

1. Call to Order (1730Hrs)
 - a. **Secretaries pro tem by committee chairs in committee alphabetical order with backup:**
Arrangements, Education, Finance
 - b. Items in **bold** for discussion or action, those in plain type for information only
2. Expected absences: Kathy, Roberta
3. **Reading & Approval of Minutes ([minutes201212draft.pdf](#)) presented by Bob Zimman**
4. Officer Reports/Announcements
 - a. Chair – Jeff Parnes
 - b. Chair Elect – Melissa Butler
 - c. Treasurer – Roberta Pek (will not attend)
 - i. **Review & Acceptance of December report:**
<http://www.asq0511.org/Minutes/TreasurersReport20121231.pdf>
 - ii. Our [FY2012 Annual Report](#) is ready for submission to National
 - iii. With input from the instructor our 1099 submission form will be ready for submission
 - iv. ASQ will be promoting this on their blog: Roberta was interviewed at the World Conference on Quality last May. It was posted in October, but they plan to promote it during January with all of the weight loss resolutions. It might be an interesting idea for a meeting topic.
<http://www4.asq.org/qualityforlife/personal-stories/the-next-big-weight-loss-method---a-quality-for-life-video.html>
 - d. Secretary – Yvonne Fernandez
5. Old Business - Items from last month's board meeting or December's visioning meeting
 - a. **Quality Management Plan – Melissa**
 - i. Melissa went to the ASQ main site, downloaded the QMP manual and templates, and drafted the attached Business Plan based on the Objectives stated
[QualityManagementPlan20130104.pdf](#)
 - ii. **We should approve it and submit to National. We can always modify it as we see fit.**
 - b. Arrangements - Question – On the average how many paid attendees do we have (not counting board members who eat gratis if they attend the board meeting) – or, in other words, how much do we lose at each meal? I forwarded this request directly to Marie.
 - c. Actions from December Board Vision meetings (Attendees: Paul, Mike, Kathy, Jeff, Christine, Greg, Sion, Bill)
 - i. Kathy - My action items are to meet with Paul Mills to visit his possible site for hosting certification testing, notify the board of when that visit will take place so others can join us, and if and only if that isn't suitable, then look for other locations.
 - ii. Greg – I'm planning a Survey Monkey educational survey linked to our website and LinkedIn. Plan to leverage an earlier, professionally developed survey (in possession of Bill Eastham). Want to administer survey in the Feb/March 2013 timeframe.
 - d. **At the December Board meeting Bob proposed moving Section 0511 regular meeting from 3rd Wednesday each month to 2nd Wednesday each month. The board postponed consideration to this month**
 - e. **The board also board postponed to this month the consideration of continuing the policy of the section paying for dinner for Board members attending Board meetings.**

f. Soliciting topics for the Board Vision Meeting scheduled for 16 March 2013 at the Sully Government Facility, Dick Frank Room

g. ASQ Master Calendar

- i. Subsequent to last month's board meeting Gregg came up with a draft section Master Calendar, to which various board members contributed addition information
- ii. Bob contacted the contractor who had helped with the redesign of our website and inquired which online calendar he'd recommend we'd use on the website – he recommended we use a Google calendar
- iii. Gregg had volunteered to populate whichever online calendar we picked, so I forwarded him a link to a ASQ 0511 Google calendar I set up

6. New Business

a. Should we cosponsor the Software SIG meetings? The SIG lead asked for the following as part of the sponsorship:

1. The suggestion of possible speakers. He tries to have speakers scheduled for the next six months. He reviews technical journals for local authors whom he then invites to speak.
2. A possible additional VTC site in western Fairfax or Loudoun county
3. Splitting the cost of the meals for all local VTC sites at Fort Mead, McLean and Frederick. the cost for each of the three sponsoring organizations is ~\$100 per month. If it was split four ways rather than three it would be ~\$75, not counting if additional western VTC site was established

7. Committee Reports/Announcements

a. Arrangements – Marie Rondot

- i. Reports for Wednesday's dinner meeting at Amphora, Vienna, VA
 1. 21 Dinner Reservations,
 2. 6 Speaker Only

ii. We need to determine where we will hold the March meeting –

1. Paul Mills reports that regarding the possible use of the CSC Chantilly cafeteria for a dinner meeting (pizza evaluation), his sources indicate this should not be a problem. We would, however, need me to let people into the building for the Board meeting, and then again for people coming in for the dinner (and presumably to get the pizzas in, too).
- iii. Melissa's coworker asked if the Section had considered holding the dinner meetings at Maggiano's in Tyson's – they have great meeting facilities on the second floor. She had used them in the past, and it is excellent – and what is great is you can have the dinner set up buffet style. In addition, it is separate from the "regular" diners. I've asked Melissa to get quote for the use of the room and dinner

b. Audit – Paul Mills

- i. The Audit Committee members plan to meet January 27 to review 2012 financial data for the Section. This presumes Roberta Pek, our Treasurer, will be able to provide the necessary information. We should have our report done no later than the first week of February, to allow sufficient time for the Chairman to review and report the audit certification to ASQ HQ by February 15

c. Certification/Examining – Kathleen Eaves (will not attend)

d. Education – Gregg Monaco

- i. Paul Mill reports that when he gets a better idea of the schedule for possible CQA courses this spring and fall, he can add some tentative dates for them onto the Section calendar.

e. Finance – Jeff Parnes/Mike Coleman

f. Historian – Rick Wells

- g. Lean Six Sigma SIG Chair – Sion Weaver
- h. Membership – Bill Eastham
 - i. see Attachment 2 – January Membership Report on page 5
- i. Newsletter/Publicity – Christine Kurowski
- j. Nominating – Bill Eastham
 - a. Preparations for the Interregnum (see Attachment 1 – Interregnum on page 4)
- k. Placements – Sion Weaver
- l. Programs – John Mullins
 - i. Speakers set for February (Kathy) and March (Sion)
- m. Recertification – Robert Zimman
- n. Quality Management Plan – Melissa Butler
- o. Voice of the Customer – Bob Orkin
- p. Volunteer Opportunities – Christine
- q. Webmaster/Electronic Media – Jeff Parnes
 - i. As I was updating the website, I noticed that I no longer receive SIG meeting notices, and so our SIG page makes no mention of them. Please add the webmaster address to the distribution (updating it with the current year as we change) or just forward them to me as they appear?
- 8. Adjournment**

Attachment 1 – Interregnum

Beginning January 1, 2014, section terms for elected officers and appointed committee chairs will align to the Society's fiscal year and terms for other Society boards, councils, and committees. Sections will conduct their call for nominations and elections according to the current timeframe. Many have already begun their nomination period, but others are recommended to start this by February 1 to ensure elections, if needed, are completed and officer and committee lists reported by May 15, 2013.

Please view the nomination checklist and materials at <http://asq.org/member-leader-community/key-tasks/officers-committees/index.html> to ensure nominations and elections comply with the Section Operating Agreement. As a reminder, elected officers must be current Full, Senior, or Fellow members or the primary contact of an organizational membership. Appointed committee chairs can be other member types except Student. All must be members of the section they serve. Please check your membership lists for eligibility before nominating, electing, or submitting any leaders.

Elections held this spring will be for the January 1, 2014 - December 31, 2014 term. There is no 18-month term.

The six-month interim term between July 1 and December 31, 2013, will be filled by appointment.

The Section Affairs Council encourages sections to appoint the incoming officers and committee chairs for the six-month term. However, if your section prefers, current leaders may be appointed to that term. Nearer to the May 15 deadline, you will be directed to an online reporting tool to report the six-month term and the twelve-month term. Please check your inbox and Friday Fast Facts for future instructions.

Thank you for your commitment to this transition. We appreciate your leadership. If you have any questions about this transition, please contact communitydevelopment@asq.org.

Attachment 2 – January Membership Report

Total Members	738	Divisions:	
		Government	46
Associate	30	Healthcare	14
District	1	Manufacturing	72
Fellow	2	Service	429
Full	348		
Organization	3		
Senior	289	Unpaid Members	113
Site	7	Associate	9
Student	58	Full	73
	<u>738</u>	Senior	24
		Student	7
Locations:			
Alexandria	74		
Annandale	11		
Arlington	40		
Ashburn	27		
Burke	11		
Centreville	15		
Chantilly	21		
Fairfax	48		
Falls Church	20		
Herndon	25		
Manassas	30		
Reston	33		
Springfield	24		
Sterling	19		
Vienna	20		
Woodbridge	28		