

1. Call to Order (1730Hrs)
 - a. **Secretaries pro tem by committee chairs in committee alphabetical order with backup:**
Arrangements, Education, Historian
 - b. Items in **bold** for discussion or action, those in plain type for information only
2. Expected absences: Melissa
3. **Reading & Approval of Minutes** (<http://www.asq0511.org/Minutes/minutes201301draft.pdf>)
presented by Yvonne
4. Officer Reports/Announcements
 - a. Chair – Jeff Parnes
 - b. Chair Elect – Melissa Butler
 - c. Treasurer – Roberta Pek
 - i. **Review & Acceptance of December report:**
<http://www.asq0511.org/Minutes/TreasurersReport20130131.pdf>
 - ii. Our FY2012 Annual Report has been resubmitted to ASQ
 - d. Secretary – Yvonne Fernandez
5. Old Business -
 - a. 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) –see attachment
 - b. **Treasurer – have our 1099 submission forms been submitted?**
 - c. Education –
 - i. Gregg is 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.
 - ii. **Paul Mills reports that when he gets a better idea of the schedule for possible CQA courses this spring and fall, he can add some tentative dates for them onto the Section calendar.**
 - d. **Website - ASQ Master Calendar – Gregg has volunteered to populate our online calendar**
 - e. SIG—Section 0509 board would rather operate the joint sponsorship as we do for LSS SIG rather than have a formal MOU
 - f. **Membership – Progress on the 30th anniversary dinner**
6. New Business
 - a. Paul Mills received a request from a section member to help locate a company that would allow him to assist conducting an audit of their ISO 9000 quality management system.
 - i. As a prerequisite to his being issued his re-certification as an auditor, section member reports that the RABQSA* needs to witness him conducting an ISO 9000 audit. This is a free audit at no charge to the company.
 - ii. Unless there is an objection, Paul will, as our auditing chair, make the announcement at our February meeting, Jeff will post it on the web site and Christine can include it in the newsletter.
7. Committee Reports/Announcements
 - a. Arrangements – Marie Rondot
 - i. Reports for Wed 20 Feb - Reservations 21 for dinner, 11 for program only
 - ii. **We need to determine where we will hold the March meeting –**
 1. Roberta has offered the community room at her residence – the Rotunda in Tysons Corner.

- a. March 20th is open. A \$500 deposit is refundable. The rent is \$50. The room is barebones with tables and chairs and seats 55. We can bring in food. People would need to go to the security gate and are badged in--using her name and ASQ.
 - b. If we bought in 10 pizzas at \$15 each plus a tip for the driver we would need to purchase paper plates, napkins, drinks and cups. It would be about \$200 for food etc., plus the \$50 rental. Our bill from last month's Amphora meeting was \$766.02. The venue is not exactly as elegant as the Amphora.
 - iii. Based on a recommendation Melissa contacted Maggiano's in Tysons Corner regarding holding the dinner meetings there. Melissa and Bill commented that:
 1. The minimum is the \$1,200 plus 5%, \$1,260 plus the 20% that works out to be \$1,512. In the past, the section has paid in the range of \$750 to \$1,000 at the Amphora. This range is in the \$44 to \$48 range, including the tip.
 2. Given the cost, it could be a "special occasion" meeting, and it is worthwhile to have the numbers for reference and comparison to other venues.
 - b. Audit – Paul Mills
 - i. The Audit Committee completed its review of the accounting records from 2012
 - ii. The Audit Committee provided a report with recommendations and comments for the Board's consideration.
 - iii. They will be pleased to work with the Treasurer, and Treasurer-elect when identified, and the ASQ Financial Management group
 - c. Certification/Examining – Kathleen Eaves
 - i. Paul Mills has arranged to make CSC's Chantilly office facility available for Saturday quarterly ASQ certification examinations, beginning March 2.
 - d. Education – Gregg Monaco
 - i. CQA courses scheduled for this spring and fall:
 - e. Finance – Jeff Parnes/Mike Coleman
 - i. Jeff contacted the Bank of America web services group and now all section credit card users' accounts will be visible via the corporate account web ID
 - f. Historian – Rick Wells
 - g. Lean Six Sigma SIG Chair – Sion Weaver
 - h. Membership – Bill Eastham
 - i. Newsletter/Publicity – Christine Kurowski
 - j. Nominating – Bill Eastham
 - i. Any volunteers?
 - k. Placements – Sion Weaver
 - l. Programs – John Mullins
 - i. Need April meeting topic
 - m. Recertification – Robert Zimman
 - n. Quality Management Plan – Melissa Butler
 - o. Voice of the Customer – Bob Orkin
 - p. Volunteer Opportunities – Christine
 - q. Webmaster/Electronic Media – Jeff Parnes
 - i. A member reported that when she logged onto our online RSVP form, her browser reported security issues. Jeff is working with our host to resolve these issues.
- 8. Adjournment**