

BOARD MEETING AGENDA & MINUTES

Location: Quest Diagnostics Nichols Institute, Chantilly, VA

15 August 2012

A. Call to Order (1750Hrs)

a. Secretaries pro tem by committee chairs in committee alphabetical order with backup: Arrangements, Auditing, or Certification (Secretary pro tem this evening was Paul Mills, Auditing Chair)

b. Items in **bold** for discussion or action, those in plain type for information only

B. Expected absences: Melissa Butler, Sion Weaver

C. **Reading & Approval of Minutes (minutes201207draft.pdf)** *Roberta Pek moved to approve, Gregg Monaco seconded. Passed.*

D. Officer Reports/Announcements

a. Chair – Jeff Parnes

i. Arnold Pachtman has submitted his resignation as Co-Chair of the VOC committee, which was duly accepted.

ii. Eric Whichard, Regional Director, ASQ Region 05, reports that the board to be elected in July 2013 will serve an 18-month term so as to have future officer terms coincide with the calendar year

b. Chair Elect – Melissa Butler (not attending) *Melissa provided the following input for the meeting:*

i. The section 0511 Facebook page is up and running; if you're on Facebook, please click on the link below and let me know what you think. I'm open to any and all ideas!

<http://www.facebook.com/ASQNorthernVirginiaSection0511>

c. Treasurer – Roberta Pek

i. See July Report: <http://www.asq0511.org/Minutes/20120731Report.pdf> *The August report was accepted and filed (see attached PDF).*

d. Secretary – Yvonne Fernandez *Absent*

E. Old Business - Items from last month's board meeting or August's visioning meeting

a. Quality Management Plan – Secretary / Chair Elect *Absent, no discussion*

b. Automating Recertification Process – Recertification Chair *Absent at this time, no discussion*

c. Newsletter – Newsletter/Publicity Chair *Absent at this time, no discussion*

d. Instructor validation – Michael Coleman (see ASQ National webpage - <http://asq.org/member-leader-community/initiatives/education-training/instructor-validation>) *Absent at this time, no discussion*

e. Draft MOU to be used to hold joint meetings with non-ASQ organizations: *No discussion*

i. Memorandum Of Understanding Instructions *No discussion*

ii. Memorandum Of Understanding Template *No discussion*

iii. Memorandum Of Understanding Template tailored for our section's use *No discussion*

f. Board weekend session summary – Bill Eastham

g. Paul Mills provided a summary of general Robert's Rules of Order for distribution to the Board meeting:

<http://www.asq0511.org/Section/SectionDocuments/RobertsRulesofOrder-InBrief.pdf>

h. Paul Mills obtained visited the ASQ website where the business card template was supposed to be, but didn't see it. Called and was told they wanted to roll everybody's (all sections and divisions) out at once, but was able to convince the contact there to send ours first. See attached .doc files for double-sided cards. Looks like we can use these to fill in the officer's information, and either print them ourselves, or take them to a Staples/Office Depot to do it for us. Presumably, we would use standard white card stock
Question: The template has, in the upper right corner, "Follow us on" and the icons for Facebook, Twitter, You Tube, and whatever "IN" is. Do we have accounts at these social networking sites, or should we delete the ones we don't have?

i. doc template

ii. Docx template

iii. Question: The template has, in the upper right corner, "Follow us on" and the icons for Facebook, Twitter, You Tube, and IN.

Do we have accounts at these social networking sites, or should we delete the ones we don't have? Response from Bob Zimman: The "IN" logo mentioned by Paul Mills on the template for the business cards is for "LinkedIn," where the section does have an account. *During discussion, it was determined to strike the "You Tube" as we don't have it yet. For Twitter, insert "@asq0511."* Christine Kurowski will finalize the "Linked In" information. Christine was asked to establish a Twitter handle for us, and to report back to us when successful. We created the publicity@asq0511.org for her use only in linking the Twitter account so the associated address wouldn't change year to year, but it was only to be used internally. All other publicity references should continue with the

yearly address, as for this year, publicity13@asq0511.org. (Subsequently on 8/22/2012, Christine said: To login, username is ASQ0511 and password is NoVA0511. Emails go to publicity@asq0511.org. Mike Coleman pointed out a password problem; Christine said the login problem is a typo in the password, it is NoVa0511. Melissa said she was able to log in and update the image file to match the one on the Facebook page. It fits in the square nicely.)

iv. Bob Zimman indicated we also talked about putting information about our events on the ASQ HQ Events calendar, but didn't remember if anyone took responsibility for it. In any event, we do not have anything on it yet.

