

ASQ SECTION 0511 BOARD MEETING MINUTES OF 5 Feb 98

Attendance:

	10/3	11/10	12/1	1/8	2/5	3/5	4/2	5/7	6/4	7/9	8/6	9/10
Chair	P	P*	P	P	P							
Chair-elect	P	P	P	P	-							
Past Chair	P	P	-	-	-							
Secretary	P	P	P	P	P							
Treasurer	P	P	-	P	P							
CQC	P	P	-	-	-							
Education	P	P	-	P	-							
Elect-media	P	P	P	P	-							
Examining	-	-	-	P	P							
Historian	-	P	-	P	P							
ISO 9000	P	-	P	-	-							
Membership	P	P	-	P	P							
NQM	P	-	-	P	-							
Newsletter	-	P	P	P	-							
Programs	P	P	P	P	P							
Publicity	P	P	-	P	P							
Qual-Liasion	P	-	-	P	P							
SMP	-	-	-		-							
Student-act	-	P	-	-	-							
Health Care	P	-	-	-	-							

* participated via phone

Old Business:

1. December Board Meeting Minutes: The December Board Meeting Minutes were approved. A discussion resulted in the decision that Board Meeting Minutes be electronically distributed to the Board, either by email or fax.

2. Treasurer's Report:	Beginning balance	\$14,749.51
	Receipts	2,130.60
	Expenditures	<u>913.14</u>
	Balance	\$15,966.97

The Treasurer again cautioned that there would be no significant revenues for the remainder of the year until September, expenditures should be carefully reviewed.

The Treasurer also noted that he had recently received a number of checks that were approximately one year old. These will not be cashed and will be returned to Chair that provided them. A short discussion ensued. The result was a strong reminder to all committee chairmen that any funds received should be immediately forwarded to the Treasurer.

3. Display: In response to last months decision, the display was present for inspection of the damage had been discussed. After a short inspection and review of our options, the Board agreed that no further action will be taken at this time. The damage is small and aesthetic rather than physical.

4. Review of Strategic Action Task Force reports: The Board met on 24 Jan 97 for a four hour strategic planning session. Using a mediated brain storming approach, the Board focused on what we need to do to improve this sections service to its members and the community. After considerable discussion, three areas were identified and teams assigned to each to develop a plan of action and milestones to accomplish improvements. Each team was to present their status at this Board meeting. Two of the three were prepared to provide status, these were the Communications and Customer Focus groups. During the discussion that followed, the only decision related to the reports was that Catherine Brooks would develop a consolidated schedule with the input from all three teams. This will be provided separately.

5. Other items:

a. Catherine Brooks will attend the Baltimore/Washington Leadership Partnership meeting as a representative of the Board.

b. The Historian was requested to review his documentation to try to locate copies of the two surveys conducted in the past few years.

c. Dennis Arter's "Quality Audits and Improved Performance" presentation - this is generally scheduled for the end of April. The fact that the exact date and location has not been determined is impacting the ability to provide advertising 60 days in advance. Roger Mercier and Tim Gavagan volunteered to coordinate the necessary actions.

New Business:

1. Dinner Meetings: The recent closing of the Silver Plate Restaurant was unexpected and presents a challenge of what to do to support the scheduled February dinner meeting. Roger Mercier reported that he had stopped at the Marco Polo restaurant in Vienna and discussed their facilities and costs. After some discussion of the finances, the Board decided to commit to using that restaurant for the next three months. This will allow us time to complete our long range planning. Roger and Bill Eastham will coordinate with the restaurant.

2. Quality Month: Bill Eastham volunteered to do the Quality Month planning. He noted that UVA and VPI have agreed to provide the facility. Catherine Brooks volunteered to contact the Deming Group to see if they want to participate.

3. Web site responsibility: Discussion on responsibility for accurate and timely information on the web site was tabled until the next Board meeting when the Board will review the web site content.

4. March dinner meeting in Leesburg: This has been overcome by the decision to use the Marco Polo restaurant for the next three months.

5. Committee reports: Time did not permit detailed committee reports. A quick survey revealed that there were no critical items to discuss that had not already been touched on or could wait.

6. Other:

a. Committee chairmen should insure that the Historian is provided copies of relevant material.

b. Catherine Brooks volunteered to develop organization notebooks for the Committee Chairmen.

c. Section letterhead and envelopes list our return address at ADI Technology on Crystal Drive in Arlington. That office is being moved which will require new stationary and envelopes. It was decided to get new letterhead, and investigate the use of labels to place on our current envelopes.

d. The Historian does not currently have access to email. He requests that any pertinent documents that are time sensitive be faxed to him at 703-354-5932.

7. The next Board meeting will be 5 March at 7PM at LCI. This will be a three hour meeting.

