

ASQ SECTION 0511 BOARD MEETNG MINUTES OF 9 JULY 98

ATTENDANCE

	3-Oct	10-Nov	1-Dec	8-Jan	5-Feb	5-Mar	2-Apr	7-May	4-Jun	9-Jul	6-Aug	10-Sep
Chair	P	P*	P	P	P	P	P	P	P	P		
Chair-elect	P	P	P	P		P	P	P	P			
Past Chair	P	P								P		
Secretary	P	P	P	P	P	P	P	P	P	P		
Treasurer	P	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	P		
Examining			-	P	P	P	P	P	-			
Historian		P	-	P	P	P	P I	P	P			
IS09000	P		P	-	-	P	-					
Membership	P	P		P	P	P	-	P	P	P		
NQM	P			P	-	P	P	P		P		
Newsletter		P	P	P	M	P	P	P	P			
Programs	P	P	P	P	P	P	P	-	P	P		
Publicity	P	P	-	P	P	-	P	P	P	P		
Qual-Liason	P		-	P	P	P	P		P			
SMP												
Student-act		P					P					
Health Care	P											
* participated												
via phone												

Old Business:

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

2. Treasurer's Report:

The transition from the old Treasurer to the new Treasurer has not been accomplished. In the absence of the old Treasurer, no report was presented.

3. Publicity Report:

Tim has not received billing information on the Infoline. He will investigate pricing structure as well as whether a report on "hits" to the line is available.

Tim will coordinate with Sue to assure that up-to-date program information, including biography of featured speaker is included in the infoline message. Tim cautioned that there is limited time for the message (approximately 3 minutes).

4: Programs Report:

Sue reported that the Advanced Planning Calendar is ready to be used as an insert to the Monthly Newsletter. She indicated that the information could be useful input for the Infoline, also. Bill Casti asked for a copy in order to update Internet communications.

New Business:

1: New Secretary:

Don Burke was introduced. Don is a Quality Manager with the Postal Service.

2. June Dinner Report:

Sue reported that approximately 40 people attended the June Meeting.

Discussion ensued regarding the dates for our monthly meetings. It was decided that beginning in September we would meet on the second Wednesday of the month; i.e., September 9. The impact of this change will be measured in terms of attendance.

3. Team Reports:

No team reports were provided

4. Washington - Baltimore Partnership

The chapter is looking for someone to attend these monthly meetings. Anyone interested in representing the chapter is encouraged to contact Bill Casti.

5 Committee Chairs:

Catherine Brooks has resigned as Liaison Chair. The board voted to change the position title to "Corporate Liaison". The Chair will appoint Yvonne Fernandez to the position. Yvonne volunteered to take on this responsibility, last month.

Mark Jones, Community Quality Council Chair and Jim Coley, Newsletter Editor have advised the Section Chair that due to other obligations they are seeking relief from some of the responsibilities of their respective positions. Each has been requested to solicit help for these duties from their respective teams.

6. E-Mail Addresses:

Bill Costi led a discussion of the issue of using E-Mail as a communication tool to our members. The reliability of the Milwaukee source for addresses was questioned. An anti "spam" attitude towards the distribution of Section information was declared. A positive statement from the member about joining the list was identified as essential. A suggestion that the announcement regarding the monthly dinner/meeting contain a request to respond via e-mail if the individual wants to be on the distribution list will be considered. A tie-in with a prize, dinner or other, was also suggested.

7. Membership Report:

Section 0511 has 924 members. This figure compares to an average section count of 520, therefore we are considered a large section. The membership chair provided national lists of Program Chairs, Newsletter Editors to the appropriate committee people.

Bill reported that the Quality Forum '98 satellite broadcast has been canceled. The Quality Forum had become a staple of National Quality Month, national ASQ board of directors noted the Quality Forum had met its objective of increasing top management's awareness of quality.

Bill passed out an announcement on Six Sigma Black Belt Training offered by ASQ in partnership with the Six Sigma Academy, for more information visit:
<http://www.asq.org/articles/062598state.html>

Bill is preparing a membership booklet for Section 0511, which will be used as a reference for existing members and a recruiting tool for potential members. In concert with the membership booklet, Bill floated the idea of developing a lapel pin which would represent our section. Design issues (maybe a contest for this objective!) and financing the project will have to be addressed. Bill estimated that the unit cost for the pins would be about one dollar.

8. Next Meeting

The next meeting of the board of ASQ Section 0511 will be at Qwest (formerly LCI), 4250 N. Fairfax Drive, Arlington, VA 22203, starting at 7:00 PM. This location is near the Ballston Commons Mall for parking purposes, and the Ballston Metro stop.