

BOARD MEETING AGENDA

Location: Quest Diagnostics Nichols Institute, Chantilly, VA

15 August 2012

- A. Call to Order (1730Hrs)
  - a. Secretaries pro tem by committee chairs in committee alphabetical order with backup:  
Arrangements, Auditing, or Certification
  - b. Items in **bold** for discussion or action, those in plain type for information only
- B. Expected absences: Melissa Butler, Sion Weaver
- C. Reading & Approval of Minutes ([minutes201207draft.pdf](#))**
- D. Officer Reports/Announcements
  - a. Chair – Jeff Parnes
    - i. Arnold Pachtman has submitted his resignation as Co-Chair of the VOC committee, which was duly accepted.
    - ii. Eric Whichard, Regional Director, ASQ Region 05, reports that the board to be elected in July 2013 will serve an 18-month term so as to have future officer terms coincide with the calendar year
  - b. Chair Elect – Melissa Butler (not attending)
    - i. The section 0511 Facebook page is up and running; if you're on Facebook, please click on the link below and let me know what you think. I'm open to any and all ideas!  
<http://www.facebook.com/ASQNorthernVirginiaSection0511>
  - c. Treasurer – Roberta Pek
    - i. See July Report: <http://www.asq0511.org/Minutes/20120731Report.pdf>
  - d. Secretary – Yvonne Fernandez
- E. Old Business - Items from last month's board meeting or August's visioning meeting
  - a. Quality Management Plan – Secretary / Chair Elect**
  - b. Automating Recertification Process – Recertification Chair**
  - c. Newsletter – Newsletter/Publicity Chair**
  - d. Instructor validation – Michael Coleman (see ASQ National webpage - <http://asq.org/member-leader-community/initiatives/education-training/instructor-validation>)**
  - e. Draft MOU to be used to hold joint meetings with non-ASQ organizations:
    - i. [Memorandum Of Understanding Instructions](#)
    - ii. [Memorandum Of Understanding Template](#)
    - iii. [Memorandum Of Understanding Template tailored for our section's use](#)
  - f. Board weekend session summary – Bill Eastham**
    - i. Paul Mills provided a summary of general Robert's Rules of Order for distribution to the Board meeting: <http://www.asq0511.org/Section/SectionDocuments/RobertsRulesofOrder-InBrief.pdf>
    - ii. Paul Mills visited the ASQ website where the business card template was supposed to be, but didn't see it. Called and was told they wanted to roll everybody's (all sections and divisions) out at once, but was able to convince the contact there to send ours first. See attached .doc files for double-sided cards. Looks like we can use these to fill in the officer's information, and either print them ourselves, or take them to a Staples/Office Depot to do it for us. Presumably, we would use standard white card stock
      - 1. [doc template](#)
      - 2. [Docx template](#)

- iii. Question: The template has, in the upper right corner, "Follow us on" and the icons for Facebook, Twitter, You Tube, and whatever "IN" is. Do we have accounts at these social networking sites, or should we delete the ones we don't have?

Response from Bob Zimman - The IN logo mentioned by Paul Mills on the template for the business cards is for LinkedIn, where the section does have an account. However, I'm not aware that we have a YouTube account for the section. I remember talking about a Twitter account and as best I can remember we thought that Christine should look at it.

- iv. Bob Zimman indicated we also talked about putting information about our events on the ASQ HQ Events calendar, but didn't remember if anyone took responsibility for it. In any event we do not have anything on it yet.

F. New Business

a. **Need to determine locations for fall meetings**

G. Committee Reports/Announcements

a. Arrangements – Marie Rondot

- i. Marie will contact late registering respondents who respond prior to the date of the meeting, the webmaster will do so on the day of the meeting

b. Audit – Paul Mills

- i. Committee is on track (I think) to provide questions, comments, and recommendations to the outgoing and incoming Treasurers by Friday night, August 11 (delay due to Audit Committee Chairman's kidney stone). As soon as responses are provided, certification will be sent to the Board.

c. Education – Gregg Monaco

d. Examining/Certification – Kathleen Eaves

e. Finance – Jeff Parnes/Mike Coleman

f. Historian – Rick Wells

g. Lean Six Sigma SIG Chair – Sion Weaver

- i. There is a Lean Six Sigma SIG 509 meeting planned for October 24th. I am planning to go personally to meet the people. I will explore their activities and interests; and generally have fun being around more Quality folks.
- ii. **Please consider that we might contribute to soft drinks for the group. I plan to contribute something, but think it might be a good idea for the Section to do so too (about \$25-\$35). Also, please consider letting Section 511 Lean Six-Sigma enthusiasts know of the meeting.**

h. Membership – Bill Eastham

i. Newsletter/Publicity – Christine Kurowski

j. Nominating – Bill Eastham

k. Placements – Sion Weaver

- i. One position Quality Assurance Specialist listed on the website.  
**I have thought about contacting some of the recruiters that list on LinkedIn; and wanted to get thoughts on whether the recruiters position advertisements would be value added or not.**

l. Programs – John Mullins

- i. Gerard Dache will speak in September Possible topic "Overcoming obstacles to the implementation of CMMi" to include a definition of what CMMi is and its intended purpose and relationship to other quality improvement efforts, such as TQM, ISO, ITIL, etc.
- ii. Gerald Clarke will speak in November on a LEAN TOOL called "Set Up Time Reduction."

m. Recertification – Robert Zimman

- i. The number of recertifications processed each month from January 2007, through July 2012.

Recert Summary by Month

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2007	0	2	1	4	3	8	4	4	1	2	0	15	44
2008	4	3	4	5	1	11	0	4	1	1	0	22	56
2009	1	4	4	2	2	1	7	2	0	6	1	6	36
2010	4	2	1	5	1	13	5	0	0	5	6	13	55
2011	3	2	3	0	7	8	4	4	1	3	5	12	52
2012	0	1	2	3	3	4	8						21
Average	2.00	2.33	2.50	3.17	2.83	7.50	4.67	2.80	0.60	3.40	2.40	13.60	48.60

n. Quality Management Plan – Yvonne Fernandez

i. To be transferred to the Chair-Elect

o. Voice of the Customer – Bob Orkin

p. Webmaster/Electronic Media – Jeff Parnes

i. Posted links to ASQ National’s procedures for roles/responsibilities of Officers and Chairs as provided by Bob Zimman

ii. Posted training summary provided by Region 5 Chair Eric Whichard

iii. Posted photos from the July meeting

iv. Photos from section events refresh themselves on the home page about every five seconds

v. Updated section leadership page with new photos

H. Adjournment