



ASQ SECTION 0511
BOARD MEETING MINUTES
18 FEB 2008

LOCATION: AMPHORA DINER, HERNDON, VA
ATTENDEES: ATTACHED

1. Call to order -5:34PM
2. Reading and approval of minutes – not available – will be approved electronically
3. Officer Reports/Announcements
 - a. Chair – Not Present
 - b. Chair Elect – No old business was brought up. Chair Elect commented that we still have not seen a copy of the newsletter and encouraged contributors to forward their portions to the webmaster who would post them as separate items. The board was asked if there was any interest in sending the Chair Elect to the World Conference May 16-17. Bill Easton motioned to provide the Chair Elect with Airfare and per diem to go to the conference. Joe Tullington seconded and there was unanimous approval.
 - c. Treasurer – Presented Monthly financial report (provided under separate cover). He brought up the issue of a request for reimbursement for expenses incurred by the 6 Sigma chair for their last meeting. Cost was \$170 that exceeded the \$100 limit for expenses without prior coordination/approval. A discussion followed on the items that were charged which included a projector fee and also how we were cost sharing with Section 509. It was decided that it was no appropriate to share by paying the fees every other month since the fees may vary. A motion was made by Bill Easton to pay the bill and ask for an accounting and determine how the expenses are being split between Section 0509 and 0511. Dale Shaffer seconded the motion and it carried 4-1. The treasurer also asked how we intended to split the cost of the March meeting between the two sections and how money would be collected. He was asked to pursue this issue with Section 0509.
 - d. Secretary
4. Committee Reports/Announcements
 - a. Arrangements - Not in attendance
 - b. Audit – No activity. Mentioned that he has fallen behind his schedule for getting a pilot test of the on-line training system. Will continue to work the issue.
 - c. Examining/Certification - Not in attendance
 - d. Recertification - Not in attendance
 - e. Education – Nothing to Report
 - f. Finance – Nothing to report
 - g. Historian – Unfilled position
 - h. Membership – No changes in the membership. Still working the Ritz-Carleton event. Has not contacted William Scherkenbach yet to see if he will speak
 - i. Newsletter/publicity - Not in attendance

- j. Nominating - Not in attendance
 - k. Programs – Again reiterated that he is not getting the number of attendees in time to give to the restaurant. The method to calculate attendance numbers was discussed and he said he would try that method. The speaker for April will be the one that was originally scheduled for March. The program chair has not yet notified the speaker of his change
 - l. LSS SIG – Not in attendance
 - m. Webmaster – said he would post info on March meeting as soon as we had a handle on the specifics.
- 5. Items for next month's meeting – None
 - 6. Unfinished and new business – As discussed above
 - 7. Adjournment – 6:45PM

(Minutes prepared by: Larry Wilkins, Section 0511 Chair elect)