

ASQ SECTION 0511 BOARD MEETING MINUTES OF 4-MARCH 1999

ATTENDANCE

	JUL-9	AUG-6	SEP-10	OCT-1	NOV-5	Nov23	JAN-7	FEB-4	MAR-4	APR-1	MAY-6	JUN-3
CHAIR	P	P	P		P	P	P	P	P			
VICE-CHAIR			P	P			P	P	P			
PAST CHAIR	P	P	P	P	P	P	P	P	P			
SECRETARY	P	P	P	P	P	P	P	P	P			
TREASURER	P	P		P	P	P		P				
CQC												
EDUCATION		P*	P	P	P			P				
ELECT-MEDIA	P	P	P		P	P	P	P	P			
EXAMINING					P	P		P				
HISTORIAN		P	P	P	P	P	P	P	P			
ISO9000												
MEMBERSHIP	P	P	P	P	P	P	P	P	P			
NQM	P	P	P	P	P	P	P	P	P			
NEWSLETTER			P		P		P	P	P			
PROGRAMS	P	P	P	P	P	P	P	P	P			
PUBLICITY	P				P	P	P					
QUAL-LIASON		P						P				
SMP												
STUDENT ACTIVITIES												
HEALTH CARE												

4-MAR-99
ASQ 0511 Board Meeting
Qwest Building
7 – 9 PM

Agenda

- 1 Approve February Minutes

The February Minutes were approved

- 2 Treasurer's Report – Donovan

Greg was not able to make the meeting, he had reported that the cash balance had not changed much since the last report.

Coast Guard Issue – Bill Casti reported this issue is open but in their (Coast Guard) court.

Funding support for Chair/Vice Chair for ASQ Annual Conference – Funding of up to \$500 each was approved, this benefaction is not intended to enrich the individuals and if their employer is supporting them then ASQ monies should be made available to others on the Board.

3 Region 5, ASQ Workshop – Casti

CANCELLED due to lack of response. This was the first cancellation of this nature in recent history.

4 Section Library – Burke, Schaffer

No report was available; Roger could not be contacted to discuss the situation.

5 Dinner Notifications, Earlier?

Sue McArthur will talk to Intertek on getting them out earlier. The restaurants for April and May need to have reservations earlier than Marco Polo does.

6 May Meeting in Loudoun – Casti, McArthur
Red Fox Inn – May 12

Nick Croce will prepare and present a short history of the Middleburg area. The restaurant needs a \$200 deposit, Bill Casti will coordinate with Greg Donovan to get the check. The possibility of a special mailing to advertise this event was mentioned but not acted upon.

7 April Meeting at JR's Stockyard – Coley, McArthur

Jim Coley has reserved the restaurant with \$50 deposit. There will be 3 Menu choices @ \$20, which does not include dessert. We need 20 people or room charge of \$50 will be encountered.

8 Membership Development – Eastham, Gavagan

Casti revise Loudoun Analysis? Not done.

Tim Gavagan was not able to attend the meeting; however he did send a message to the Secretary, which follows.

Don,

I will not be attending the board meeting on 3/4/99. I'm cramming for the CQM exam on 3/6.

Publicity Chair Report

1. ASQ HQ did not provide any additional guidance in writing copy for membership development. I can write the ad based on a best practices approach. If someone would obtain a newsletter from another professional group in Northern Virginia and send it to me I will make contact, get prices, and write the copy.

Tim Gavagan
US Postal Service
475 L'Enfant Plz,

Suite NB4000
Washington DC 20260-7165

2. Consolidate publicity for all 0511 activities on the monthly post card mailing to the section membership. That includes the dinner and board meetings, the ISO 9000 users group, the MOP group, training, and any other special activities sponsored by the section. There is plenty of space on BOTH sides of the card that can be better utilized. This will eliminate duplication of effort in publicity and reduce postage expenses. I'll work with Sue or Intertek to redesign or reformat the post card.

3. Happy St. Patty's Day.

4. Notices sent to On Q for dinner, ISO, and MOP meetings for the May/June issue.

The issue of further utilization of the monthly post card to members will be discussed between Sue McArthur, Programs Chair and Tim.

Bill Eastham reported 834 paid members with an additional 201 on roster, but not paid. Twenty-two members joined during the last reporting cycle, as of 2/2/99. Bill Eastham spoke with someone at ASQ in Milwaukee who said membership appears to be down. Bill Eastham also spoke with someone at the Association of Associations, who informed him that general organizations like ASQ appear to be losing membership to specialty groups, for instance, groups that specialize in software quality.

Bill E talked about doing a membership day with representatives of the various groups and committees in attendance to explain programs and convince people to join or rejoin, a special mailing to the 201 who have not re-upped this year will be considered. Bill will have a concrete proposal on membership day as well as a draft copy of the Membership Brochure (booklet) at the next board meeting. Bill said the brochure would be ready in June.

9 Northern Virginia Regional Science & Engineering Fair - Casti
Saturday morning, 13 March 1999, at Wakefield High School, Arlington VA
Casti, Gavagan, and McArthur are volunteer judges

The resources are lined up for this appointment.

10 Training/Certification Location (Newbridge) – Casti

Bill Casti reported that he is still waiting talk to Joe Corde. Access to the building after 6:30 is the issue. Newbridge may issue card key to instructor as an option to address this issue. The Education Committee will give one seat to a Newbridge employee in response to their generosity.

11 February Dinner Meeting – McArthur

Nineteen people signed up and showed up.

12 March Dinner Meeting – McArthur

Dinner will be held at Marco Polo and Joan Cassidy will present on "Renaissance Leader."

11 R, W, and B Reports

The White Team (Tim Gavagan) has 4 speakers lined up.

12 Committee Reports

Walt Mendus suggested that for the membership day, we send notice to other societies that may be interested. Walt still feels that we need to advertise that we earned Section Honor from ASQ. We are one of the few sections that got recognition. Walt said that Sue needs to get little banner.

13 Other New Business

ASQ Survey coming week of 3/8

Invitation to Participate in Richmond Quality Conference

The board voted to be a "Gold Sponsor" for this event, with an appropriation of \$1500. It was mentioned that this might be a good opportunity to set up a booth display as a recruiting tool.

Elections for Section 0511

The elections will be held at the May dinner meeting

A Nominating Committee will be established in accordance with the Section by-laws. The slate of candidates, along with position descriptions, will be included in the next newsletter, which will be out by April 23.