



**ASQ SECTION 0511  
BOARD MEETING MINUTES  
18 JULY 2012**

Location: Ritz Carlton Hotel, Tysons Corner

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair confirmed quorum and called to order at 5:50 PM.
2. Reading & Approval of Minutes – June 2012 minutes were read and approved as written.
3. Officer Reports/Announcements –
  - a. Chair (Jeff Parnes): Scheduled a strategic planning meeting to be held on August 4<sup>th</sup> 2012, 9AM to 12 Noon at a place to be determined. It was decided that Jeff and John Mullins will work on finding a suitable venue to hold the meeting and Bill Eastham will develop and distribute a meeting agenda by next week (week of July 23<sup>rd</sup>).
  - b. Chair Elect (Melissa Butler): Commented on how well last month's meeting went. Stated that the speaker was excellent. The Webmaster commented that he did not receive the speaker's presentation, the Historian (Rick) volunteered to follow-up with the speaker to obtain a soft copy of the presentation.
  - c. Treasurer (Roberta Pek): The Treasurer's Report was provided by Mike Coleman (not in attendance). Mike Coleman reported that National received the quarterly report for the period Apr-Jun 2012. The Board approved a motion to accept the Treasurer's report for June 2012. The Chair, who once also served as Treasurer, provided the following clarification of "retained earnings". The Chair stated that when the Section's financial assets were initially set-up in Quick Books in approximately 2001, the balance on hand (\$16,468.49) became the "opening balance equity". Since that time the Section has increased its balance reflected in the "retained earnings" by money not spent that has been collected from a percentage given to the Section by National for dues collection, recertification fees, etc. The Chair reiterated that the "retained earnings" is the money the Section has not spent above and beyond the Quick Books account asset tracking establishment and the amount could be reflected negatively as a loss or positively as a gain on the books.
  - d. Secretary (Yvonne Fernandez): Not in attendance. Rick Wells served as Secretary pro tem. The Chair made the recommendation to rotate the duty of Secretary pro tem by committee chairs in committee alphabetical order with backup (see below) in the event the Secretary is unable to attend. If the backup serves in the primary's place, the primary serves as next month's primary with the next backup. The agenda will indicate the alternate pro tem secretaries.
    - i. Rotating Secretaries pro tem by committee chairs in committee alphabetical order with backup
      1. August: Primary – Arrangements, Backup – Auditing
      2. September: Primary – Auditing, Backup – Certification
      3. October: Primary – Certification, Backup – Education
      4. And so on – see Current Board page on the website
4. Prior Action Items/Old Business
  - a. Approximately 20 people responded online to the survey developed by Education Chair (Gregg Monaco), Six Sigma SIG Chair (Si Weaver) and fine-tuned by Arnold Pachtman (to better gather and collect information) to determine the education and training needs of the

membership and availability of instructors. The survey results were forwarded to Gregg and Arnold Pachtman by the Webmaster, but no summary information has been received so far.

- b. Section Management Plan – Secretary (not in attendance)
- c. Automating Recertification Process – Recertification Chair. Nothing to report.
- d. Newsletter – Newsletter/Publicity Chair – Not in attendance.
- e. Several prior action items remain outstanding:
  - i. Secretary needs to provide softcopies of Business Plan and Budget templates for posting to the website – Michael Coleman provided Jeff Parnes with
  - ii. softcopy documents of the Budget templates.
  - iii. Webmaster needs to post ASQ National’s procedures for roles/responsibilities of Officers and Chair – It was decided that the Webmaster will post ASQ National’s links to the roles/responsibilities of Officers and Chairs instead of posting the information in MS Word document format.
  - iv. Chair needs to investigate requirements related to holding joint meetings with non-ASQ organizations – Chair contacted Jessie Kasberger of ASQ staff and has been provided with the necessary documentation.

5. New Business

- a. Section Chair (Jeff Parnes) and Programs Chair (John Mullins) will work on finding a suitable venue to hold the Strategic Planning meeting scheduled for August 4<sup>th</sup> 2012, 9AM to 12 Noon. Membership Chair (Bill Eastham) will develop and distribute a meeting agenda by next week (week of July 23<sup>rd</sup>).
- b. Historian (Rick Wells) to follow-up on obtaining a soft copy of the speaker’s presentation given at the June monthly meeting.
- c. Chair to provide pictures of the July meeting to put in the Newsletter.
- d. Webmaster to post ASQ National’s links (provided by Bob Zimman) to the roles/responsibilities of Officers and Chairs.
- e. Webmaster to post Quest Diagnostics facility in Chantilly, VA as the location of the August 15<sup>th</sup> 2012 monthly meeting
- f. Webmaster to discuss with Arrangements committee chair who should be confirming late registering respondents
- g. Prior outstanding action items
  - i. Post Business Plan and Budget templates to the website – Webmaster
  - ii. Section Management Plan – Secretary
  - iii. Automating Recertification Process – Recertification Chair
  - iv. Newsletter – Newsletter/Publicity Chair
  - v. Instructor validation – Michael Coleman (see ASQ National webpage – <http://asq.org/member-leader-community/initiatives/education-training/instructor-validation>)

6. Committee Reports/Announcements:

- a. Arrangements – Marie Rondot. Not in attendance. Webmaster will post the location of next month’s meeting to be held at the Quest Diagnostics facility in Chantilly, VA.
  - i. Confirmation of late registering respondents
    - 1. Email goes to Webmaster and Arrangements
    - 2. Who contacts them and says come on by anyway? The Webmaster stated that he did not see any traffic back to the member registering late that they should attend so he sent them notices that they should attend, but as Chair and Webmaster does not think he should be the person sending those notices.
    - 3. Should the emails go to someone else? Jeff will contact Marie to determine who should receive the emails.
- b. Audit – Paul Mills. Mike Coleman provided Paul with Quick Books financial data, but it was not enough data to conduct the audit. Will work with Mike to figure out how to get the data. Planned on meeting with the audit committee over the weekend to start looking at the records.
- c. Education – Gregg Monaco. Not present for report.

- d. Examining/Certification – Kathleen Eaves. Not in attendance.
  - e. Finance – Jeff Parnes/Mike Coleman (Not in attendance)
  - f. Historian – Rick Wells. Nothing to report.
  - g. Lean Six Sigma SIG Chair – Norma Myers/Sion Weaver. Talked with LSS SIG Chair from 0509 and they are willing to do a joint meeting. Sion stated that he has not heard from Norma Myers. The Section Chair stated, as of the new administration for this year, since he has not seen or heard from her within the past six months, she is no longer a co-chair and he was going to remove her from the roster and email list. Before developing a draft of possible seminars, the LSS SIG Chair is waiting on the results of the membership survey to determine the education and training needs of the membership and availability of instructors. Preliminary thoughts are to develop seminars that cross several certifications instead of developing a seminar for each certification.
  - h. Membership – Bill Eastham. Provided and discussed the original Section Charter, list of founding members and historical information regard the creation of Section 0511. Stated that Section 0511 started with about 230 members and over the past eight years averaged about 750-800 members between the paid and unpaid members. Provided insight regarding the new branding materials recently released by ASQ that states ASQ is not projecting itself as a membership driven organization, but is projecting that quality is about life improvement or the betterment of “things”. At Arnold Pachtman’s suggestion, since 2013 marks the 30<sup>th</sup> year anniversary of Section 0511, the Membership Chair would like several of the committees to get together to plan a different type of social event in early Fall (maybe September 2013) to commemorate this milestone.
  - i. Newsletter/Publicity – Christine Kurowski. Not in attendance.
  - j. Nominating – Bill Eastham. Nothing to report.
  - k. Placements – Sion Weaver. Nothing to report.
  - l. Programs – John Mullins. Meeting location for the August monthly meeting is Quest Diagnostics in Chantilly, VA.
  - m. Recertification – Robert Zimman. Conducted a month-by-month over the past several years’ analysis that showed the Section recertifies 55 members per year. Heavy recertification months are June, December followed by July, January. Because of the low number of recertifications, Bob stated we must think about what the members are doing to become recertified (i.e., dropping certifications, taking exams, recertification not required, etc.)
  - n. Quality Management Plan – Yvonne Fernandez. Not in attendance.
  - o. Voice of the Customer – Bob Orkin/Arnold Pachtman. Nothing to report. Section Chair changed the date on a previous monthly meeting survey to distribute at this month’s social and planning event.
  - p. Webmaster/Electronic Media – Jeff Parnes. Planned on taking pictures of Roberta Pek and Gregg Monaco to post to the Officers/Committee Chairs website page.
7. Other Comments
- a. Programs Committee Chair – John Mullins. Stated he loved the meeting location.
  - b. Section Chair – Jeff Parnes. Stated the following, “I’d like for us to treat each other professionally and although you may be upset with a topic, you should never be upset with a person. You should never come to a meeting and talk down to a person.” The Chair stated that if he is at a meeting where this is happening, he will have the meeting stopped and further stated that as long as he is Chair, he will not let negative communication to another member happen on his watch.
8. Adjournment – 6:26 pm

(Minutes prepared by: Rick Wells, Section 0511 Secretary pro tem)