

ASQ SECTION 0511
BOARD MEETING MINUTES
19 MAR 2008

Location: Amphora Diner, Herndon, VA

Attendees: Attached

1. Call to Order – 5:39 pm
2. Reading & Approval of Minutes – Feb 08 minutes were accepted as written.
3. Officer Reports/Announcements
 - a. Chair – Nothing to report.
 - b. Chair Elect – Attended ASQ Quality Management Division Conference last month and spoke with a few new people at ASQ National Headquarters who are interested in working more with the sections to improve the organization as a whole.
 - c. Treasurer – National has accepted the section's past year audit report. Financial status report will be provided to the Board via email.
 - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Not in attendance.
 - c. Certification – Not in attendance.
 - d. Recertification – Submitted 5 or 6 recertification packages since the first of the year.
 - e. Education – Responded to the survey from National regarding the courses we provide. Was approached by Section 0509 to host a joint CSQE training. Education Chair is looking further into this item.
 - f. Finance – Nothing to report.
 - g. Historian – Not in attendance.
 - h. Membership – National membership is going down but our Section remains at 810 members. Our membership base has grown by 50 or 60 in the past few years. Planning a letter for the transition to the next fiscal year. There is a need to reconcile the various email lists we use to notify the membership of events and activities and publicize events.
 - i. Newsletter/Publicity – Chair showed the Board a demo newsletter to get input on color scheme and layout. Also asked if acceptable to send out as pdf without hardcopy provisions. Will have quarterly newsletter starting with the Feb issue (anticipated to be sent out this week). Will coordinate with Membership Chair on mailing options. Requested thumbnail photos of each member of the Board to include in the next issue.
 - j. Nominating – Will open the floor during this evening's meeting of the general membership to request volunteers interested in running for an elected position or committee chair for the incoming fiscal year. Will also send out an email to the general membership advising them of next month's election and asking for volunteers.
 - k. Programs – Not in attendance.

1. SIGs – Have 2 new vice chairs for a total of 3 with a succession plan in place. Past month mtg had 21 attendees. March speaker is from INOVA HealthCare System, Executive Director of Strategic Process Improvement. Section 0509 is supportive of a joint event in June.
5. Unfinished and New Business – The Board discussed the status of the Section’s website and options for maintaining it. The Board approved a motion to move the current website to Orchid Suites company and use their program interface to run the Section website, at a cost of \$4,000 startup plus approx a \$65 monthly maintenance fee. Bill Eastham (Membership Chair) and Jeff Parnes (Webmaster) will carry out this motion.
We’ve been contacted by a recruiter looking for quality professionals and we will advise the attendees of tonight’s dinner.
The Board reviewed several options for a new Section logo and selected one for use on all future Section materials.
6. Items for Next Month’s Mtg – Nothing.
7. Adjournment – 6:42

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary