

Location: Amphora, Herndon

1. Call to Order (1730Hrs)
 - a. **Secretaries pro tem by committee chairs in committee alphabetical order with backup: Arrangements, Education, Historian, Lean Six Sigma SIG, Membership**
 - b. Items in **bold** for discussion or action, those in plain type for information only
2. Expected absences: Melissa Butler, Yvonne Fernandez, Gregg Monaco, Bob Orkin
3. **Reading & Approval of Minutes** (<http://www.asq0511.org/Minutes/minutes201304draft.pdf>)
4. Officer Reports/Announcements
 - a. Chair – Jeff Parnes
 - i. Board vision meeting scheduled for 8 June, meeting in Lorton if Mike can arrange facilities – **please suggest topics!**
 - ii. We usually have to guarantee 25 meals but most time don't make that number. Should we charge a nominal fee for those who attend but don't eat to help pay for the cost of the room – \$5 or \$10?
 - b. Chair Elect – Melissa Butler (not attending)
 - c. Treasurer – Roberta Pek
 - i. **Review & Acceptance of April report:** <http://www.asq0511.org/Minutes/TreasurersReport20130430.pdf>
 - ii. Update on TD bank – Received a letter from the ASQ Comptroller and section operating agreement this week. TD is verifying the info. I may have the new account number by the board meeting date.
 - d. Secretary – Yvonne Fernandez (not attending)
5. Old Business –
 - a. Gregg Monaco (not attending) –
 - i. Education – 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. Website – ASQ Master Calendar – Gregg has volunteered to populate our online calendar
 - b. Progress on the 30th anniversary dinner
 - i. See Bill Eastham's Report on Attachment A
 - ii. See Paul Mill's recommendations on Candidate Offices for Requesting a 30th Anniversary Celebration Honor on attachment B
- 6. New Business
 - a. National is soliciting **Regional Director Nominations (see attachment C)**
- 7. Committee Reports/Announcements
 - a. Arrangements – Marie Rondot
 - i. Report for Wed 15 May – Reservations 18 for dinner, 7 for program only (revised)
 - ii. **We need to determine where we will hold the June meeting.**
 - b. Audit – Paul Mills
 - i. No activities to report for the Audit Committee.
 - a. Certification/Examining – Kathleen Eaves
 - i. See report on Interesting information on June 2013 exams Attachment D
 - ii. See suggested post exam handout provided by Gregg, changes suggested by Robert, and incorporated in attachment E
 - b. Education – Gregg Monaco (not attending)
 - i. Paul Mills reports that he has two CQA exam students taking his course. Joshua Chitsa whom we met at the April meeting, who will be taking the exam June 1 He is hoping to add the CQA credential to his resume and get a good job in this area. Kelli Myree joined our class, but will be taking the exam in December, wants to get a jump on preparations.
 - c. Finance – Jeff Parnes/Mike Coleman
 - i. Have contacted branch manager at TD bank in Herndon who will work with us in establishing account if we so wish if Roberta still has problems
 - d. Historian – Rick Wells
 - e. Lean Six Sigma SIG Chair – Sion Weaver



- f. Membership – Bill Eastham
 - g. Newsletter/Publicity – Christine Kurowski
 - h. Nominating – Bill Eastham
 - i. Placements – Sion Weaver
 - j. Programs – John Mullins
 - i. June meeting topic**
 - ii. See suggestions for topics/speakers by Bob Zimman on attachment E
 - k. Recertification – Robert Zimman
 - l. Quality Management Plan – Melissa Butler (not attending)
 - i. Melissa provided the QMP metrics tracking sheet and the QMP form. Please let her know if you have any questions/suggestions/comments as she's happy to make changes
 - ii. Sion commented that the file attached shows 21 attendees for March 2013. He thought there were 39 or 40 people there that night. He also thought it is really great work and provides us with measurements and a plan to go forth.
 - iii. QMP is at <http://www.asq0511.org/Section/SectionDocuments/QualityManagementPlan20130104.pdf>
 - iv. Melissa revised the report base on Sion's comments. Revised Report is at <http://www.asq0511.org/http://www.asq0511.org/Section/SectionDocuments/QMPMetricsTracking201304.pdf>
 - m. Voice of the Customer – Bob Orkin (not attending)
 - n. Volunteer Opportunities – Christine Kurowski
 - o. Webmaster/Electronic Media – Jeff Parnes
- 8. Adjournment**

Attachment A - Thirtieth Anniversary Dinner Update

Sent out 580 (out of our 730 membership) info request, to date 150 have read or opened the email (a few deleted without reading), 29 completed responses. So far, Wednesday at 6:30 at a restaurant or hotel seem to be OK... a number of other suggested topic for the Panel discussion. No one has noted the value of having the venue near a Metro station.

These are few of the added ones, some have selected one or two from the list provided as examples.

- Quality In Construction Project
- Quality In Maintenance
- Role of Quality in Economic Sluggishness -- this one seems most current
- Applying Quality Management
- Is an ASQ section of value, value added in NV?

Looking at getting a set of locations.

