



**ASQ Section 0511
Board Meeting Minutes
10 July 2013**

Location: Amphora Diner, Herndon

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – Having confirmed quorum the Chair Elect called the meeting to order at 5:30 pm
2. Reading & Approval of Minutes – The Board approved the June 2013 Board minutes as corrected.
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler): Was notified by National that starting in August of 201 the allocation of dues that Section receives will increase from \$18.00 to \$18.25 per member. The Section was asked to accept and sign the Section Operating Agreement. The Board passed a motion to accept this document and, in accordance with ASQ practice, the Secretary will sign on behalf of the Section and resubmit to National.
 - b. Chair Elect (John Mullins): Nothing to report.
 - c. Treasurer (Roberta Pek): The Treasurer submitted the monthly report prior to the meeting. The Board moved to accept the report as presented. The report filing to ASQ National was submitted on line 4 July and the June treasurer reports were submitted 30 June.
 - d. Secretary (Yvonne Fernandez): Nothing to report.
4. Prior Action Items/Old Business
 - a. Education - Still planning survey monkey for membership to determine educational needs and preferences. Historian was not able to find any information from past surveys. By 30 Jul, Education Chair will develop strawman and circulate to smaller group and then report back to the Board during the Aug 2013 meeting.
 - b. Quarterly Reporting Requirement: Need to report the section's cash and investment balances by 20 July 2013 to ASQ. This requirement was met on 4 Jul 2013.
5. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot. Not in attendance; sent report via email prior to the Board meeting: for July 10th - Reservations 19 for dinner, 0 for program only; August 14th meeting – Amphora Vienna: Ward Nickisch “Search and Recovery”; Sept. 7th Saturday Board meeting – Chantilly, VA: Prep for 30th Anniversary. The Membership Chair investigated costs for souvenir mugs and thumb drives, total coming to about \$2,500 to \$2,800 for 100 of each. The higher cost would be for the Section 0511 specific logo on the mugs vs. a generic ASQ logo. The Board passed a motion to order 100 mugs with the Section logo, and another motion to order 100 thumb drives. Estimated cost of both is \$2,800. The Board discussed the need to get the panel of speakers identified soon.
 - b. Audit – Paul Mills. Nothing to report
 - c. Education – Gregg Monaco. Nothing to report.
 - d. Finance – Jeff Parnes/Mike Coleman. There have been issues with using the new Section credit cards. The Treasurer will investigate.
 - e. Historian – Rick Wells. Not in attendance.
 - f. Lean Six Sigma SIG Chair – Sion Weaver. LSS SIG Meetings are in recess for the summer. These will start up in September 2013. Suggests the following edit or text replacement for the LSS SIG info on the SIG webpage: ASQ Lean Six Sigma Special Interest Group for Section 511 (N.VA) and Section 509 (DC & Metro MD). The Lean Six Sigma Special Interest Group will start monthly meetings again on the fourth Wednesday in September. We

are looking for new attendees and for new speakers. If any member is interested in attending meetings or in speaking at a meeting, they should contact the Lean Six Sigma SIG Committee Chair at sixsigma13@asq0511.org.

- g. Membership – Bill Eastham. We have 698 paid members/128 unpaid members. 12 new members (included in the 698).
 - h. Newsletter/Publicity – Christine Kurowski. The Board reiterated the need to publish a newsletter with a notification on the upcoming Anniversary dinner and message from the new Chair. A special call for articles was made to the elected Officers. Due date for articles is 31 Jul 13.
 - i. Nominating – Jeff Parnes. No vacancies to fill.
 - j. Placements – Sion Weaver. Received one placement report in Charleston, SC.
 - k. Proctor – Muzaffar Zaffar. Sent out information about the new exam place.
 - l. Programs – John Mullins. Speaker for next month is confirmed.
 - m. Recertification – Robert Zimman. Received several packets in the past month.
 - n. Quality Management Plan – Melissa Butler. Will be handing this off the John Mullins but on track as of this point.
 - o. Voice of the Customer – Bob Orkin. Distributed information from ASQ National – Quick Reference Guide. Will work on capturing input from the membership applying, where appropriate, the tools and recommendations outlined in the reference guide.
 - p. Volunteer Opportunities – Christine Kurowski. Nothing to report.
 - q. Webmaster/Electronic Media – Jeff Parnes. Has posted individual pictures of new Board members. Has next two meetings identified and the schedules have been hot linked within the site. Would like a photo of the current Board as a group.
6. Adjournment – 6:31 pm

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