

ASQ SECTION 0511 BOARD MEETING MINUTES OF 7 MAY 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 | P | P | P | | | | |
| Chair-elect | P | P | P | P | - | P | P | P | | | | |
| Past Chair | P | P | - | - | - | - | - | - | | | | |
| Secretary | P | P | P | P | P | P | P | P | | | | |
| Treasurer | P | P | - | P | P | P | - | P | | | | |
| CQC | P | P | - | - | - | P | P | - | | | | |
| Education | P | P | - | P | - | P | - | - | | | | |
| Elect-media | P | P | P | P | - | P | P | P | | | | |
| Examining | - | - | - | P | P | P | P | P | | | | |
| Historian | - | P | - | P | P | P | P | P | | | | |
| ISO 9000 | P | - | P | - | - | P | - | - | | | | |
| Membership | P | P | - | P | P | P | - | P | | | | |
| NQM | P | - | - | P | - | P | P | P | | | | |
| Newsletter | - | P | P | P | - | P | P | P | | | | |
| Programs | P | P | P | P | P | P | P | - | | | | |
| Publicity | P | P | - | P | P | - | P | P | | | | |
| Qual-Liasion | P | - | - | P | P | P | P | - | | | | |
| SMP | - | - | - | | - | - | - | - | | | | |
| Student-act | - | P | - | - | - | - | P | - | | | | |
| Health Care | P | - | - | - | - | - | - | - | | | | |

* participated via phone

Old Business:

1. April Board Meeting Minutes: The April Board Meeting Minutes were approved.

2. Treasurer's Report:

| | |
|-------------------|-----------------|
| Beginning balance | \$15,124.81 |
| Receipts | 2,350.32 |
| Expenditures | <u>1,274.40</u> |
| Balance | \$14,021.91 |

With the planned transfer to the new Treasurer in July, all bills should be provided to the Treasurer no later than the June dinner meeting. Bills submitted after that time will be turned over to the new Treasurer. The new Treasurer, Greg Donovan, was introduced.

A short discussion about the technical difficulties of the last dinner meeting and the Board's decision to admit the attendees free of charge at the May dinner meeting will result in an approximate \$700 cost to the section.

3. Dennis Arter Seminar: No registrations were received, the seminar was cancelled. The Section had to pay \$75 to change Mr. Arter's ticket. The Section was able to sell the remaining books from last years seminar to Mr. Arter.

4. Plaques/speaker tokens: The Board reviewed the ASQ gift catalogue. The Chair-elect notified the Board that he had already ordered three Howard Miller Rosewood Clocks to use as speaker gifts as we are out of plaques. A discussion addressed the viability of any other item in the Catalogue, none were identified. No decision will be made until next meeting giving Sue a chance to obtain a catalogue from "Things Remembered" store in the mall to review. The Board agreed to have one of the clocks engraved and presented along with a Past Chair pin to Harvey Shaw at the next dinner meeting. Extra pins have also been ordered.

New Business:

1. April Dinner report: Previously discussed during the Treasurer's report. The May dinner meeting is on track, with the yellow notification cards already being received.

2. New Treasurer: Greg Donovan provided a short verbal resume, noting that he had 20+ years in the Air Force before retiring and working for the "Atlantic Rim Group" providing quality services. He has been a member of the Section since 1993 and is currently the Treasurer for a Scout Troop.

3. Board Positions: the Secretary position is the only one currently unfilled at this time.

4. Strategic Planning Action items: discussion tabled until next meeting.

5. Task Force Membership Proposal: The Chair elect reviewed his proposal to develop three Task Forces from the committee chairs:

a. Leadership Task Force – consisting of the Chair, Chair-elect, Past Chair, Treasurer, Secretary, SMP, and Historian

b. Member and Regional Outreach Task Force – consisting of the Newsletter, Publicity, Programs, Electronic Media, Membership, and Community Quality Council

c. Member Development Task Force – consisting of the Education, Liaison, Examining, Healthcare, ISO9000, MOP, NQM, Student Activities, and Electronic Media chairs.

The objective of the proposal is to foster communication, increase the general knowledge of the participants, and maximize the limited time available to the all volunteer organization. Much discussion followed. No objections were raised. The proposal was agreed to.

6. SPQA Report: Mark provided his report electronically and Bill Casti provided his evaluation. They were successful in creating a Section presence. Contacts were made for

future use. One lesson learned is that we need an additional sign for the Section Display that clearly indicates that we are the Northern Virginia Section.

7. Quality Congress Report: Not exceptional, overall attendance down 50% from the previous year. This may be attributed to the weather and/or the location.

8. Trinidad: Bill Casti recounted his communication with Mr. Ali. Mr. Ali is a member of the National Quality Council that reports to the Prime Minister. They are requesting help to develop a national quality program. Bill Casti has talked to the Regional Director who has no problem with us helping, but he will check with National. We have passed on some questions that have yet to be answered. The sense of the Board is that this is an opportunity to provide some help that we should not pass up. No action taken at this time, will address again next meeting.

9. Six Sigma: The Chair recounted a phone call from ASQ about an article in the Newsletter that they perceived to be negative toward the six sigma concept. Bill's investigation reveals the paid staff at ASQ are forming some alliance with a commercial company involved in six sigma. Bill will provide further details next meeting.

10. Newsletter: The last one went out late because of a problem with labels as well as a conflict with the IRS deadline mailing. A newsletter will be sent next week. It will contain a member survey that Bill Eastham has updated from the one used a couple of years ago. Any other articles should be supplied by 1700 on 9 May.

11. Historian: Walter noted that the section has a SMP banner that should be displayed along with the Section banner and/or the Section Display, not all sections have one of these and we should prominently display it. Unfortunately, the "Q" that goes with the banner has been lost. Walter also read from the Sept 1988 Newsletter noting that the dinner meeting was at the Marco Polo restaurant and it cost \$15. He also noted that there were people from Winchester at the last dinner meeting and that in the past there was a Shenandoah Valley Subsection that used to meet in Winchester.

12. Program Chair: Information on the next two meetings was provided for the next yellow card mailing in accordance with our intent to get the information out early.

13. Publicity Chair: A followup on the previous discussion on the Infoline usage and a possible alternative service continued. Tim's attempt to investigate the alternate MSK service has not been too successful. In the following discussion, the Board decided not to make any change for the present.

Bill Casti provided the new address labels for envelopes. He will also make arrangements for new letterhead and business cards.

14. Examining: Roger noted that he was getting more volunteers to be exam proctors.

15. The next Board meeting will be on 4 June 98 at LCI. Roger will come down to the door every 5 minutes from 6:50 PM until 7:05 PM. After that page Roger at 1-800-SKY-8888, PIN 1361357. This is the day before the planned LCI move, so if there are any changes, they will be communicated. Presently, plan to have the July Board meeting at PRC in Reston. Maps will be provided.