



**ASQ SECTION 0511
BOARD MEETING MINUTES
19 DEC 2012**

Location: Amphora, Herndon, VA

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair confirmed quorum and called to order at 5:39 PM.
2. Reading & Approval of Minutes – Nov 2012 minutes were read and approved as amended.
3. Officer Reports/Announcements –
 - a. Chair (Jeff Parnes): Melissa Butler will follow-up with Ellen Quinn about an alternate meeting location and Paul Mills will follow-up about using CSC in Chantilly as an alternate meeting location.
 - b. Chair Elect (Melissa Butler): Nothing to report.
 - c. Treasurer (Roberta Pek): The Treasurer's report was discussed, and the Board approved a motion to accept the Treasurer's report for Nov 2012. No further action will be taken on refunding Board members who paid for dinner last month. The Chair has again sent the PayPal information to the Treasurer.
 - d. Secretary (Yvonne Fernandez): Not in attendance.
4. Prior Action Items/Old Business
 - a. Quality Management Plan – (Melissa Butler) Need to check on templates for SMP.
 - b. Arrangements – Marie Rondot. Not in attendance. No answers to question in agenda.
 - c. Board Vision meeting items
 - i. Kathleen Eaves – Not in attendance.
 - ii. Greg Monaco – Sent soft copy of integrated schedule to all Board members with response due 4 January 2013.
 - iii. Paul Mills – Nothing to report.
 - iv. Sion Weaver – Planning with Programs for Green Belt to Black Belt workshop.
5. New Business
 - a. Decided not to hold Board Vision meeting on 5 January 2013.
 - b. Paul Mills moved to raise the dinner meeting fee by \$5.00. Seconded by Greg Monaco. Passed on voice vote.
 - c. Robert Zimman proposed moving Section 0511 regular meeting from 3rd Wednesday each month to 2nd Wednesday each month. Board decided to consider at next meeting at which time the board will also consider continuing the policy of the section paying for dinner for Board members attending the Board meeting.
6. Committee Reports/Announcements:
 - a. Membership – Bill Eastham. Not in attendance.
 - b. Newsletter/Publicity – Christine Kurowski. Not in attendance.
 - c. Nominating – Bill Eastham. Not in attendance.
 - d. Placements – Sion Weaver. Posted positions as per agenda.
 - e. Programs – John Mullins. Not in attendance. Nicholas Wulfekuhle will speak at the January 2013 meeting on The Quality Journey to Mount Rainer.
 - f. Recertification – Robert Zimman. We had one Recertification in November 2012.
 - g. Arrangements – Marie Rondot. Not in attendance. See agenda for report.
 - h. Audit – Paul Mills. See agenda for report.
 - i. Education – Gregg Monaco. See agenda for report.

ASQ 0511 – Dec 2012 Board Mtg Minutes

- j. Finance – Jeff Parnes. See agenda for report.
 - k. Historian – Rick Wells. Not in attendance.
 - l. Volunteer Opportunities – Jeff Parnes will respond to the agenda item and publish a link..
7. Adjournment – 6:34 pm

(Minutes prepared by: Robert Zimman, Section 0511 Secretary pro tem)