

1. Call to Order (1730Hrs)
 - a. **Secretaries pro tem by committee chairs in committee alphabetical order with backup:**
Arrangements, Education, Finance
 - b. Items in **bold** for discussion or action, those in plain type for information only
2. Expected absences: Kathy, Rick,
3. **Reading & Approval of Minutes ([minutes201211draft.pdf](#)) presented by Kathleen Eaves**
4. Officer Reports/Announcements
 - a. Chair – Jeff Parnes
 - i. I'd like to start planning for our alternate meeting locations and formats. We might try to have the alternate meetings once a quarter, and I'd propose the first in Feb or March. At this weekend's vision meeting, we discussed several workshops.
 - ii. We would need – a) workshop topic, b) location: office, training or lunch room that could handle 30-40, B), and then last, 3) someone to order and or pickup the food
 - b. Chair Elect – Melissa Butler
 - c. Treasurer – Roberta Pek
 - i. **Review & Approval of November report:**
<http://www.asq0511.org/Minutes/TreasurersReport20121130.pdf>
 - ii. Every section is required by the Society's Bylaws to submit a Section Annual Financial Report to Headquarters by no later than February 15th following the end of the fiscal year
 - iii. I still need to know if I am to refund board members who paid for their November dinner at Mon Ami Gabi.
 - iv. Also, I still have not received info on PayPal - our links and password. I cannot verify the PayPal money coming into our checking account without referencing the source documentation (Jeff sent the key sheet – did Roberta get it?)
 - d. Secretary – Yvonne Fernandez
5. Old Business - Items from last month's board meeting or December's visioning meeting
 - a. **Quality Management Plan – Melissa**
 - i. I took a look at the QMP and created a slide (#4) with some potential section objectives. The suggestions and based on the Loyalty & Satisfaction Survey Results and suggestions as noted in tonight's agenda. I'm open to all suggestions, please let me know what you think.
<http://www.asq0511.org/Section/SectionDocuments/QualityManagementPlan20121114.pdf>
 - b. **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?**
 - c. Actions from December Board Vision meetings (Attendees: Paul, Mike, Kathy, Jeff, Christine, Greg, Sion, Bill)
 - i. Kathy - My action items are to meet with Paul Mills to visit his possible site for hosting certification testing, notify the board of when that visit will take place so others can join us, and if and only if that isn't suitable, then look for other locations.
 - ii. Greg – I'm planning a Survey Monkey educational survey linked to our website and LinkedIn. Plan to leverage an earlier, professionally developed survey (in possession of Bill Eastham). Want to administer survey in the Feb/March 2013 timeframe.

iii. Paul –

1. I need to get our Audit Committee together and schedule dates for looking at Roberta's files after December 31.
2. If I can ever get a functioning computer and printer combination, I can get a response to the Roberta/Mike comments from our mid-year review of the books.
3. I am drafting an article for the newsletter about the value of certifications.
4. I have a file with Northern Virginia colleges and universities that we might target for speakers, recruits, etc. that I hope to send before the meeting, but may have to bring as hardcopies--will see.
5. I will coordinate with Kathleen for a visit to the CSC Chantilly cafeteria to see if it will be suitable for certification exams.
6. Per our Saturday discussion, here is a draft of an article for the newsletter about the value of certifications.
7. Also attached is a file with Northern Virginia colleges and universities. I'd like to have several members contact them and determine their level of interest in supporting the Section with speakers, and encouraging their students to participate in Section activities

iv. Slon –

1. Green Belt to Black Belt Meeting presentation and discussion of the steps and actions to transcend from Six Sigma Green Belt to Black Belt. Discuss with John Mullins for program schedule.
 - a. While being a Green Belt you can lead Lean Six Sigma (LSS) projects. This will be hands on experience that reinforces the tools you have learned which will add to your knowledge of Six Sigma. You will also get to see how results oriented projects can make improvements for people and bring Black Belt bottom line results to your organization.
 - b. To apply and be accepted for the ASQ CSSBB exam and certification you must have a completed two projects or one project with prior Black Belt experience.
 - c. Black Belts must undergo training to learn the many tools and methodologies that are applicable to the job.
 - d. Black Belts gain experience on the job by engaging in projects and improvement events. Also, mentoring Green Belts is good experience and you get to help people while doing this.
 - e. It is important for Green Belts (now becoming Black Belts) and even seasoned Black Belts to take a preparation course to refresh ones experience with the wide range of tools.
2. Six Sigma/ Lean Six Sigma Project Workshop and Portfolio Review
A seven-hour project and portfolio workshop will be held for those interested in the Black Belt Quality Journey. This workshop would follow and go through the Define, Measure, Analyze, Improve, and Control Roadmap.
3. Black Belt Preparation Course
 - a. ASQ Section 0511 announces Six Sigma Black Belt preparation training for the certification exam.
 - b. ASQ Section 511 is pleased to offer a Six Sigma Black Belt course for quality professionals who want to prepare for the Six Sigma Black Belt Certification Exam administered by ASQ. The course reinforces concepts through instructor class facilitation, review of the Six Sigma Black Belt Body of Knowledge, evaluation of analytical tools, group discussion, and responding to practice exam questions throughout the course. Participants will be able to identify topics they need to concentrate and build on as they prepare for the actual exam.

- c. You'll get exam-taking tips and answer practice questions similar to the ones that appear on the exam. The course has twelve modules based on areas from the ASQ Six Sigma Black Belt Body of Knowledge:
 - Certification Overview
 - Enterprise-Wide Deployment
 - Organizational Process Management and Measures Team Management
 - Define
 - Measure Data
 - Measure Statistics
 - Analyze
 - Improve
 - Control
 - Design for Six Sigma
 - Appendix
 - d. The course instructor is a Senior Member of ASQ, a Section 511 member, and a Certified Lean Six Sigma Master Black Belt. Sion Weaver has over 20 years experience with the General Electric Company and several years experience with the Federal Government. Sion is experienced in Six Sigma, Lean, Theory of Constraints, GE Work Out, and other design and improvement methodologies. He is currently a Senior Management Analyst for the U. S. Government. He is also the ASQ Section 0511 Lean Six Sigma Special Interest Group Chair and he is very enthusiastic about Lean Six Sigma and Quality.
 - e. When: The course will run five weeks. Sessions will be on Saturdays from 8 AM to 3PM.
 - f. The CSSBB Exam is October 7, 2013.
6. New Business
- a. **Board Vision Meeting proposed for 5 January 2013 to develop an Integrated Master Calendar (ADC in Lorton)**
 - b. **Board Vision Meeting proposed for 15 March 2013 at Sully Government Facility**
7. Committee Reports/Announcements
- a. Arrangements – Marie Rondot
 - i. Reports for Wednesday's dinner meeting at Amphora, Herndon, VA are 17dinner
 - ii. **We need to reserve the Vienna Amphora for 16 January**
 - b. Audit – Paul Mills
 - i. Attachment 1 is a list Northern Virginia colleges and universities. I'd like to have several members contact them and determine their level of interest in supporting the Section with speakers, and encouraging their students to participate in Section activities.
 - c. Certification/Examining – Kathleen Eaves (will not attend)
 - i. Jeff, I've pulled out the testing dates, the associated application dates, and which exams are offered on each date. Could we please put this on the website?
 - ii. For everyone who has a certification, could we please put those initials after our names in any officer list or newsletter article author byline? I think we could show the membership that we know what we're talking about.
 - d. Education – Gregg Monaco
 - i. Provided Edits to Educ Web Page
 - e. Finance – Jeff Parnes/Mike Coleman
 - i. Signed signature cards provide to Mike
 - f. Historian – Rick Wells (will not attend)

