

ASQ SECTION 0511
BOARD MEETING MINUTES
16 JULY 2008

Location: Amphora Diner, Herndon, VA

Attendees: Attached

1. Call to Order – 5:41 pm
2. Reading & Approval of Minutes – Minutes from the last two months were not available for review at the time of the meeting.
3. Officer Reports/Announcements
 - a. Chair – Nothing to report.
 - b. Chair Elect – Thanked everyone who came out for Saturday’s meeting. Wants to continue with the work and asks for input on the email that was sent out to the Board Members for verification of contact information. On Saturday the Board developed a site layout for the new and improved website (to be). The site layout has been sent out to the Board for review. Comments due to the Webmaster (Jeff Parnes) by 23 July 08. Chair Elect did a review of Section data: Most Section certifications are for CQA, next is CMQOA, third is CSQE, and CQE follows. In consideration of other potential sites for the monthly dinner meeting, the Chair Elect reports that major clusters of members are in Vienna, Arlington, Alexandria, Herndon, Reston, Manassas, and Fairfax.
 - c. Treasurer – Have not yet turned over the Treasury package, will transfer through the Audit Committee. Anticipated to happen prior next Board meeting. Everyone (including Board members) must register with the Programs Chair for each dinner meeting. An email will suffice as registration for Board members.
 - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
 - a. Arrangements – The Board confirmed that the Arrangements Chair is responsible for contacting the restaurant each month with the expected head count. The Chair will advise the Arrangements Chair.
 - b. Audit – Not in attendance.
 - c. Certification – Nothing to report.
 - d. Recertification – Several recertifications came in during June.
 - e. Education – Nothing to report.
 - f. Finance – Not in attendance.
 - g. Historian – Nothing to report.
 - h. Membership – Membership Chair will send in the numbers on membership. Still wants to plan a membership drive/event near a Metro station
 - i. Newsletter/Publicity – Ready to send out. Will submit to Jeff for email distribution to the membership as well as posting on the website.
 - j. Nominating – Nothing to report.
 - k. Programs – Not in attendance.

ASQ 0511 – July 08 Board Mtg Minutes

1. SIGs – Not in attendance.
5. Unfinished and New Business – None.
6. Items for Next Month's Mtg – Current status of Section logo bags and purchase of thumb drives as give aways.
7. Adjournment – 6:25 pm

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary