



**ASQ SECTION 0511
BOARD MEETING MINUTES
20 JUL 2011**

Location: Amphora Diner, Herndon VA

Attendees: Under separate cover

1. Call to Order – 5:35 PM
2. Approval of Minutes – Minutes for June 2011 was approved as written.
3. Officer Reports/Announcements
 - a. Chair – Would like to continue good work done on Section web page. Will find another location at a restaurant to have an offsite meeting, maybe Mamma Lucia (located at 1428 North Point Village Center, Reston VA). Restaurant has a large meeting room. Would like to redesign monthly meetings to have board meetings on a quarterly basis with some type of theme. Requested any board member with ideas to send an e-mail to the Chair.
 - b. Chair Elect – Not in attendance.
 - c. Past Chair – Agreed to the request of the Chair to e-mail him a list of all pending and unfinished items that require his attention and action.
 - d. Treasurer – The Treasurer presented the monthly financial update, and the Board approved a motion to accept the Treasurer's June 2011 report. A question was raised regarding what are we doing with the money in the treasury and what can we do with the money to engage the community? The Chair suggested we put this issue on the agenda after the Aug '11 meeting to discuss and develop a plan. The issues of the online meeting registration prepay system not being setup to properly handle the registration of members and guests were discussed. Specifically, members and guests that do not want to prepay cannot simply sign-up without entering some type of information into the credit card field and are inputting garbage in this field to complete the registration. It was approved to have webmaster, Jeff Parnes change the web prepaid sign-up cutoff from Sunday at 12-midnight to 2 AM Monday morning. The board approved a motion to authorize an expenditure up to \$1000 to hire a developer to program an E-commerce solution to fix the online meeting registration prepay system.
 - e. Secretary – Not in attendance.
4. Committee Reports/Announcements
 - a. Arrangements – Needed responses on who attended the Jun '11 meeting and does attending a wine tasting count as a paid dinner in the "4th free for 3 paid dinner counts". The Board approved a motion to suspend the "4th free for 3 paid dinners" after the Sep '11 monthly meeting. The Chair announced for Board officers and Committee chairs that wished to provide briefings on what they do in their roles as Section officers and chairs provide him this information in an e-mail. Presentations of this information will be given at the Aug '11 networking meeting.
 - b. Audit – Looking for committee participants to assist with paperwork and reports during the first two weeks of Aug '11 due to the travel requirements of long time committee member Hilary Benoit.
 - c. Examining/Certification – Not in attendance.
 - d. Recertification – Seeing an increase in individuals submitting recertification packages. Members are not following the recertification submission rules. Thinking about redesigning recertification submission guidelines on the website.
 - e. Education – Three of the seven individuals that sat for the CQA exam administered 4 Jun '11 were the only individuals to pass the exam. These three individuals took the CQA prep course taught by Paul Mills.

- f. Finance – Not in attendance.
 - g. Historian – Nothing to report.
 - h. Membership – Nothing to report.
 - i. Newsletter/Publicity – Requested articles to publish a newsletter by the end of Sep '11.
 - j. Nominating – Nothing to report.
 - k. Programs – Introduced new member that relocated from Pittsburgh ASQ Section that is interested in web design. Contact information was provided to connect new member with current Section webmaster Jeff Parnes. Arrangements chair reminded Programs chair that he needs to provide a description of the presentation in addition to a title and bio of the speaker. There will not be a speaker for the Aug '11 meeting, but work is being done on scheduling a speaker for the Sep '11 meeting. Has been given a green light for the meeting/tour at Audi and will continue to work on confirming the arrangements of this meeting and hopefully be prepared to start advertisement at the Aug '11 monthly meeting. Potentially working on trying to get a representative from Foster's (Miller Brewing Co.) to talk about quality control procedures of beer for the Oct '11 meeting.
 - l. Voice of the Customer –Received nine responses on the website survey. Reminded Board and Committee chairs not to take the online survey because it was designed for members that do not hold an office only. Paper surveys were developed to administer to monthly meeting attendees.
 - m. Webmaster – Not in attendance.
 - n. LSS SIG – Not in attendance.
5. Items for Next Month's Mtg – Discuss and develop a plan to determine what are we doing with the money in the treasury and what can we do with the money to engage the community. The Chair suggested we put this issue on the agenda after the Aug '11 meeting. Discuss does attending a wine tasting count as a paid dinner in the "4th free for 3 paid dinner counts" since the program will end after the Sep '11 meeting.
6. Unfinished and New Business – None.
7. Adjournment – 6:34 pm

(Minutes prepared by: Rick Wells, Section 0511 Historian)