

BOARD MEETING AGENDA

Location: Amphora Restaurant, Herndon, VA

19 September 2012

- A. Call to Order (1730Hrs)
 - a. Secretaries pro tem by committee chairs in committee alphabetical order with backup:
Arrangements, Certification, or Education
 - b. Items in **bold** for discussion or action, those in plain type for information only
- B. Expected absences: Bob Orkin, Rick Wells
- C. **Reading & Approval of Minutes ([minutes201208draft.pdf](#))**
- D. Officer Reports/Announcements
 - a. Chair – Jeff Parnes
 - b. Chair Elect – Melissa Butler
 - c. Treasurer – Roberta Pek
 - i. **Review & Approval of August report:**
<http://www.asq0511.org/Minutes/TreasurersReport20120831.pdf>
 - ii. **Need expense forms completed for the line items on the credit cards**
 - d. Secretary – Yvonne Fernandez
- E. Old Business - Items from last month's board meeting or August's visioning meeting
 - a. **Quality Management Plan – Secretary / Chair Elect**
 - b. **Automating Recertification Process – Recertification Chair**
 - c. **Newsletter – Newsletter/Publicity Chair**
 - d. **Instructor validation – Michael Coleman (see ASQ National webpage - <http://asq.org/member-leader-community/initiatives/education-training/instructor-validation>)**
- F. New Business
 - a.
- G. Committee Reports/Announcements
 - a. Arrangements – Marie Rondot
 - i. The Herndon Amphora charges us \$28.95 +tax +20% service charge without having to pay any room charge and including dessert.
 - ii. That works out to \$36.19 per meal for which we charge \$25. We guarantee 25 meals for \$904.69.
 - iii. **Question – On the average how many paid attendees do we have (not counting board members who eat gratis if they attend the board meeting) – or, in other words, how much do we lose at each meal?**
 - b. Audit – Paul Mills
 - c. Education – Gregg Monaco
 - i. CQA fall training class planned
 - d. Examining/Certification – Kathleen Eaves
 - i. See Attachment 3 Attachment 1 on page 5
 - e. Finance – Jeff Parnes/Mike Coleman
 - f. Historian – Rick Wells (not attending)
 - g. Lean Six Sigma SIG Chair – Sion Weaver
 - i. See Attachment 1 on page 3
 - h. Membership – Bill Eastham
 - i. See Attachment 4 on page 6
 - i. Newsletter/Publicity – Christine Kurowski

i. Who has the responsibility for putting information about our events on the ASQ HQ Events calendar

- j. Nominating – Bill Eastham
 - k. Placements – Sion Weaver
 - i. See Attachment 2 on page 4
 - l. Programs – John Mullins
 - m. Recertification – Robert Zimman
 - n. Quality Management Plan – Yvonne Fernandez
 - i. To be transferred to the Chair-Elect
 - o. Voice of the Customer – Bob Orkin (not attending)
 - i. Status of planning meetings to honor the charter members for the 30th anniversary of the section**
 - p. Webmaster/Electronic Media – Jeff Parnes
 - i. Revised home page photos refresh rate from 5 to 12 seconds
 - ii. Posted CQA fall training announcement
- H. Adjournment

Attachment 1 Six Sigma SIG Committee Report

LSS Meeting- The October Lean Six Sigma meeting will be October 24th at the National Geospatial Agency. This is the first meeting I will attend and plan to discuss how we can partner the two section SIGs to benefit all.

Seminars- So far there have been two who are interested in a Mini-Training Event (seminar) and mentoring. Once we have five interested in seminars, I believe we should make a go of it. If there are any people interested in being a mentor, please let me know.

Mini-Training (Seminars) Sweetening Statistics and/or Design for Six Sigma

- A. There are a number of people involved in the Federal Improvement Team. All are Lean Six Sigma and Theory of Constraints enthusiasts. Most have had some training and are looking for more. Fewer have been certified. I believe there is potential to draw some of these people to ASQ.

Attachment 2 Placements Report

These are the most recent job placements listed.

Quality Assurance Specialist - Noblis (pdf) (posted 10 August 2012)

Quality Assurance Manager - IAEA (pdf) (posted 17 August 2012)

Senior Quality Assurance Manager - Medical Device Experience (pdf) (posted 21 August 2012)

SQA Process Engineer - Experis (pdf) (posted 29 August 2012)

Attachment 3 Results from June 2, 2012 Certification Examinations and Enrollment for October 4, 2012 Examinations

Section 0511 proctored certification exams on June 2, 2012. The breakout of the exams taken and the number passing was as follows:

June 2, 2012 Exam	Participants	Passing
Certified Quality Improvement Associate	9	9
Certified Six Sigma Green Belt	16	12
Certified Quality Engineer	2	2
Certified Software Quality Engineer	1	0
Certified Quality Auditor	11	6
Totals	39	29

The following number have registered for the certification exams to be held on October 4, 2012:

October 4, 2012 Exam	Participants
Certified Reliability Engineer	4
Certified Six Sigma Black Belt	21
Certified Manager of Quality/ Organizational Excellence	6
Totals	31

Assistant proctors for the exam have been identified.

Attachment 4 Membership Report

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Associate	33	4
Fellow	3	
Full	335	108
Organizational	3	
Senior	293	30
Site	7	2
Student	48	8
District	1	
	723	152

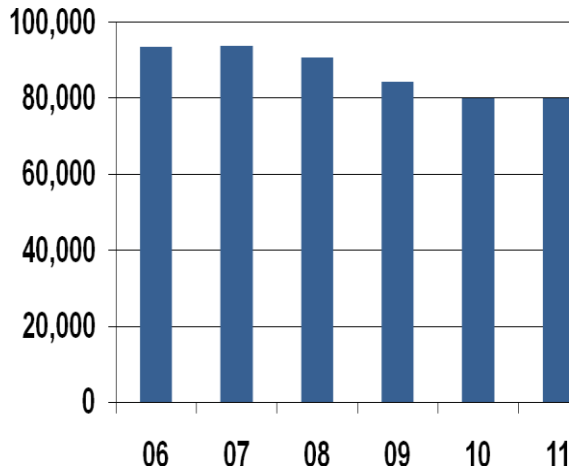
875

Our membership numbers are down for this year from past years. We should call our unpaid members and chat with them about renewing and discussing the new focus of ASQ and our position to support quality globally.

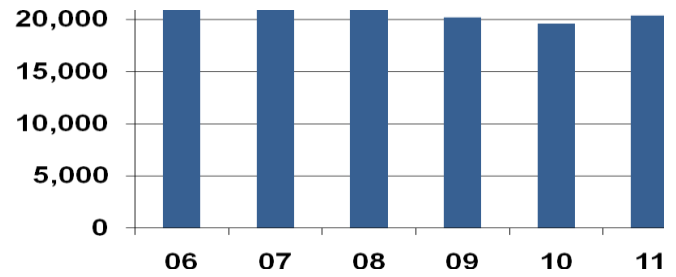
We need to hold our first planning session for the September 2013 Membership and 30th Year Celebration for the ASQ Northern Virginia Section 0511.

Overall membership is still down for ASQ:

Total ASQ Membership June 30 2011



Total New Members



ASQ Membership Renewal Rate