g. Lean Six Sigma SIG Chair – Sion Weaver

1. Meetings-

- a. The October and November Lean Six Sigma meetings were very good and there were four five 511 folks showing up along with members from 509.
 - b. Discussed the joint Section SIG meetings with the current Chair of 509, she appeared enthusiastic about the LSS SIG being co-sponsored by ASQ 509 Washington DC & Maryland Metro, and 511 Northern Virginia. The location for meetings is still set for the whole 2013 year at TEQCORNER 1616 Anderson Road Center Conference Room (3rd Floor) McLean, Virginia 22102.
 - c. Jan 30, 2013 Meeting is at 6:00 pm - 8:00 pm EST (GMT -5:00); TOPIC: Panel Topic: Lean Six Sigma, Agile, & CMMI Experts; SPEAKERS: Danny Moore, Girish Seshagiri. No attendee charge. The meeting cost is approximately \$100 for refreshments/food, and \$25-\$50 for books for three of the attendees.
 - d. Feb 27, 2013 Meeting is at 6:00 pm - 8:00 pm EST (GMT -5:00); LSS SIG: Business Process Management and how Med-Immune's strategy is deployed. Again, there is no attendee charge. The meeting cost is approximately \$100 for refreshments/pizza and \$25-\$50 for books for three of the attendees.
 - e. March 27, 2013 Meeting is at 6:00 pm – 8:00 pm EST (GMT -5:00); the meeting presenter may not be able to make it and the April presenter may go on a month early.
 - f. April 24, 2013 Meeting is at 6:00 pm – 8:00 pm EST (GMT -5:00); Quality Simulation Tools. This includes elements for statistical process control and for design of experiments. The meeting cost will be similar as in previous months. The Presenter is Sion Weaver.
 - g. We have May, June, September, October, and November meetings that will still need programs for 2013: We could use some volunteers from the section.
- h. Membership – Bill Eastham
- i. Newsletter/Publicity – Christine Kurowski
- i. Newsletter:
 1. Three articles received
- j. Nominating – Bill Eastham
- k. Placements – Sion Weaver
- i. Here are the positions currently posted: Quality Engineer and Quality Manager both posted 13 December 2012; Quality Program Coordinator - Delcan Corporation 12 November 2012; Quality Engineer - Winston-Salem, North Carolina 14 November 2012; Senior Improvement Advisor 16 November 2012; Vendor Quality Manager 21 November 2012; and Quality Assurance Engineer - newBrands 11 October 2012.
- l. Programs – John Mullins
- i. Nicholas Wulfekuhle will speak in January on The Quality Journey to Mount Rainer.
- 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. **We need to do a much better job of communicating with the members. Short notice of a meeting and out of date web data does not work.**
 - iii. **Suggestions on how to proceed are needed.**
- p. Volunteer Opportunities – Christine

- i. See Attachment 1a.i.1.a.Attachment 2– Possible Volunteer Opportunity on page 7 – do we wish to publicize it?
 - q. Webmaster/Electronic Media – Jeff Parnes
- 8. Adjournment**

Attachment 1 – Colleges and Universities in Northern Virginia

(Targets for ASQ 0511 to Recruit Students and Professors to Membership and Involvement)

George Mason University (18,500 undergrad, 11,000 grad; >100 degree programs)

College of Science (9 departments), Volgenau School of Information Technology and Engineering; School of Management,

George Washington University (Research & Technology Campus, graduate classes focus on education and business leadership, IT &T, engineering and transportation safety, and health sciences)

Institute for the Psychological Sciences (Catholic graduate school of psychology)

Marymount University (2,225 undergrad, 1500 grad; liberal arts)

Northern Virginia Community College (offers 5,000 classes in >100 areas of study)

University of Mary Washington (4100 undergrad, 600 grad; liberal arts undergraduate programs, grad programs in education, business, and technology)

University of Phoenix: Bachelor degrees in business, psychology, Information Systems; Masters in teaching, business administration, and health administration; Doctorates in business administration, organizational leadership, educational leadership, industrial and organizational psychology.

Strayer University: Bachelor degrees in management, criminal justice, Information Systems, IT; master degrees in management, software engineering, adult education.

Attachment 2 – Possible Volunteer Opportunity

dhumble1@attglobal.net wrote on 07-12-2012 14:26:03:

My name is David Humble and I am a doctoral learner attending Capella University. I have been an ASQ Member for the last 6 years. I am pursuing a Doctorate of Business Administration (DBA) degree with a specialization in Strategy and Innovation.

I would like to use the ASQ Community to prove or disprove my research hypotheses. Please advise me the policy or procedure to use the ASQ Member List to send an email to request participants to take part in an online survey.

David Humble
ID 63411748