



**ASQ SECTION 0511
BOARD MEETING MINUTES
15 JUN 2011**

Location: Private Residence, Herndon VA

Attendees: Under separate cover

1. Call to Order – 6:43 PM
2. Reading & Approval of Minutes – Minutes for May 2011 were reviewed and approved.
3. Officer Reports/Announcements
 - a. Chair – The Board again discussed the need to better connect with the membership and attract more of them to our events, and to attract the next generation of section leadership. The discussion included different mechanisms for advertising these events beyond email and phone calls (e.g., focus groups). Alternate venues were also discussed, such as a tour of a microbrewery, university and corporate sites, and networking-only events. Requested articles for a letter to the membership from the outgoing Chair and incoming Chair.
 - b. Chair Elect – Suggested that we have someone do an in-depth analysis of the membership, e.g., look at corporate members as well as the members who are employees of corporate members.
 - c. Treasurer – The Treasurer presented the monthly finance report as of May 31, 2011. The Board passed a motion to accept.
 - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Audit team is ready to start early in July; would like to get done before 12 Aug.
 - c. Examining/Certification – Proctored exam two weeks ago.
 - d. Recertification – Continues processing packages.
 - e. Education – Looking for someone to teach LSS Greenbelt course.
 - f. Finance – Nothing to report.
 - g. Historian – Not in attendance.
 - h. Membership – See discussion above under Chair's Report.
 - i. Newsletter/Publicity – Not in attendance.
 - j. Nominating – Not in attendance.
 - k. Programs – The Board requested that the Programs Chair explore the possibility of access to meeting facilities through George Mason University, primarily at a Metro-accessible location. The Aug meeting will be a networking event.
 - l. Voice of the Customer – We had 13 survey respondents at last month's dinner meeting. The ranking of factors influencing attendance were: 1. speaker topic, 2. professional networking, 3. ASQ certification credits, 4. venue, and 5. distance. Members also provided many suggested many ways to increase membership participation, e.g., continue to survey membership to find topics of interest, proximity to Metro, bring in "super" quality organizations/case studies, and personal outreach. The survey will be modified to request topic and speaker suggestions.
 - m. Webmaster – Agreed to convert the survey using Survey Monkey for future use.
 - n. LSS SIG – Not in attendance.
5. Items for Next Month's Mtg – None.
6. Unfinished and New Business – None.
7. Adjournment – 8:16 pm

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