Below are the updated responses for the Wednesday meeting - 33 responses So Far:

Wednesday Nights

Restaurant

6:30 to 8:30 or 9:00

Metro stop not important, only two of the 33 say yes

- ROI Cost of Quality
- Today's Cost of Quality
- Reaching the Next Generation of Quality Professional
- Six Sigma Green/Black Belk Programs
- Quality in Service Industry
- Role of Quality in Economic Sluggishness
- Applying Quality Management
- Quality in Construction Project, Transit Industry, Maintenance
- Cross-Industry marketing of ASQ certifications
- CMMI Ratings
- Black Belts to Drive Quality and Profits
- Quality in the Govt and Service Industries
- HOW TO IMPROVE THE PERCEPTION OF THE IMPORTANCE OF QUALITY AND PROCESS IMPROVEMENT IN THE WORKPLACE
- IMPORTANCE OF QUALIFIED TRAINING FOR THE PROCESS IMPROVEMENT SPECIALIST
- Competence in Quality
- Objective ways to show benefits of quality without a metrics foundation
- What is the value of ASQ membership
- Business trends in Quality

Looking forward to this having at least 120 participants

We should have a short discussion on the invitations, send out a save the date cards and then invite the founding members, does that mean we were lost?

Bill Eastham

Attachment B - **Candidate Offices for Requesting a 30th Anniversary Celebration Honor**

Honor may be a letter, certificate, announcement, etc. expressing thanks for all the Section has done for Quality over the years.

Counties:

**Arlington County, Alexandria City
Fairfax County
Loudoun County
Prince William County**

Cities:

Arlington, Alexandria, Falls Church, Reston, Tysons Corner, McLean, Great Falls, Fairfax, Oakton, Springfield, Burke, Annandale, Chantilly, Centreville, Clifton, Sterling, Ashburn, Potomac Falls, Countryside, Middleburg, South Riding, Hamilton, ...Manassas,

Organizations (Public and Private):

Companies of members—can this be pulled from new and old membership lists? Do we have a count on how many total members we have had during 30 years? Could HQ run the names for a count? Same for companies?

Corporate Sponsors—can this be pulled from new and old membership lists?

- **ASQ HQ**
- **ASQ Region 5**
- **Sister Sections in DC, Maryland, and Virginia**
- **Virginia State organizations**
- **US Congress and Senate**
- **President, Cabinet offices**
- **NIST MBNQA?**

Paul Mills

Attachment C- Regional Director Nominations

Sections nominate and elect Regional Directors for participation in the Section Affairs Council and the opportunity to serve on the ASQ Board of Directors. The nomination period is open for Regional Directors in odd-numbered regions for the two-year term beginning January 1, 2014 to December 31, 2015.

Eligible nominees will:

1. Be Senior members in good standing.
2. Have served in an elected section position: Chair, Chair-elect, Vice Chair, Secretary or Treasurer.
3. Not hold another elected position in the society during the term for Regional Director, except as a Board member or Section Affairs Council Chair or Vice Chair elected by the Section Affairs Council.
4. Review the Regional Director position description and confirm willingness to serve prior to submission

Nominations will include:

1. Nominee name
2. Nominee member number
3. Nominee biography of no more than 100 words
4. Nominating section (must be submitted by the Chair)

Please confer with your leadership committee and potential candidates as soon as possible and submit the nomination on behalf of your section by May 31, 2013.

When you are ready, please submit your nomination at 2014-15 Regional Director Nomination Form (Odd).

If more than one individual is nominated in a region, an election will be held from June 10 - July 1, 2013. Ballots will be sent to the section chairs.

Kind regards,
Cynthia Nazario, CQIA
Administrator, ASQ Community Development
600 N. Plankinton Ave.
P.O. Box 300
Milwaukee, WI 53201-3005

Toll Free North America 800-248-1946 x7442
Direct 414-298-8789
Fax 414-765-8670

Attachment D - Interesting information on June 2013 exams

We have 54 people signed up for exams on June 1. The ASQ list is not always correct as to someone's membership status, but assuming these numbers are correct, this data set is alarming.

Software Quality Engineers (CSQE)

7 applicants

2 members

5 non-members

Quality Auditors (CQA)

14 applicants

2 members

12 non-members

Quality Engineers (CQE)

3 applicants

1 member

2 non-members

Six Sigma Green Belt (CSSGB)

30 applicants

1 member

29 non-members

It seems that this is a population ripe for recruiting, in my opinion.

Kathy Eaves

Attachment E - Proposed Post Exam Handout



Congratulations on finishing your ASQ examination!

As you unwind from your rigorous test preparation, consider joining ASQ Northern Virginia Section 0511.

We are a group of quality professionals who meet monthly, on the second Wednesday, for a dinner meeting and a presentation on some aspect of quality. By virtue of being in the National Capital Area, we are able to attract locally based national experts as our speakers. In addition, there is ample opportunity to network with colleagues across the quality spectrum.

These meetings count towards your ASQ recertification to keep your credential(s) without the need to re-test.

ASQ recertification requires 18 recertification units (RU) every 3 years. The maximum Recertification Units a person can earn by attending meetings in a 3-year period is 9.0, which when combined with the 10.8 units for full-time employment is enough to recertify. Other RU credits are also available by volunteering your time and service in focused projects, such as proctoring an ASQ exam, serving as a Section officer, being an instructor for an ASQ preparatory course, or many other avenues.

Check-out our website

<http://www.asq0511.org/>

We hope to see you at a monthly meeting!

Original by Gregg Monaco, modifications suggested by Robert Zimman, and incorporated by Jeff Parnes

Attachment F - Possible Program speakers and topics

I spoke with Richard Gillis, a member of our section, today and he would be willing to speak at an upcoming section meeting on the significant changes that are included in the draft revision of ISO 9001. His contact information is as follows:

Richard Gillis
QMS Solutions
rgillis@qmssolutions.com
(703) 723-1666

He also mentioned that he has colleagues who would be willing to speak on the following:

- ISO 20000 - IT Service Management Systems
- ISO 27001 - Information Security Management Systems
- ISO 31000 - Risk Management
- ISO 22301 - Business Continuity Management Systems

I recommend you contact Richard as he could be the source of speakers for multiple interesting meetings.

Robert Zimman