

ASQ SECTION 0511
BOARD MEETING MINUTES
14 Dec 2011

Location: Amphora Diner, Herndon VA
Attendees: Attached

1. Call to Order – 5:35 PM
2. Reading & Approval of Minutes – November meeting minutes were read and approved.
3. Officer Reports/Announcements
 - a. Chair – Nothing to report
 - b. Chair Elect – Nothing to report
 - c. Treasurer – The Board approved a motion to accept the Treasurer’s report for Nov 2011. Current balance is \$28,940.21. Treasurer stated according to the information received from ASQ headquarters, Section 511 is receiving \$18/person and \$3/recertification. ASQ headquarters uses a cutoff of December 15th for recertification headcount (technically 31 Dec should be used). Any members recertified after Dec 15th are counted the next year. The new card swiper was received, but not the Bluetooth model shown in the brochure. The Bluetooth model costs \$329 and can connect to any smart phone. Its main feature is that it can produce a real-time receipt. The Board decided that the Bluetooth model was not needed and if a receipt was requested it could be e-mailed the next day after processing.
 - d. Secretary – Not present.
4. Committee Reports/Announcements
 - a. Education – Sion Weaver is in the process of developing a Green Belt class. No venue has been identified. It was suggested to start advertising the class in the Newsletter. Paul Mills, Bill Eastham and Rick Wells volunteered to review the Green Belt course material.
 - b. Finance – Moving forward with using Intuit charge card process.
 - c. Historian – Will start to develop a membership awards program with the assistance of the Membership Chair next year (Jan ’12).
 - d. Membership – Posed a question to the Board asking if they would be willing to assist with calling non-members starting Jan ’12 to determine why they are not paying dues. Asked Treasurer to perform an analysis that would include a trend line of billed items and the amount of time costs hit the account. The purpose for this analysis is to determine the stability of the treasury before doing more membership activities.
 - e. Nominating – Nothing to report.
 - f. Voice of the Customer (VOC) – Distributed 2011 “Future of Quality Study” document. Stated document is available on ASQ website to download. Nov ’11 survey results were analyzed and a committee meeting with John Mullins and Arnold Pachtman was being planned to use the results to address the issue of membership attendance.
 - g. Arrangements – Not present. Jeff Parnes stated that the meeting room at the Amphora in Vienna has been renovated, but the size is smaller than the current room used in Herndon. Dinner prices at the Vienna location is \$35/person.
 - h. Recertification – Continued to process recertifications the past few weeks, but anticipates many more this month (Dec ’11). Bob received an e-mail from ASQ National stating his

recertification is due. Presented recertification guidelines to Section members during the social networking portion of the meeting.

- i. Newsletter – Will identify a new deadline for articles and send an e-mail notification.
 - j. Publicity – Sent out Dec ‘11 meeting announcement on Linked-In. An agreement was made with the Webmaster to provide access to the Section site so that the Publicity Chair can start sending out publicity notices that were previously sent out by the Webmaster.
 - k. Programs – A tour of the Lost Rhino Brewing Company has been scheduled for the Jan ‘12 monthly meeting. In the process of following up with Audi point of contact to determine the status of site tour.
 - l. Webmaster – Updated the Section’s website to have a more consistent look. Set-up a webmaster e-mail box that filters potential junk mail that may come to the site.
 - m. LSS SIG – Not present.
5. Items for Next Month’s Mgmt. – None.
6. Unfinished Business
- No articles were sent to the Newsletter Editor for publication. The Chair asked the Editor to identify a new deadline for articles and send an e-mail notification.
 - Webmaster, Jeff Parnes completed a Google search using “ASQ 0511” and distributed/discussed the first two pages of results.
 - The current version of Quick Books was purchased.
 - Progress is being made with the Section goals.
- New Business - None
7. Adjournment – 6:31 pm

(Minutes prepared by: Rick Wells, Section 0511 Secretary Pro Tem)