mailto:chair13@ASQ0511.org) <[chair13@asq0511.org](mailto:chair13@asq0511.org)>, Jeff Parnes <[jparnes@cox.net](mailto:jparnes@cox.net)>, [easthamw@cox.net](mailto:easthamw@cox.net) <[easthamw@cox.net](mailto:easthamw@cox.net)>

Hi John,

Thanks for this.

I will be in the United Kingdom on an extended research trip starting this coming Monday, returning in early August.

I'd like to suggest that we look at a presentation this autumn, or early next year. The following dates would work:

18 September (optimal);  
16 October (pending reply from another organization that asked for this date);  
the first two weeks of December.

A couple of quick questions:

--how many attendees do you normally get at your meetings?  
--is your section able to reimburse me for reasonable travel costs (mileage, Spartan hotel, incidentals)? This is the same basis on which I have spoken to other ASQ sections.

I look forward to your reply.

All the best,  
John

John Laurence Busch  
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