

ASQ SECTION 0511
BOARD MEETING MINUTES
15 SEP 2010

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:32 PM
2. Reading & Approval of Minutes – The July 2010 meeting minutes were approved as corrected. There was not a quorum for the August meeting; notes and attendance for that meeting were provided to the Board but do not require approval.
3. Officer Reports/Announcements
 - a. Chair – The Board discussed communication challenges and best practices, particularly when discussions occur on short notice requirements that cannot wait until the next Board meeting. The Board decided to create a discussion forum on the Section website to help control scattered email strings and ensure we move forward in a unified/chronologic fashion.
 - b. Chair Elect – The Board agreed never to cancel a monthly meeting simply because we don't have a speaker. These can be held as social networking event. This restriction is not meant to address weather or other valid reasons for cancelling. The Board discussed changing the process such that we make a good faith effort to have a backup speaker each month. The Board also proposed that each member of the Board prepare a 10 – 20 min briefing that can be given on short notice to replace a planned speaker. The Board reiterated that the Programs Chair is responsible for coordinating speakers but it is the responsibility of all Board members to identify potential speakers. The Board also discussed the value of sending out postcards, even if we don't have a speaker identified (if there is no speaker, then the postcard refers the membership to the website for details). The Board discussed the possibility of getting Duke Okes as a speaker or to put on a day-long event.
 - c. Treasurer – The Board approved a motion to accept the Treasurer's report for Aug 2010.
 - d. Secretary – The Secretary received the attendance from the July Board meeting.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Nothing to report
 - c. Examining/Certification – We have 62 people signed up for exams in the next session.
 - d. Recertification – Nothing to report.
 - e. Education – Is establishing a CQA Prep Course for the Fall.
 - f. Finance – Nothing to report.
 - g. Historian – Not in attendance.
 - h. Membership – Report to follow under separate cover.
 - i. Newsletter/Publicity – The Newsletter did not go out this summer due to extenuating circumstances. The current content is dated and the Chair and Past Chair will review and update as needed. The Chair proposed sending out the finalized Newsletter as both electronic and hardcopy. Anyone who has a contribution should send it to the Newsletter Chair by Sep 22nd.
 - j. Nominating – Nothing to report.
 - k. Programs – Nothing to report.
 - l. Voice of the Customer – Vacant position.
 - m. Webmaster – The Board discussed the need to research ASQ policy on Section Websites providing links to external websites.
 - n. LSS SIG – The SIG Chair agreed to summarize information from the ASQ Region 5 meeting on best practices for running a Board, and she will send it out to the Board in an email. There was also a discussion of virtual partnering for upcoming meetings.

5. Items for Next Month's Mtg – None.
6. Unfinished and New Business – As a carryover from last month, the Board discussed several proposed options for a website redesign and the associated costs. The Board determined that any design plan that is submitted cannot be dependent on any specific code or web authoring tool. The Board approved a motion to accept Option B of the proposed plan and for Jeff Parnes and Bob Zimman to meet with Brian Cordyack with the purpose of ensuring that the proposal design plan will be one that we can agree with and approve.
7. Adjournment – 6:43 pm

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