



ASQ SECTION 0511  
BOARD MEETING MINUTES  
20 AUG 2008

Location: Amphora Diner, Herndon, VA

Attendees: Attached

1. Call to Order – 5:38 pm
2. Reading & Approval of Minutes – May/June minutes were still not available for review at the time of the meeting. The July minutes were approved as written.
3. Officer Reports/Announcements
  - a. Chair – Annual Section 0511 financial report was submitted to National and the submission was acknowledged by National. We need to better advertise the monthly dinner meetings; perhaps reinstitute the post card announcements. Chair will seek a sponsor for the post cards. As long as he has the names and addresses of the members, Bill Eastham indicated that he can print the post cards each month. Dale Shafer will investigate how much the USPS permit costs (vs. regular post card rate) and report back to the Board via email by 1 Sep.
  - b. Chair Elect – Nothing to report. Website must be one of our highest priorities.
  - c. Treasurer – Section financial materials (equipment and software files) were transferred from Jeff Parnes to Joe Tullington. The annual financial report was submitted and acknowledged by National.
  - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
  - a. Arrangements – Not in attendance.
  - b. Audit – Financial report was completed and submitted.
  - c. Certification – Nothing to report.
  - d. Recertification – Sent out reminder email to folks whose certifications were expiring within the next few months.
  - e. Education – If there is enough interest, can provide a CQA training in the coming months. There was a discussion about the current cost of courses provided by the Section and the Board decided to leave the costs as they stand.
  - f. Finance – Annual financial report was received by National.
  - g. Historian – Not in attendance; Walt Mendus has resigned. Chair will verify whether or not this is a required position.
  - h. Membership – 824 members listed. List of unpaid members is long, but includes known inaccuracies. Will contact prior speaker from Ritz Carlton to pulse interest in co-sponsoring a Deming Memorial Dinner at one of their locations (planned for Spring 09).
  - i. Newsletter/Publicity – Not in attendance.
  - j. Nominating – We need to start looking at how we can bring in new leadership and appeal to a different generation of participating members on the Board.
  - k. Programs – Not in attendance.

1. SIGs – Reports for June/July and Aug were presented to the Board. Also discussed a day-long SIG event that would be co-hosted with Section 0509. Presented a Service Agreement template for a speaker engagement through Smarter Solutions. The Board clarified that only elected members of the Board are permitted to sign such an agreement and that the details related to travel expenses needed to be fleshed out and explicitly written into the agreement. The Secretary will discuss the particulars with the Section 0509 Chair; SIG Chair will continue discussions with the Smarter Solutions POC and continue working out the logistics.
5. Unfinished and New Business – The Board discussed current status of Section logo bags and purchase of thumb drives as give aways. The bags are at the home of the Arrangements Chair and the Chair agreed to reach out to her on this item. We need to get a vector image of the Section logo for imprinting on thumb drives. The webmaster circulated the comments received from board members Bob Zimman, Joe Tullington and Larry Wilkins based on the new structure posted after the board's weekend meeting. Bill Eastham indicated his inputs had not been captured. Other comments on the current site were to remove flashing graphics and enlarged bitmapped graphics. The Board decided to do a meet-and-greet for the December meeting.
6. Items for Next Month's Mtg – None.
7. Adjournment – 6:41 pm

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary