



**ASQ SECTION 0511
DRAFT BOARD MEETING MINUTES
15 JULY 2008**

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:41 PM
2. Reading & Approval of Minutes – June meeting minutes were not available for review.
3. Officer Reports/Announcements
 - a. Chair – Discussed key objectives for the new fiscal year. (1) Would like to have a larger meeting once a quarter at the regular date/time of the monthly dinner meetings. The plan is to start in August and needs help finding a big name speaker who could draw a larger attendance than is typical. (2) Wants to have an effort to update the section webpage and make it more accessible to other Board members. This can be initiated as a live working session and training with key members of the Board. (3) Would like to revitalize the Newsletter effort and get one out on a quarterly basis. Would like to set up a template/shell listing each committee; if a Committee Chair has nothing to report that quarter, then it would say that. (4) Would like to consider looking at an effort related to Voice of the Customer. National can provide software for surveying the membership. Also, need to get the message out to the membership of 0511 and other local chapters regarding the August speaker in order to increase the attendance.
 - b. Chair Elect – Will review the SMP guidance and make a recommendation at the Aug Board mtg.
 - c. Treasurer – Presented the monthly financial status update. The annual audit is in progress. We received a statement from ASQ 0509 saying we owned half of \$198 for the dinner; still need to resolve discrepancy with the statement and the spreadsheet that was attached.
 - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Not in attendance.
 - 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 – We have 786 paid members and 327 unpaid members. Last month's event at Ritz Carlton was very well received and we got kudos via email from about a dozen members in attendance; the talks were well integrated, the food and setup/ambiance were very good. We need to revisit our options for holding the monthly meetings at alternate locations. An option might include bringing in pizza or "take out" and hosting the meeting at an office location; perhaps order pizza or subs from a few restaurants and host a tasting contest. Also discussed being more proactive in reaching out to senior corporate leaders who are members of the section to speak at a monthly meeting and invite staff from their firm to attend. Will write an article for the Newsletter.
 - i. Newsletter/Publicity – Will develop the annual schedule to include due dates for input and release dates. First issue anticipated in Sept.
 - j. Nominating – Not in attendance.

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- k. Programs – We have a speaker for next month (Robert Waters). Working on finding speakers for the following months. Need to lock in the Amphora Diner for Aug and Sept.
- l. LSS SIG – Not in attendance.
- 5. Items for Next Month's Mtg – Need a write-up from each Board member and committee chair describing their responsibilities and typical level of effort. The intent is to use this information to advertise for more volunteers to serve on the Board.
- 6. Unfinished and New Business – None.
- 7. Adjournment – 6:42 pm

(Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary)