



**ASQ SECTION 0511
DRAFT BOARD MEETING MINUTES
17 DEC 2008**

Location: Amphora Diner, Herndon, VA

Attendees: Attached

1. Call to Order – 5:39 PM
2. Reading & Approval of Minutes – November meeting minutes were approved as written.
3. Officer Reports/Announcements
 - a. Chair – Tentative meeting with LSS SIG Chair and the Chair of Section 0509 (Gene Kirsch) in Jan to review the plans for the joint event in March. The Chair Elect also plans to attend. The Chair inquired into the status of redesigning the section website and determined that no new actions have been taken. The Webmaster (Jeff Parnes) volunteered to inquire within the membership to explore the possibility of getting a volunteer to work on the design.
 - b. Chair Elect – Coordinated with the Treasurer to procure name badges for each member of the Board. Expressed the need to get the Newsletter back on line. Discussed with the Board the possible need for having a “focus area” to pursue and suggested adopting “education” as a possible area.
 - c. Treasurer – Presented monthly financial report (provided under separate cover). Presented the new name badges to attending Board members.
 - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
 - a. Arrangements – Nothing to report.
 - b. Audit – Not in attendance.
 - c. Examining/Certification – Proctored exams at NOVA on 6 Dec.
 - d. Recertification – There have been a flurry of recertification packages submitted.
 - e. Education – Cranking up CMQOE Course again, probably as a Saturday event.
 - f. Finance – Nothing to report.
 - g. Historian – Unfilled position. The Chair will provide language to the Webmaster for posting the vacancy on the website.
 - h. Membership – Not in attendance. Report provided under separate cover.
 - i. Newsletter/Publicity – Not in attendance.
 - j. Nominating – Not in attendance.
 - k. Programs – Have a speaker for January (Erica Freud on IEEE Standard 829) and working on a lead for March; will provide info to Webmaster for posting. The Board passed a motion to impose a \$5 late registration fee to dinner attendees who do not register by 5 pm on the Friday before the dinner meeting. This requirement becomes effective for the Feb 09 dinner mtg. The Webmaster will post this new requirement (and effective date) on the website.
 1. LSS SIG – Not in attendance.
5. Items for Next Month’s Mtg – None.
6. Unfinished and New Business – Scott Lindsay, long time member of ASQ and works in Frederick, would like to start a Sub Section in Frederick County (which falls within Section 0511 footprint) and requested access to our membership mailing list. There are 132 members (as of March 08) who work or live in the Frederick area, and belong to 6 different Sections (23 of these members are currently enrolled in Section 0511). Scott has contacted and gained support from these Sections. Scott requests the 0511 membership mailing list to gain access to these individuals to gauge interest in a Frederick Sub Section. The expectation is that the Sub Section would eventually spin off as a Section

in its own right. Scott will draft a message and the 0511 Chair will send it out to our members advising them of the plans for a Frederick Sub Section and inviting members who are interested to contact Scott. We will also post this as an announcement on the website.

7. Adjournment – 6:42 pm

(Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary)