



**ASQ SECTION 0511
DRAFT BOARD MEETING MINUTES
21JULY 2010**

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:37 PM
2. Reading & Approval of Minutes – The June 2010 meeting minutes were approved as corrected.
3. Officer Reports/Announcements
 - a. Chair – Will discuss National Conference at this evening’s dinner meeting. Is discussing with National how we are moving forward on the certification process in terms of content and instructors. Still encouraging dialogue among the Board members on identifying alternate venues for monthly membership meetings. These may involve a higher price tag for the members. Suggested an off-line discussion focused specifically on this topic.
 - b. Chair Elect – Nothing to report.
 - c. Treasurer – The outgoing Treasurer presented the monthly financial update and announced that the formal transition to the incoming Treasurers will be completed this weekend. Transition includes signing of the bank cards by the incoming Treasurer and the Chair and Chair-Elect, turnover of the QuickBooks database. The outgoing Treasurer is also responsible for completing the annual audit. Bank credit cards for the Section were renewed and received by the Finance Chair and Chair Elect.
 - d. Secretary – The Secretary received the attendance from the June Board meeting.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Received the package from the outgoing Treasurer, and going through it is the mission for the next three weeks.
 - c. Examining/Certification – Not in attendance.
 - d. Recertification – We have submitted several recertification packages in June and have a couple of open packages still needing some of the required components.
 - e. Education – Has identified an instructor for CSQE and is still searching for a venue that is free and readily accessible and that the instructor can be fully responsible for access. Some suggested venues include Tech Center in Tyson’s Corner (Norma Myers), a location in Lorton (Mike Coleman), CIT (Bill Eastham), and a church (Dale Schaffer). For the October CMQ/OE, a potential opportunity was identified for us to collaborate with Section 0509 to sponsor a test preparation course.
 - f. Finance – Nothing to report.
 - g. Historian – Never received any contest entries for “Name the guru” on the collage on our site. The Board decided to remove all notes
 - h. Membership – Not much fluctuation. We need to do better in communicating in the first two years of a membership. This effort seems to have great impact on how involved they become and remain. We need to communicate more often among the Board members. We have one of the more senior memberships in terms of job titles and seniority with ASQ.
 - i. Newsletter/Publicity – The Recertification Chair offered to contact the person at BSI to get the Monthly Dinner Meeting reminder post cards re-instituted.
 - j. Nominating – Nothing to report.
 - k. Programs – Last month’s dinner meeting was well attended (about 30) and so we need to think about repeating from time to time. We had dinner at the Merrifield Sweetwater Tavern

- and then gave them a review of the quality of their service (via a questionnaire). Programs Chair agreed to investigate opportunities to tour the Merrifield Regional Port Office or other sort of facility that may be of interest to the membership.
- l. Voice of the Customer – Vacant position.
 - m. Webmaster – The Recertification Chair offered to identify a professional web developer to redesign the Section Website. This action item will be handled via email among the Board members and a decision will be made within the month.
 - n. LSS SIG – Asked if she needs a budget for Section 0511. As a Committee Chair, she has been allocated up to \$100/month from Section 0511. If she needs more than that she needs to submit a request and that would be split between the two sections. Asked the Treasurer to brief her on the process for reimbursement of expenses.
5. Items for Next Month's Mtg – None.
 6. Unfinished and New Business – None.
 7. Adjournment – 6:50 pm

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