F. New Business

a. Need to determine locations for fall meetings. *Discussion determined that September and November meetings will be at the Amphora in Herndon, and October we will meet in the Vienna Amphora. Jeff will contact Melissa and Marie to ensure the reservations are made for those dates and locations.*

G. Committee Reports/Announcements

a. Arrangements – Marie Rondot *Not present*

i. **Confirmation of late registering respondents – email goes to Webmaster and arrangements – who contacts them and says come on by anyway? Should the emails go to someone else?** *Jeff indicated that Marie will contact late registering respondents who respond prior to the date of the meeting, the webmaster will do so on the day of the meeting.*

b. Audit – Paul Mills

i. Committee is on track (I think) to provide questions, comments, and recommendations to the outgoing and incoming Treasurers by Friday night, August 11 (delay due to Audit Committee Chairman's kidney stone). As soon as responses are provided, certification will be sent to the Board.

c. Education – Gregg Monaco: *Greg provided the Education Report (attached PDF file) with the results of a survey of who what courses respondents are interested in, and who wants to teach various courses. He sent out surveys to over 800 members, and received 17 responses (1.75% rate).*

d. Examining/Certification – Kathleen Eaves: *Not present*

e. Finance – Jeff Parnes/Mike Coleman

f. Historian – Rick Wells: *Not present*

g. Lean Six Sigma SIG Chair – Sion Weaver: *Not present*

i. There is a Lean Six Sigma SIG 509 meeting planned for October 24th. Sion is planning to go personally to meet the people, and explore their activities and interests, and generally have fun being around more Quality folks. Sion asked to spend money at the Lean Six Sigma SIG. *Jeff remarked that the each committee chair can spend up to \$100 a month on committee activities without advance authorization, as long as the invoices are turned into the treasurer for reimbursement*

ii. **Please consider that we might contribute to soft drinks for the group. I plan to contribute something, but think it might be a good idea for the Section to do so too (about \$25-\$35). Also, please consider letting Section 511 Lean Six-Sigma enthusiasts know of the meeting.**

h. Membership – Bill Eastham *Bill said he assumed out Twitter account is "ASQ0511" but will check to secure the name for us when ready to put on business cards. Jeff said the email address for the Publicity Chair will become publicity@asq0511.org, without a year designator.*

Membership Report for August. *This month membership is lower than normal, in part based on the month of June and July being renewal months for ASQ; some pay later. We have a larger number of unpaid members than in past months; currently we have 169 unpaid members and a total of 711 paid members. We may want to consider calling as many of them as possible to get feedback and thank them for past support for ASQ.*

Associate	31
District	1
Fellows	3
Full	339
Organizational	2
Senior	283
Site	7
Student	45

Bill will send a follow up email to all of the unpaid members, thanking them for their support. He will arrange a meeting with Voice of the Customer, Programs, and Publicity in the next several weeks to start planning our September 2013 Membership Anniversary Event.

i. Newsletter/Publicity – Christine Kurowski *Christine will update the ASQ calendar with our section events as scheduled.*

j. Nominating – Bill Eastham: *No report*

k. Placements – Sion Weaver:

i. One position Quality Assurance Specialist listed on the website. He thought about contacting some of the recruiters that list on LinkedIn; and wanted to get thoughts on whether the recruiters position advertisements would be value added or not. *Jeff reaffirmed our decision not to post paid advertisements on our jobs page, but rather to encourage agencies to send us their open positions to post for the benefit of our members.*

l. Programs – John Mullins:

i. Gerard Dache will speak in September Possible topic “Overcoming obstacles to the implementation of CMMi” to include a definition of what CMMi is and its intended purpose and relationship to other quality improvement efforts, such as TQM, ISO, ITIL, etc. *John has speakers for September and November (second Wednesday to avoid Thanksgiving eve conflict), will check on October. Discussion about setting up a traditional low key holiday session for December, expected low turnout. Suggested moving a “meet and greet” to January for a bigger turnout*

m. Recertification – Robert Zimman

i. The number of recertifications processed each month from January 2007, through July 2012. *Paul Mills inquired if these are “people” being recertified, not “number of their certifications” being recertified. Bob says that the statistics count individuals, not the numbers of certifications they may hold.*

Recert Summary by Month

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
2007	0	2	1	4	3	8	4	1	2	0	15	44	
2008	4	3	4	5	1	11	0	4	1	0	22	56	
2009	1	4	4	2	2	1	7	2	0	6	1	6	36
2010	4	2	1	5	1	13	5	0	0	5	6	13	55
2011	3	2	3	0	7	8	4	1	3	5	12	52	
2012	0	1	2	3	3	4	8					21	
Avg.	2.00	2.33	2.50	3.17	2.83	7.50	4.67	2.80	0.60	3.40	2.40	13.60	48.60

n. Quality Management Plan—Yvonne Fernandez

i. To be transferred to the Chair-Elect

o. Voice of the Customer—Bob Orkin *Bob will work with Bill Eastham to set up planning meetings to honor the charter members for the 30th anniversary of the section.*

p. Webmaster/Electronic Media—Jeff Parnes *Christine noted that security certificate warnings pop up when she tries to access the Section’s website from her work computer. Jeff said certificates should be OK.*

i. Posted links to ASQ National’s procedures for roles/responsibilities of Officers and Chairs as provided by Bob Zimman.

ii. Posted training summary provided by Region 5 Chair Eric Whichard

iii. Posted photos from the July meeting

iv. Photos from section events refresh themselves on the home page about every five seconds

H. Adjournment—Motion to adjourn made by Bob Zimman, seconded by Paul Mills, approved and meeting adjourned at 18:30 hours.