



**ASQ SECTION 0511
BOARD MEETING MINUTES
17 OCT 2012**

Location: Amphora, Vienna

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair confirmed quorum and called to order at 5:37 PM.
2. Reading & Approval of Minutes – Sep 2012 minutes were read and approved as modified by Jeff and Sion as indicated in the copy furnished with the agenda.
3. Officer Reports/Announcements –
 - a. Chair (Jeff Parnes): No report, but discussed individual items as reported below.
 - b. Chair Elect (Melissa Butler): Has not had the opportunity to meet with Secretary on the Quality Management Plan. Previously submitted a report on alternate locations for monthly meetings included as part of agenda.
 - c. Treasurer (Roberta Pek): The Board approved a motion to accept the Treasurer's report for Sep 2012. Submitted quarterly report to ASQ. Outstanding items from the financial audit will be resolved and closed.
 - d. Secretary (Yvonne Fernandez): Not in attendance.
4. Prior Action Items/Old Business
 - a. Quality Management Plan – Chair Elect will coordinate with Secretary to resurrect.
 - b. Newsletter – Newsletter/Publicity Chair was absent. Chair reminded Board of Twitter account and urged people to tweet.
 - c. Instructor Validation – Mike Coleman reported that it is a local validation, and should be removed from agenda.
 - d. Arrangements – Chair still awaiting report on number of paying attendees per dinner.
5. New Business
 - a. Quarterly Board Saturday Morning vision meeting – will be held at Mike Coleman's office in Lorton on November 3 from 9 – 12. Discussion will focus on education and certification. Mike will provide location and driving instructions.
 - b. Printed Letter – Membership Chair reported that he has mailed a letter to Section members, but not to Board members. His next letter will include Board members.
6. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot (not in attendance) In the absence of the Arrangements Chair, the Chair reported on the November 2012 Meeting. John Timmerman, vice president of Marriott and the incoming President of ASQ National, has agreed to speak at the November 14 meeting on the future of ASQ, branding, and other related topics.
 - i. Chair will publicize meeting to surrounding ASQ Sections – Baltimore, DC, Shenandoah Valley, Blue Ridge, and Richmond.
 - ii. Board agreed that a different venue is needed instead of Amphora Herndon. Chair assigned Board members to call restaurants on Chair Elect's list to ask about availability on November 14, cost for equivalent meal, minimum and maximum numbers of people required, and other charges such as room rental. Information is due to Jeff on Friday, October 19. A select committee of three – Chair Elect, Membership Chair, and Programs Chair – was tasked with making a decision about the location by Wednesday, October 24, to allow time for publicity.

- iii. Chair said cost to attendees may be as high as \$35/person for Section members with 0511 subsidizing the cost above \$35, and all other attendees will be charged actual price, with decision to be determined by select committee.
 - iv. Membership Chair (Bill Eastham) reported that he and the Programs Chair (John Mullins) would ask John Timmerman about using one of the local Marriotts and getting a discount on the dinner.
- b. Audit – Paul Mills. Waiting for responses to questions. Mike Coleman said he will provide the responses.
 - c. Education – Gregg Monaco. Fall training for CQA is planned, but all but one registered student has dropped out. This student has already paid. Requested clarification on policy. Board confirmed that class should be held even if only one student is registered.
 - d. Examining/Certification – Kathleen Eaves. Report provided under separate cover as part of agenda.
 - e. Finance – Jeff Parnes. Signed a new form from BB&T.
 - f. Historian – Rick Wells. Not in attendance.
 - g. Lean Six Sigma SIG Chair –Sion Weaver. Not in attendance. Submitted a proposal for a quality math and statistics workgroup to help quality professionals approach their certification exams with knowledge and confidence. Chair suggested that Sion continue to develop this idea.
 - h. Membership – Bill Eastham. Report sent out under separate cover as part of agenda. Number of unpaid members has dropped, as has percentage of Senior members. Feedback from multiple sources suggests that we should consider breaking out of the standard dinner-talk mold for meetings.
 - i. Newsletter/Publicity – Christine Kurowski. Not in attendance.
 - j. Nominating – Bill Eastham. Nothing to report.
 - k. Placements – Sion Weaver. Not in attendance.
 - l. Programs – John Mullins. Not in attendance.
 - m. Recertification – Robert Zimman. Nothing to report.
 - n. Quality Management Plan – Melissa Butler. See item 3b above.
 - o. Voice of the Customer – Bob Orkin. Not in attendance.
 - p. Webmaster/Electronic Media – Jeff Parnes. Submitted separate report of questions on Twitter account. Reminder to Board members to use Twitter account.
7. Adjournment – 6:30 pm

(Minutes prepared by: Kathleen Eaves, Section 0511 Certification Chair)