

BOARD MEETING AGENDA

Location: Amphora Restaurant, Vienna, VA

17 October 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: Yvonne Fernandez, Sion Weaver, Rick Wells
- C. **Reading & Approval of Minutes ([minutes201209draft.pdf](#))**
- D. Officer Reports/Announcements
 - a. Chair – Jeff Parnes
 - b. Chair Elect – Melissa Butler
 - c. Treasurer – Roberta Pek
 - i. **Review & Approval of September report:**
<http://www.asq0511.org/Minutes/TreasurersReport20120930.pdf>
 - ii. **Need expense forms completed for the line items on the credit cards**
 - d. Secretary – Yvonne Fernandez (not attending)
- E. Old Business - Items from last month's board meeting or August's visioning meeting
 - a. **Quality Management Plan – Chair Elect**
 - b. **Newsletter – Newsletter/Publicity Chair**
 - c. **Instructor validation – Michael Coleman (see ASQ National webpage - <http://asq.org/member-leader-community/initiatives/education-training/instructor-validation>)**
 - d. **Arrangements - 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?**
- F. New Business
 - a. **Quarterly Board Saturday Morning Vision meeting – scheduled for 9-12 3 Nov, Mike's office.**
- G. Committee Reports/Announcements
 - a. Arrangements – Marie Rondot
 - i. Reports for Wednesday's dinner meeting at Amphora Restaurant in Vienna are 15 dinner, 3 program-only. Restaurant has been phoned with the count.
 - ii. Possible future locations as suggested by Melissa – See Attachment 1, Possible Meeting **Locations**, page 3 – **need to confirm per meal costs, room fees and minimum counts necessary to reserve rooms**
 - iii. **November meeting has been scheduled for the 14th –and planned for the Hendon Amphora – need to confirm date and location, or befitting our presidential speaker, can we decide in a week to use one of the above suggested locations – can we set a upper cost on price and authorize a select committee to make that determination?**
 - b. Audit – Paul Mills
 - i. Audit Committee is waiting for response to questions from August audit
 - c. Education – Gregg Monaco
 - i. CQA course has two people signed up; two others had to drop. Plan is to hold the course at Mike Coleman's place, starting October 20.
 - d. Examining/Certification – Kathleen Eaves
 - i. See Attachment 2, Examining/Certification Committee Report, on page 4

- e. Finance – Jeff Parnes/Mike Coleman
 - i. Mike went by BB&T to get new form for chair's signature. Awaiting the form.
- f. Historian – Rick Wells (not attending)
- g. Lean Six Sigma SIG Chair – Sion Weaver (not attending)
 - i. I would still like to propose new Six Sigma initiatives that could help members improve their knowledge and skillsets to enhance their professional potential. Here is an idea that might work across several certification fields.
 - 1. Quality math and statistics workgroup that will help quality professionals approach their certification exams with knowledge and confidence. The workgroup is for professionals wanting to sharpen their quality skillsets.
- h. Membership – Bill Eastham
 - i. See Attachment 3, October 2012 Membership Committee Report, on page 5
- i. Newsletter/Publicity – Christine Kurowski
 - i. **Will investigate process for posting Section information on the National website**
- j. Nominating – Bill Eastham
- k. Placements – Sion Weaver
 - i. One request to place a position for Quality Assurance Engineer.
- l. Programs – John Mullins
 - i. John Timmerman, our current ASQ President, has accepted to be the guest speaker for the November meeting.
 - ii. Given the fact that we are able to host John T in November, do we want to:
 - 1. **Recurringly email our 0511 membership for an attendance boost from this week to the weekend prior?**
 - 2. **Invite 0509 to this meeting?**
- m. Recertification – Robert Zimman
- n. Quality Management Plan – Melissa Butler
- o. Voice of the Customer – Bob Orkin
 - i. **Status of planning meetings to honor the charter members for the 30th anniversary of the section**
 - ii. **Do new members still receive free meal?**
- p. Webmaster/Electronic Media – Jeff Parnes
 - i. The Chair Elect volunteered to Tweet about the monthly events.
 - ii. **Have we included information about the Twitter feed in any of our emails to members?** I can't remember seeing it. **Perhaps we should add something to all our emails to the section-members such as, "Follow us on Twitter at ASQ0511."** We should also make a point of mentioning it at every section meeting. See Attachment 4, Twitter Account Questions, on page 6
- H. Adjournment

Attachment 1 Possible Meeting Locations

"Orkin, Robert" <Orkin@pbworld.com> wrote on 24-09-2012 07:56:26:

> The list sounds good, and Reston is marginally closer to town. Can we keep the cost to \$30 for members?

>

> ----- Original Message -----

> From: robertapek@cox.net [mailto:robertapek@cox.net]

> Sent: Saturday, September 22, 2012 08:29 PM

> Subject: Re: Possible meeting locations

>

> This is a wonderful idea!!

>

> ---- "Butler wrote:

> All,

> I was thinking about our discussions concerning locations and thought that someplace located in the Reston Town Center might be worth looking into since they are close to the toll road, near many offices, have a lot of foot traffic (maybe attracting new attendees?), and good parking. The places I've listed below have private rooms large enough to accommodate us and some of the web sites have sample menus. Some of the menus may cost a bit more than what we are currently paying, but if we're interested in any I could always call and see if they would be willing to work within our budget. I do like the Amphora restaurants (they're always so accommodating and have worked very hard to ensure we're happy); however, it could be worth trying a different place for a special speaker or the next social/networking meeting.

>

> Dining guide (reference to private dining spaces on left):

> http://www.restontowncenter.com/iframe/documents/RTCDining_001.pdf

>

> * Il Fornaio (able to hold 45 people): http://www.ilfornaio.com/?page=139&id=4065&restaurant_id=9859

> * Mon Ami Gabi (multiple rooms available from 25- 85 people - also has nice Hors D'oeuvres menu):

> <http://www.monamigabi.com/wp-content/uploads/2011/11/RESTON-MAG-CATERING.pdf>

> * McCormick & Schmick's:

> <http://www.mccormickandschmicks.com/Locations/washington-dc/reston-virginia/democracydrive/corporate-events-banquets.aspx>

> * Market Street Bar & Grill: <http://www.hyatt.com/gallery/msbg/Site/celebrate/>

> * M & S Grill: <http://www.mccormickandschmicks.com/Locations/washington-dc/reston-virginia/11901DemocracyDrive/corporate-events-banquets.aspx>

> * PassionFish: <http://www.passionfishreston.com/passionfish-private.html>

> * Paolo's (dinner menus start at \$22.95): <http://www.paolosristorante.com/reston/parties.php>

>

> Just some thoughts,

>

> Thank you,

> Melissa

>

> Melissa C. Butler

Attachment 2 Examining/Certification Committee Report

The following number of people sat for the certification exams held on October 6, 2012:

October 6, 2012 Exam	Signed up	No-shows
Certified Reliability Engineer	4	1
Certified Six Sigma Black Belt	20	3
Certified Manager of Quality/ Organizational Excellence	5	3
Totals	29	7

Assistant proctors for the exam were Anna Conlin, Stephen Santa Ana, Suzi Tran, and David Fallucci. David Fallucci also served as Registration Assistant.

Results are not available yet.

Section 0511 will proctor certification exams on December 1, 2012. The breakout of the exams taken and the number enrolled is:

December 1, 2012 Exam	Participants
Certified Quality Improvement Associate	4
Certified Six Sigma Green Belt	23
Certified Quality Engineer	4
Certified Software Quality Engineer	2
Certified Quality Auditor	6
Certified Quality Process Analyst	1
Totals	40

Assistant proctors have already been identified for this exam.

Attachment 3 October 2012 Membership Committee Report

Total Members	726	Locations:	20	Divisions:	5
Associate	31	Alexandria	77	Education	7
District	1	Annandale	11	Government	45
Fellow	3	Arlington	46	Healthcare	13
Full	337	Ashburn	25	Manufacturing	75
Organization	3	Burke	10	Service	431
Senior	293	Centreville	14		
Site	7	Chantilly	22		
Student	<u>51</u>	Clifton	9		
	726	Fairfax	49		
		Falls Church	18		
Unpaid		Fredericksburg	13		
Members	154	Herndon	23		
		Leesburg	13		
		Manassas	33		
		Mc Lean	15		
		Reston	35		
		Springfield	24		
		Sterling	15		
		Vienna	23		
		Woodbridge	26		

Attachment 4 Twitter Account Questions

Robert Zimman <rzimman@yahoo.com> wrote on 17-10-2012 10:29:47:

> Jeff,

>

> Have we included information about the Twitter feed in any of our emails to members? I can't remember seeing it. Perhaps we should add something to all our emails to the section-members such as, "Follow us on Twitter at ASQ0511." We should also make a point of mentioning it at every section meeting.

>

> Thanks,

>

> Bob

>

> Robert Zimman

> rzimman@yahoo.com

>

> From: "ckurowski@cox.net" <ckurowski@cox.net>

> To: rzimman@yahoo.com; Jeff Parnes <jparnes@cox.net>

> Sent: Wednesday, October 17, 2012 10:01 AM

> Subject: RE: 0511 Twitter account

>

> I was able to logon and tweet; got the same message. I was getting an e-mail notifications of tweets, which was a pain, so I turned that off; maybe that's why the message pops up. I did enable the ability to find ASQ0511 by the e-mail address, which is probably why the spam in my personal e-mail tripled immediately. As I've said, I hate Twitter.

>

> Kind of a moot point, since there are only 6 followers on our site. 3 are board members, 2 are French and you have to wonder why they'd be interested in our activities. So we are reaching exactly one person via Twitter, a recent GMU industrial engineering grad who is looking for a job in manufacturing.

>

> ---- Jeff Parnes <jparnes@cox.net> wrote:

>

> =====

>

> Just checked, all mail sent to publicity@asq0511.org should be forwarded to ckurowski@cox.net

>

> No mail other than a request to confirm the twitter account, which was sent in August, was in the mail box other than spam!

>

> Enjoy,

>

> Jeff

>

> On Fri, Oct 12, 2012 at 1:44 PM, Robert Zimman wrote:

>

> When I logged in to the ASQ 0511 Twitter account today I saw the following:

>

> Is your email address active? We've tried to send emails to publicity@asq0511.org but they are not getting delivered.

> Please update your email <https://twitter.com/settings/account?change_email=true> settings or try sending a message again <<https://twitter.com/followers#>> to your current address. <<https://twitter.com/followers#>>

>

> <<https://twitter.com/followers#>>

> Does the publicity@asq0511.org email work or do we need to fix this?

> <<https://twitter.com/followers#>>

> Bob

> <<https://twitter.com/followers#>>

> Robert Zimman

> rzimman@yahoo.com <<https://twitter.com/followers#>>