



**ASQ SECTION 0511
BOARD MEETING MINUTES
18 NOV 2009**

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:32 PM
2. Reading & Approval of Minutes – Oct meeting minutes were approved as written.
3. Officer Reports/Announcements
 - a. Chair – Following-up from last month's discussion on the First Quality Conference sponsored by USAID for the Nation of Iraq, the Section Chair approached the ASQ Region 5 Chair requesting ASQ support for this event. ASQ Region 5 rejected the request. The conference has already transpired and so no further action will be taken. The Chair advised the Board regarding a possible networking opportunity related to quality in the health industry. The Section site was not working for several days and the Board discussed the need for additional members having the ability (i.e., access) for making repairs to the site. Last month the Board decided to add a photograph to the site on the homepage to enhance its appearance by this month's meeting; the suspense for this action is extended to the December meeting. Region 5 Chair sent out message requesting orders for section banners and the Section Chair ordered two banners for 0511.
 - b. Chair Elect – Contacted National regarding the possibility of submitting a Section Management Plan and has begun the process to develop one for the current ASQ fiscal year. Also asked ASQ Learning Center (Robert Watters) to see how we can better support their efforts; waiting to hear back.
 - c. Treasurer – Submitted the annual reports for last 3 years to ASQ with corrected numbers to demonstrate the progression from year to year, to show that for the past years the starting balance did not match the previous year ending balance. The starting balance is provided by ASQ National to us in the report template as a non-editable field. We have not received confirmation from National that they received this information; the Treasurer will follow-up with National with the hope that we will begin getting our monthly dues allotment. The payment to Section 509 for the joint Breyfogle event appeared in this month's bank statement.
 - d. Secretary – Still has to submit the signed SOA to National.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Nothing to report.
 - c. Examining/Certification – Not in attendance. Exams coming up on Dec 5 (Sat) and proctors are lined up.
 - d. Recertification – Submitted a couple of recertification packages. Several members raised concerns that they were not able to submit their packages due to the recent site outage.
 - e. Education – Were not able to get enough students for a Fall CQA class, looking into space for a Spring session (possibly at Booz Allen Hamilton corporate offices).
 - f. Finance – Nothing to report.
 - g. Historian – Not in attendance.
 - h. Membership – Currently have 782 paid members (about half are Senior members) and 104 non paid members. BSI is willing to print and send out the monthly dinner meeting postcards; would be good to have this in place for the January meeting They need (1) the

- membership list with names and addresses, and (2) the information we want printed on the postcard.
- i. Newsletter/Publicity – Requested articles for the Newsletter; needs to send a mass email to the membership requesting articles and providing guidelines (e.g., no sales pitches).
 - j. Programs – Not in attendance.
 - k. Nominating – Nothing to report.
 - l. Voice of the Customer – Not in attendance.
 - m. Webmaster – Not in attendance.
 - n. LSS SIG – Not in attendance.
5. Items for Next Month’s Mtg – None.
 6. Unfinished and New Business – ASQ National has recently published their latest branding and style guide and they have changed the name from “American Society for Quality” to “ASQ.” The Board confirmed that the December meeting will be a “grip n grin” networking session rather than a sit down dinner. Board members have same responsibility as the general membership for making dinner meeting reservations in a timely manner, and their failure to do so creates the same problems with the restaurant. The Board approved a motion that effective January 2010, any Board member not making a reservation by the Friday before the meeting will pay the same late fee that applies to any other member.
 7. Adjournment – 6:34 pm

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

ASQ Section 0511 Board Meeting

Date: 11/18/2009

Herndon Amphora Diner, Herndon VA

Event ID: 354

| Name | Office | Attended |
|--------------------|-----------------------|--------------------|
| Michael Coleman | Examining Chair | CF |
| Willie Davis | Six Sigma SIG Chair | |
| Bill Eastham | Chair Elect | William C. Eastham |
| Yvonne Fernandez | Secretary | Yvonne Fernandez |
| Christine Kurowski | Newsletter Editor | Christine Kurowski |
| Paul Mills | Auditing Chair | Paul Mills |
| Jeff Parnes | Webmaster | CF |
| Marie Rondot | Arrangements Chair | CF |
| Trish Selcher | Volunteer Coordinator | CF |
| Dale Shaffer | Programs Chair | CF |
| Joe Tullington | Treasurer | Joe Tullington |
| Robert Watters | Education Chair | CF |
| Rick Wells | Historian | CF |
| Larry Wilkins | Section Chair | Larry Wilkins |
| Robert Zimman | Past Chair | Robert Zimman |

Total Attendees 0

7 attendees
CF