

ASQ SECTION 0511 BOARD MEETING MINUTES OF 1 DEC 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	P*	P									
Chair-elect	P	P	P									
Past Chair	P	P	-									
Secretary	P	P	P									
Treasurer	P	P	-									
CQC	P	P	-									
Education	P	P	-									
Elect-media	P	P	P									
Examining	-	-	-									
Historian	-	P	-									
ISO 9000	P	-	P									
Membership	P	P	-									
NQM	P	-	-									
Newsletter	-	P	P									
Programs	P	P	P									
Publicity	P	P	-									
Qual-Liason	P	-	-									
SMP	-	-	-									
Student-act	-	P	-									
Health Care	P	-	-									

* participated via phone

Old Business:

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

2. Treasurer's Report:	Beginning balance	6,207.09
	Receipts	11,396.80
	Expenditures	<u>3,807.16</u>
	Balance	13,796.73

The Treasurer noted that these figures are as of 11/26/97 and do not reflect interest for the month of November, nor do they include receipts from the October NQM event which have not been received.

The Chair noted that the Treasurer had provided a financial spreadsheet of expenses and revenues from 1989 through 1997 to date. One item that becomes immediately obvious is the significant increase in postage. Another note is that the monthly dinners are not a break-even event. This is primarily attributable to paying for the dinners for the guest speaker and the annual acknowledgment of the student Science Fair winners and their

parents. A discussion pointed out that our responsibility was to provide a service to the section members and not necessarily make a profit in the process.

3. NQM Report: The NQM chair was not present to provide the report. Pat's email of 11/11/97 was read noting that she has been experiencing and anticipates extensive travel, and suggesting that the Board should consider appointing another NQM chair.

4. Survey Committee: Roger Mercier noted that he had a volunteer (Sue McArthur) interested in helping/coordinating.

5. Liability Insurance for Section Equipment: Bill Casti reported that the Philadelphia Section rents equipment so that they do not have any suggestions with respect to liability insurance. A short discussion followed with respect to requiring a different rental fee from active Section member as opposed to inactive Section members. It was agreed that there should be no difference, everyone pays the rental. It was noted that the rental income for the month of November was \$50.

6. Other Old Business: several Board members noted that they had Section videotapes to return to the Section Library. This prompted a discussion about what was contained in the Library. The Secretary took an action to obtain the current inventory.

New Business:

1. November Dinner Meeting Report: Roger Mercier reported that the interaction with the members present was participative and informative and could have gone on much longer. The points to take away from the dialogue were:

- a. As dinner speakers, people want to see a mix of CEOs and practitioners
- b. People want to hear success stories, what quality has done for them, quality as theory is not wanted
- c. Weakness is getting the word out about the meetings
- d. Some thought that \$20 for the dinner was too much.

This prompted discussions on the following topics:

a. Attendance - Roger Mercier volunteered to call all the attendees of the November Dinner Meeting to see if they will be coming to the next dinner meeting. Also discussed other means of notification other than the postcard. Bill Casti noted that we should investigate scanning in the notification and emailing or faxing it to our members. We should also contact ASQ and have them include the dinner meeting information in the On Q magazine.

b. Dinner price - a spirited discussion on the price of the dinner occurred. Out of this it was decided that the Board would design a \$4 off coupon to publish in the next newsletter to encourage members to attend. The coupon would be good until 30 Jun 98, one use per customer. In June there will be a drawing of the coupons presented and a prize (yet to be determined) presented.

c. Dinner location - the topic of having the dinner at some location other than one central to the membership was discussed. The idea being to move some meetings to the periphery of the area to make it more convenient to the members that live further out. It was noted that historically there is low attendance at meetings on the periphery. It was also noted that it takes planning and persistence to accomplish this. Bill Casti volunteered to explore the possibilities.

2. Selling Quality Primer Books: Roger Mercier noted that there are significant numbers of students signing up for the training courses that LCI is conducting. Section 0511 might want to take the initiative to be a source of Primer Books for the students. The Section has previously dealt with the Quality Council of Indiana getting a discount on their Primers. Norm Hills volunteered to find out who we had dealt with before, what the discount had been, and provide the information to the Board. Roger said he could provide the numbers of students.

3. Newsletter: Jim Coley noted that he has no input to date for the next newsletter. Norm Hills volunteered to get an updated inventory of the Section Library and provide that as an input. Bill Casti volunteered to provide a list of web addresses for Quality and to call Norm Franks to see if he has any book reviews.

4. Quality Roundtable: Mark Jones could not attend but provided a report. He reported that the letters discussed at the last meeting have been mailed. He asked permission to include additional organizations (members of the Reston Quality Roundtable, local organizations that have applied for the U.S. Senate Productivity & Quality Award for Virginia). This request was approved.

5. 97-98 Planning: Several topics were discussed:

a. At Dinner Meetings, having a business card fish bowl, draw cards, meet the person whose card you draw and latter introduce the person, time permitting. The Board agreed to this.

b. Bill Casti committed to update the membership directory

c. Educational forum on quality and health care - want to add to agenda for the next Board meeting. Arrange for Dave Simmons to attend to help determine what would be needed to do.

d. Focus on community outreach - suggested that we should meet with local Government organizations, determine what they are doing that we could possibly help with. There are societies at GMU that Jim Wilson has contact with that may be interested. Quentin Conroy will mention it to Jim.

e. Recertification as a dinner meeting topic - this was suggested but it was noted that only 20% of the Section membership are certified. No decision.

f. Company CEOs as dinner meeting speaker/forum - Bill Casti and Roger Mercier volunteered to investigate the possibilities. Intend to be agenda item for next Board meeting so that we can make a decision for the May or June time frame.

g. Section 0511 information - it was noted that the Hotline phone number has not been updated with current information and that the website has nothing on it. This

prompted a discussion about the fact that we are competing with the Government and two other local ASQ sections for attention when we schedule and plan events.

6. ISO9000 Committee: The Chair reported they are trying to move to monthly meetings and move the location of the meetings from NEC to a location near the Huntington Metro station. They are developing a schedule and will provide the information to the newsletter chair when it is available.

7. The meeting adjourned at 9PM. The next Board meeting will be 8 Jan 98 at Intertek. At that meeting the Board will consider scheduling the following meeting at LCI vice the motel.