

**ASQ SECTION 0511 BOARD MEETING MINUTES OF 8 JAN 98**

**Attendance:**

	10/3	11/10	12/1	1/8	2/5	3/5	4/2	5/7	6/4	7/9	8/6	9/10
Chair	P	P*	P	P								
Chair-elect	P	P	P	P								
Past Chair	P	P	-	-								
Secretary	P	P	P	P								
Treasurer	P	P	-	P								
CQC	P	P	-	-								
Education	P	P	-	P								
Elect-media	P	P	P	P								
Examining	-	-	-	P								
Historian	-	P	-	P								
ISO 9000	P	-	P	-								
Membership	P	P	-	P								
NQM	P	-	-	P								
Newsletter	-	P	P	P								
Programs	P	P	P	P								
Publicity	P	P	-	P								
Qual-Liasion	P	-	-	P								
SMP	-	-	-									
Student-act	-	P	-	-								
Health Care	P	-	-	-								

\* participated via phone

**Old Business:**

1. November Board Meeting Minutes: The November Board Meeting Minutes were approved.

2. Treasurer's Report:	Beginning balance	\$15,867.16
	Receipts	1,394.21
	Expenditures	<u>2,511.86</u>
	Balance	\$14,749.51

The Treasurer noted that in the last six month period the revenues were \$21,743.48 and the expenditures were \$21,130.70. He cautioned that there would be no significant revenues for the remainder of the years, expenditures should be carefully reviewed.

3. Survey Committee: Bill Eastham reported that he had reviewed the old survey and judged that it was thoroughly done. He noted that he had recently received a survey from Headquarters that would be provided to Bill Casti to put up on the web page. He had also tried to contact the Virginia Tech survey group to obtain information and was still waiting for a response. Bill recommends that we do not do another survey, only approximately

25% of the membership has changed since the last survey. If any survey is accomplished, then consider only those new members. No action taken.

4. Liability Insurance: Contact with Liberty Mutual reveals that they do not provide coverage for such a small group. Still have to talk to ASQ, will contact other companies.

5. Display: Catherine recounted the tail of problems identified with the display and what actions she had taken. She provided options and cost estimates for repair/replacement of the graphic. After a short discussion, it was decided that the display be brought to the next Board meeting so that the Board can look at it and determine what action should be taken.

6. Roundtable: The invitation letters have been sent out with only one response so far. The respondent was interested in participating but not hosting a roundtable. It was noted that the timing of the letters, at the end of the year, may not have been ideal. A general discussion concluded that we will most likely not get any/enough takers to plan on alternating Roundtable meetings with the dinner meetings.

### **New Business:**

#### 1. Reports:

a. Historian: Noted that there is a gap in the Secretaries minutes that he has. A package of information was provided by the Past Chair for review that may have some of the information.

b. Vice Chair: Noted that he had received a letter from ASQ indicating that a commercial company has been hired to manage sales/rental of ASQ lists. This did not seem to be a big hit. Bill also noted that each chair should have a designated back-up for those times that travel or other commitments make them unavailable. Provide the name to Bill.

c. Newsletter: The newsletter was mailed today. The next issue will be in March with the deadline of 28 Feb.

d. Programs: Speakers are lined up for the January and February dinner meetings. Based on the discussion about the Roundtable, it appears that a speaker is needed for March. The Vice Chair voiced that the March dinner meeting should be in one of the outlying areas, not at the Silver Plate. It was decided that a dinner meeting in Leesburg on 18 Mar should be scheduled. The location of the dinner meeting is yet to be determined.

e. Examining: Just completed another exam weekend. The trend is for more people taking the CQM/CSQ exam and fewer taking the CQE/CQA exam.

f. Membership: Nothing to report

g. Education: New CSQ/CQM courses have started, though the turnout is low. Planning for CQE/CQA courses in a couple of months but there has not been a lot of interest expressed. The MOP and ISO 9000 groups are doing well. The Chair requested a summary report of the activities for these groups under the Education Chair. Such a report could also be used in the newsletter.

h. Publicity: Nothing to report. A discussion of means to get the word out identified the possibility of encouragement in the LCI newsletter for attendance at local ASQ section meetings.

2. The Chair initiated a discussion on the need for a Saturday Board meeting to plan for next year. It was decided that the Board would meet at LCI at Tysons Corner at 0800 on 24 January. Catherine will act as facilitator with input from the Chair.

3. The next Board meeting will be 5 February at 7PM at LCI. Direction will be forthcoming.