

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 4 JUNE 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	P	P	P	P	P			
Chair-elect	P	P	P	P	-	P	P	P	P			
Past Chair	P	P	-	-	-	-	-	-	-			
Secretary	P	P	P	P	P	P	P	P	P			
Treasurer	P	P	-	P	P	P	-	P	P			
CQC	P	P	-	-	-	P	P	-	-			
Education	P	P	-	P	-	P	-	-	-			
Elect-media	P	P	P	P	-	P	P	P	P			
Examining	-	-	-	P	P	P	P	P	-			
Historian	-	P	-	P	P	P	P	P	P			
ISO 9000	P	-	P	-	-	P	-	-	-			
Membership	P	P	-	P	P	P	-	P	P			
NQM	P	-	-	P	-	P	P	P	-			
Newsletter	-	P	P	P	-	P	P	P	P			
Programs	P	P	P	P	P	P	P	-	P			
Publicity	P	P	-	P	P	-	P	P	P			
Qual-Liasion	P	-	-	P	P	P	P	-	P			
SMP	-	-	-		-	-	-	-	-			
Student-act	-	P	-	-	-	-	P	-	-			
Health Care	P	-	-	-	-	-	-	-	-			

\* participated via phone

### Old Business:

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

2. Treasurer's Report:

Beginning balance	\$14,302.47
Receipts	222.46
Expenditures	<u>1,453.73</u>
 Balance	 \$13,071.07

The Treasurer reminded us that all bills are due to him by the next dinner meeting so that the books can audited and transitioned to the new Treasurer.

3. Plaques/speaker tokens: Sue reported that she had visited the "Things Remembered" store and passed around a catalogue. She noted that many items looked good in the store. Having been a speaker at a number of events, Sue volunteered that the most useful gift she received was an electronic desk clock/calendar, which she passed around. The Board discussion ended up focusing on the sample clock/calendar and requested Sue to determine if a source could be identified. It was motioned and approved that the Program Chair is empowered to obtain a similar clock/calendar gift with a cost limit of \$60

(including engraving). If this is not possible, then the Program Chair can choose another appropriate gift with the same dollar limitation.

4. Business cards, business stationary: The new Section 0511 business cards and business stationary were received and available for the Board members to obtain a supply.

5. Membership survey: Bill Eastham noted that he has only received approximately 42 responses to the survey included in the last Newsletter. Based on that small sample so far, there doesn't appear to be much difference from the last survey.

**New Business:**

1. May Dinner report: There were 38 people in attendance, approximately half were eligible to receive a free dinner as a result of the commitment made at the April dinner meeting. The speakers were well received. Bill Casti noted that he had asked if they were interested in contributing a monthly column to the Newsletter, and they have agreed.

2. Strategic Planning Action items: The remaining action items were reviewed. The remaining actions are:

<u>TASK</u>	<u>RESPONSIBILITY</u>	<u>DUE DATE</u>
Create nametags for Board members	Bill Eastham	17 June
Send display and projector info for Newsletter ad	Bill Casti	17 June
Research new monthly meeting sites	Sue, Greg, Jim	9 July
Submit action plan to build dinner meeting attendance	Sue	9 July
Present master calendar to Board	Sue	9 July
Present a process and database for recording member event participation	Sue (Marie from LCI)	9 July
Develop actions for maintaining section membership at +/- 10% of expected year end total for 1998	Bill Eastham, Tim, Jim	9 July

3. Newsletter Editor: 900 copies of the Newsletter were mailed the second week of May. The deadline for the next Newsletter is 19 June, with the expected mailing at the end of the month. A short discussion about company advertisements in the Newsletter ensued, noting that there has not been a lot of traffic.

4. Publicity: The new INFOLINE service is up and running. The Board dialed in to listen to the recorded message. All agreed that the message was informative and very well organized and presented. The Publicity Chair noted that the Newsletter Chair and the Programs Chair have the codes and authority to change the message. There was a short discussion on the billing process with the result that the Publicity Chair should investigate

getting the bill send to the Board. Tim will also investigate whether our bill (or some other means) will inform us of the number of hits received.

5. Trinidad: There has been no further contact from Trinidad to report.

6. Six Sigma: Bill Eastham summarized his further conversations with ASQ on this subject. Basically they have not been forthcoming with satisfactory answers to his questions. Bill will continue to pursue clarification of this issue and the possible implications to the operations of this Section.

7. Electronic Media: The Section Web page continues to get hits, it will be updated soon. Bill introduced Yvonne Fernandez who has volunteered to be a treasurer in training.

8. Membership: Reported that there has been a jump in Section 0511 membership, we now have over 900 members.

9. Program Chair: Sue reported that she is working on our advance planning schedule. She noted that a review of the reservation list for the dinner meetings does not show Board members that attend and requested that we insure that we make reservations. Bill Casti noted that we have the ability to make reservations and pay online and that we need to develop a process to make sure that this information is included when we notify the restaurant. This brought up a discussion about the quality and quantity of food at the Marco Polo restaurant as well as the general impression. The Board agreed with Sue to investigate other possible locations to use, noting that we have some time due to our commitment to Marco Polo. Sue will take this for action. Sue also noted that it would be desirable for the Board members to have nametags for the dinner meetings. A discussion followed, reviewing two samples that happened to be available. Bill Eastham agreed to develop new nametags, which prominently featured our names. A discussion of the agenda for the June meeting resulted in:

- a. Introduction of the six Science Fair winners
- b. Introduction of the new Board
- c. Dinner coupon drawing
- d. Open discussion. Some potential topics include; 1) Trinidad, 2) the membership survey, 3) establishment of a Western subsection.

10. Quality Liaison: Catherine notified that Board that she had to resign because of other commitments. This prompted a discussion of the purpose of the position, with at least one suggestion to eliminate it. No action will be taken until the next Board meeting. In the meantime, Yvonne noted that she could do at least part of the effort, that of liaison with corporate sponsors. The Board reluctantly accepted the resignation, but appointed Catherine as a councilor to the Board.

11. Chair: Bill noted that the new Board does not yet have a Secretary, but that there are two candidates that he has to talk to. This prompted a discussion of the responsibilities of the Secretary. It was noted that the duties identified in the Section Management Plan

(SMP) are probably not in fact all performed for a variety of reasons. The Section has been more informal. Several members noted that they were not familiar with the SMP. Copies will be provided, the Chair-elect is responsible for the SMP and will distribute the copies.

12. Board Meeting Location: The present location will no longer be available. Options for future meetings identified were:

- a. LCI at their new location in Ballston
- b. Atlantic Rim Group in Crystal City
- c. ADI in Crystal City.

The new LCI location is the desired meeting place and Sue will determine if we can meet there. Also noted for future consideration are meeting rooms at various Fairfax County Libraries.

13. The next Board meeting will be on 9 July 98 at a location that will be provided.