

ASQ SECTION 0511 BOARD MEETING MINUTES OF 10 NOV 97

Attendance:

	10/3	11/10	12/1	1/8	2/5	3/5	4/2	5/7	6/4	7/9	8/6	9/10
Chair	P	*										
Chair-elect	P	P										
Past Chair	P	P										
Secretary	P	P										
Treasurer	P	P										
CQC	P	P										
Education	P	P										
Elect-media	P	P										
Examining	-	-										
Historian	-	P										
ISO 9000	P	-										
Membership	P	P										
NQM	P	-										
Newsletter	-	P										
Programs	P	P										
Publicity	P	P										
Qual-Liasion	P	-										
SMP	-	-										
Student-act	-	P										
Health Care	P	-										

* participated via phone

Old Business:

1. October Board Meeting Minutes: The October Board Meeting Minutes were approved.

2. Treasurer's Report:	Starting balance	7,797.34
	Deposited	4,416.00
	Expenditures	<u>5,005.50</u>
	Balance	7,207.84

The Treasurer noted that an ASQ check for \$10,972.80 had been received today and will be deposited.

3. NQM Final Report:

a. The NQM Chairman was not present to provide a report. An informed colleague noted that there had already been one post NQM meeting to review what was learned. The committee intends to survey the 37 participants to determine what NQM offered them in an attempt to improve future planning. The committee plans to meet again 27 Nov to analyze the survey results and determine if there are any lessons learned to carry forward.

b. The subject of a survey initiated a discussion with regard to how to survey, who to survey, and even if a survey was warranted. Some time was spend discussing the methods of conducting a survey, whether through the newsletter, by phone, or some other means. It was noted that past surveys have not yielded very large responses. Section 511 has conducted surveys two years ago and recently in August. A suggestion was made that some sort of incentive should be considered to encourage a larger participation. Bill Eastham volunteered to take the lead on determining how to survey the section members to determine what it is that the section can provide them. Roger Mercier volunteered to assist him.

Announcements:

1. Book sale report: There are still 24 of the autographed Dennis Arter books remaining
2. Next Wednesday will be the 41st Annual Quality Symposium in Philadelphia.
3. The Past Chair questioned whether the Chair or Chair-elect had received a copy of a letter from ASQ on changes to section affairs. He volunteered to provide a copy for their review for potential impact.

New Business:

1. Section Equipment:

a. The Board debated the topic of charging rent for section owned equipment, how much it should be, and who should be charged. It was agreed that a formal rental agreement would be used. The following schedule was moved and approved:

	DEPOSIT	RENTAL
Member	None	\$25/day *
Non-member	\$50	\$25/day *

* renters will pay full value of repairs if needed

This schedule only applies to the display and projector at this time.

b. A brief discussion on the need to insure the equipment occurred. The Board members had no experience to contribute. The Chair-elect volunteered to check with the Philadelphia Section next week when he was there to see what they do.

2. Quality Roundtable:

a. The draft letter to the sustaining members was provided for review. The format had been previously approved. The Committee Chair will sign the letter. It was agreed that the three companies that have provided support to the section (ADI, INTERTEK, and NEC) be added to the list of addressees.

b. A general discussion followed addressing the probability of any of the addresses agreeing to participate in the concept and the impact this has had on the regularity of section meetings. After considering some of the factors that may have contributed to the success of the Reston Roundtable (Marymount College participation, greater public interest in quality), it was decided to schedule section dinner meetings in January and February and plan for the first roundtable meeting in March. This provides us more time to work out the details of the roundtable plus providing enough warning if the roundtable concept is not going to be viable. The plan would then be dinner meetings in April and May followed by the next roundtable in June. The Roundtable Chair needs to work with Program Chair to determine if it is possible to coordinate dinner speakers with the scheduled roundtable subject.

c. The Past-Chair also noted that some thought should be given to the possible need for meetings during June and July for election of Board members if needed.

3. Historians Report: Nothing to report.

4. Publicity Chair: New business cards and letter head stationery were distributed. He will be updating the infoline.

5. Newsletter Editor: Copies of the newsletter were distributed. The newsletter will be in the mail this week. 19 Dec will be the deadline for the next issue of the newsletter. He had received a proposal from the mailer to do reproduction also. Based on the proposal, he intends to continue with the current method of having the reproduction done at ADI. It was noted by the Historian that the newsletter numbering sequence was wrong, this edition should be volume 14 issue 1.

6. Education Chair: There were not enough students to meet the minimum of six required for the CQA and CQE courses. Will plan on the next classes starting in January 1998 in preparation for the next series of exams.

7. Membership Chair: Nothing to report.

8. Program Chair: Reminded the Board members that he expected each one to speak at the November dinner meeting. For future dinner meetings, he planned on trying to line up senior executive speakers. He welcomed any ideas.

9. Chair-elect: Nothing to report.

Adjournment:

1. The meeting was adjourned at 2030.
2. The next meeting will be on 1 Dec at the Doubletree Hotel at Tysons Corner