

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 2-SEP-1999

LOCATION & TIME: Qwest Building, 7 PM

ATTENDANCE:

	1 JUL	5 AUG	2 SEP	7 OCT	4 NOV	2 DEC	6 JAN	3 FEB	2 MAR	6 APR	4 MAY	1 JUN
CHAIR	P	P	P									
CHAIR-ELECT	P	P	P									
PAST CHAIR	P	P										
SECRETARY	P	P	P									
TREASURER	P	P*	P									
EDUCATION	P	P	P									
ELECT-MEDIA	P	P										
HISTORIAN	P	P	P									
ISO9000												
MEMBERSHIP	P	P										
NQM	P											
NEWSLETTER	P											
PROGRAMS	P	P	P									
QUAL-LIASON	P	P	P									
Other: Examiner			P									
Other: Publicity			P									

\* Participated via phone

AGENDA/ACTIONS:

**1 Approve August Minutes**

The Board's August meeting minutes were approved.

**2 Treasurer's Report – Donovan**

Greg Donovan (Treasurer) reported a current balance of \$3813.10 in the checking account, \$10,000 in CDs, and \$2250.27 in the Scholarship Fund.

**3 August Dinner Meeting - Mercier**

25 attended  
 19 ate dinner  
 17 pre-registered

#### **4 Yellow Card - Burke**

The board discussed the discontinuance of the yellow card announcements for the monthly dinner meetings. The Programs Chair is working with Intertek to determine the exact dates of the last mailings—asking for at least 3 more months of service. She will also check with Intertek to see if they can continue to take reservations, even after the cards have been discontinued.

A discussion ensued on the existing modes of informing the membership: announcements at the dinner meetings, in the newsletter, and on the website. It was decided that these announcements should be sufficient, unless attendance drops dramatically, in which case the issue will be re-evaluated.

#### **5 Newsletter Outsourcing – Coley**

Jim has been looking at outsourcing options for the printing and mailing of the newsletter. He agreed to do some additional research and report back to the board.

Roger stated that problems causing a delay with last month's newsletter were attributable to assignable causes and not likely to re-occur.

#### **6 Northern Illinois University CQE Course Agreement - Hutchinson**

Frank provided the attending board members copies of the partnership agreement. The board passed the following motion related to the agreement between ASQ 0511 and Northern Illinois University:

1. Frank can and should sign the agreement
2. We will promote the course to the membership

#### **7 VA SPQA Section 0511 SIG - Casti**

This discussion was tabled because the individuals involved were not present.

#### **8 InfoLine Problem Discussion - Gavagan**

The company providing the InfoLine Services (VMC) cut off service last month without informing the appropriate board contact. The board discussed the possibility of returning to Bell Atlantic for the service. Tim agreed to collect additional cost information for board consideration. It was discovered that having the InfoLine service does NOT give us a listing in the Yellow Pages.

#### **9 VPMEP Auditor Network - Burke**

Jerry Clark, of VPMEP, approached the Chair looking for auditors to support certain efforts. The board discussed establishing a SIG for auditing, to serve as a clearinghouse for organizations looking for credible auditors and individuals looking to enhance their auditing experience. A possible set-up would result in a fee for VPMEP, 0511, and the auditors.

This effort would need commitment and leadership to recruit auditors and market the services. Interested members were urged to take a closer look at the email on this topic for later discussion.

#### **10 USPS Tour - Burke**

The first tour of a series has been scheduled for the October 27<sup>th</sup> at the Merrifield Post Office. It will last about 1½ hours and will accommodate no more than 50 people—on a 1<sup>st</sup> come 1<sup>st</sup> served basis. Don agreed to ask Bill Casti to post the information on the website. The board also suggested making an announcement and setting up a sign-up sheet at the next dinner meeting.

#### **11 CQSE Initiative - Burke**

The board passed a motion to redact a recommendation to HQ with a copy to Quality Progress (letter to the editor).

#### **12 Strategic Management Plan - Eastham**

This discussion was tabled because the individuals involved were not present.

#### **13 Strategic Planning Meeting Discussion - Fernandez**

Yvonne gave a brief overview of the recently held strategic planning meeting. At that meeting it had been decided that missing board members should be given an opportunity to hold a similar session, after which notes of both sessions would be shared and evaluated. Given that a follow-up session is unlikely due to the many demands for the membership's time, it was decided that the minutes of the first session should be shared with all board members for their review and feedback.

#### **14 Status of Bottom Line Quality Conference & Expo in Richmond Oct 6-7, 1999 – Burke, Eastham**

Don Burke will attend.

#### **15 The \$5 (or less) Monthly Meeting - Burke**

It was suggested that high cost may be a possible partial reason for low participation in dinner meetings. Several options were discussed including: serving snacks or coffee and dessert, holding the events in a library or school, letting the section pick up the tab over \$5, or holding a luncheon or breakfast/brunch. Further discussions were tabled until next month's meeting.

## 16 Reports from Committee Chairs

Publicity: new on-line notifications for meetings and educational efforts will be sent to Milwaukee for publishing in OnQ. Suggested large sign with our website address on it for display at dinner meetings.

Education: CQM course still in progress; 5 potential students for CQSE class

E-Media: It was stated that we need to provide Bill with information in a timely manner for updating the website. It was suggested that more links to quality sites be added.

Examining: Exams to be held in Fairfax High School. We should be reimbursed by National for facility fees.

## 17 Discussion of ideas from June Dinner Meeting

1. Combine meeting with Section 0509: The board agreed to consider this option as a possibility, depending on the speaker.
2. Big Name Speaker: Suggestions included CEOs of top-notch local companies (e.g., Qwest)
3. Tours: See item #10.
4. Job Descriptions for Board: We receive them from National and should publish and publicize when we talk with the general membership about board selection.
5. Committee Member Monologue each month: @ dinner meetings, get up and describe what they do and what their role is. The Education Chair volunteered for next month.
6. InfoLine Expansion: Tabled for next meeting.
7. New member dinner/welcome card: A motion was approved to send welcome cards to new members to introduce them to board activities. The welcome card will include an offer for a free dinner at any one of the next 3 monthly dinner meetings. The board discussed having the membership committee put together "new member packages." Ideas should be emailed to the Membership Chair.
8. Educational benefits (Scholarships): Tabled.
9. Area leaders in Quality: Tabled.
10. ASQ Library donations with placard: Tabled.

Noting no further business, the meeting was adjourned.